CCSD Board meeting

19th March 2024
11.30 – 13.30
Grant Thornton offices London

CCSD Board Meeting Agenda

Item	Description	Time	Paper ref.	Purpose	Presenting	Sponsor
1	Welcome and apologies	11:30	Verbal	-	ZV	
2	Acknowledgement of minutes and action log	11:30 – 11:35	Paper 1a and 1b	For approval	ZV	
3	Board review report – approval of recommendations	11:35 – 11:45	Paper 2	For approval	CB	
4	Work plan for 2024 and potential areas for development including proposed approach for improving ways of working and operational delivery	11:45 – 12:20	Paper 3	For discussion and approval	AP	
5	CCSD strategy and development update (items not covered on the agenda) including CAG	12:20 – 12:30	Paper 4	For information	CB	
6	Working Group update	12:30 – 12:35	Paper 5	For approval	LN	
7	Impact of AI discussion (following request from chair at previous meeting)	12:35 – 12:45	Verbal	For discussion	ZV	
8	Update on sector working	12:45 – 12:55	Paper 6	For information	LN	
9	Document review. Opportunity for comment on supporting papers circulated to Board. - Terms of Reference (Annual review in line with plan set out Jan 2023) - Annual report - Updated fee waiver document	12:55 - 13:00	Paper 7 + supporting documents	For approval	CB	
10	AOB - BOFAS	13:00	Verbal	-	ZV	
11	Networking and lunch					

Agenda item 1: Welcome and apologies

Verbal

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Competition law compliance reminder

Please note that all CCSD meetings must be compliant with competition law:

• The CCSD Group is committed to competition law compliance. The consequences of non-compliance are grave – the organisations and individuals involved can be fined and individuals may even be sent to jail

• All CCSD meetings, formal and informal, must avoid areas that might fall foul of competition law. Examples include discussion of cartel arrangements, fee or price setting, standard conditions or contract negotiations, the exchange of commercially sensitive market information, or the sharing-out of markets.

• These parameters apply to all CCSD members and stakeholders equally, regardless of organisation type (i.e. insurer, provider or other)

• If the chair feels that the meeting is in danger of breaching competition law, they may bring the discussion to an immediate close, terminate the meeting altogether, or ask individual members to leave

• If any participant has similar concerns at any time, they should raise them immediately with the chair, and/or bring them to the attention of any CCSD member

Agenda item 2: Acknowledgement of minutes and action log

Paper 1a and 1b

Purpose: For Board approval

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CCSD Board Action Log

Only 'in progress' or 'on hold' actions are included in the table below. All other actions, including those that were actions from the last Board meeting are listed in the full agenda for this meeting.

Date of Board	Minutes section	Agenda item	Action	Lead	Timescale	Status	Update report
24/01/23	7	Proposed approach to complexity setting	Grant Thornton to include an item on complexity setting again in the agenda later in the year	A Plumtree	Jul-23	On hold	These actions were placed on hold in early 2023, with a plan to review in early 2024. Potential next steps to progress these are included in the agenda item on the CCSD 2024 workplan.
26/04/23	2	Acknowledgement of minutes and action plan	GT to add complexity setting as an agenda item in the next provider meeting		Jul-23	On hold	
26/04/23	2	Acknowledgement of minutes and action plan	GT to draft proposal of sector wider position on complexity setting to inform future discussions following their engagement work		Oct-23	On hold	
26/04/23	5	Principles of schedule adoption	IHPN (with GT) to reach out to smaller providers to discuss the appetite for the diagnostic schedule	A Plumtree	Jul-23	In Progress	GT supporting a round table session on 8th March to explore this.
1907/23	6	Approval of the core user training module and approval of plans for implementation	To consider work with Royal Colleges on gaining their approval on specialist modules	C Baldwin	Aug-23	In Progress	The core module has been live since Autumn 2023. WG are still finalising their review of the toe/ankle/knee codes and following this completion in March training will be developed. GT are in contact with BOFAS to support this.
13/12/23	2	Robotic code development	Working Group to review (and thus adopt) the RAS codes in 2 phases with all codes to be adopted by March 2023.	WG	01/04/24	Not yet due	Phase 1 is complete. Additional information regarding this was included as part of the robotic project updated, shared with the Board in February 2024.

Agenda item 3: Board review report – approval of recommendations

Paper 2

Purpose: For Board approval

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Paper 2 – what are we asking of the Board?

Paper name	Board review report
Are there any supporting documents?	Yes - Supporting document A
Purpose	For Board approval
Proposed next steps	• Board to review and approve recommendations • GT, Board and ZV to progress actions which are their responsibility • GT to provide an update on progress as the next Board meeting in July 2024, as part of the Board action log
Any additional information to note	-

Board review report

Background and introduction

Following a year of new Board ways of working and governance arrangements in 2023, a decision was made to undertake a review of Board activity with the aim to:

- Give all Board members an opportunity to reflect on the current ways of working;
- Understand the impact of recent changes; and
- Articulate areas for development and improvement across CCSD.

A survey was sent to all Board members in December 2023 and was followed up by 1-2-1 meetings between GT and Board members in January 2024. This information was collated into key themes and supporting recommendations which were shared with the Board in a full detailed report in February 2024. This paper summarises the output of the survey and discussions, and the recommended next steps.

The Board are asked to review and accept the recommendations.

Approach

The table below summarised the approach taken to generate the key themes and recommendations.

Area	Action and purpose
Survey	• Survey sent out via email to all Board members in December 2023 • Completion of the survey was anonymous, and 7 Board members completed the survey (70% response rate)
1-2-1 discussions	• 1-2-1 stakeholder interview offered to all Board members. • Meetings took places in January 2024 • Interviews enabled a more detailed discussion into themes identified in the survey
Development of key themes	• GT collated the key themes across the methods of engagement. These are reflected in the following pages. • GT have also summarised the discussions and findings
Recommendations	• GT have outlined suggested recommendations and next steps for the key themes identified. These reflect the collective feedback and suggestions of Board members.

Board review report: key themes

The table below identifies the key themes and a high-level summary of the discussion within that area. Full detail is contained within the supporting pack.

Key theme	Summary
Ways of working at the Board	The Board has made great progress over the last year, but on occasion progress is perceived by some as being hampered by commercial considerations. The Board would value more information/oversight of the BAU and working group activity but were appreciative of the support provided by GT. Board members felt welcome at meetings and valued the role of the independent chair especially in ensuring all voices were heard.
Provider group input	The input of voting provider representatives has helped to progress CCSD's governance and ensure decisions are made for the benefit of the sector, although most recognised there was still more work which could be done. Representation from smaller providers and clinicians is a particular area which needs focus to progress over the next 12 months.
The wider independent healthcare sector	IHPN, PHIN and Healthcode have brought valuable insights into the wider sector. More could be done to utilise these links to communicate with providers and provide insights into code usage.
Working Group	The Board was split around how confident it felt about its understanding of WG activity. Improvements are needed around lines of sight between Board and WG. Given the increase in development activity, a WG refresh is important to ensure work can keep pace with the need of the sector. This review should also consider how technology can support current manual processes.
Potential areas for CCSD development	There are a number of potential areas for development for CCSD, both in the short and long term. GT have drafted a 2024 work plan which is included on the agenda for this meeting. The excellent work done on robotic code development should be communicated to the sector and is an example of CCSD leading the way in a development area.

Board review report: recommendations

The suggested recommendations which have come out of the Board review are listed below. Within the full supporting document each recommendation has detailed proposed actions aligned to it.

Number	Recommendation	Priority	Responsibility
1	The Board should all remain cognoscente of the need to avoid commercials in conversation and challenge each other on this during meetings. The Board should ensure decisions are made efficiently and clearly to support CCSD's progress.	High	All Board members and GT
2	The chair should ensure he meets with all Board member to reinforce these messages and understand members' areas of focus	Low	Zoltan Varga
3	GT to continue the current timescales and level of detail within Board paper, but to support Board decision add a cover sheet including paper purpose at the start of each paper.	Medium	GT
4	Ensure wider representation into CCSD Board from a range of providers.	Medium	GT
5	Communication and engagement with the wider sector, including clinicians and providers needs to be improved to help CCSD's visibility to the sector and improve engagement with the development activities.	High	GT
6	Increase clinical input into CCSD development projects and ongoing strategic direction	Medium	GT
7	The robotic code development work should be launched as a key pieced of good work from CCSD for the sector.	High	GT
8	The CCSD training programme should continue to be developed and rolled out over the course of 2024 to support good coding standards and engagement with CCSD.	Medium	GT

Board review report: recommendations continued

Number	Recommendation	Priority	Responsibility
9	Increase visibility of activity between Board and WG and support members of both groups to understand the activities of the other	Medium	GT
10	GT to undertake Working Group ways of working review to consider how GT could better support WG, how technology investment could reduce manual processes and how to support WG to work at the pace needed for the sector.	High	GT
11	CCSD to have a clear 2024/25 development plan set out. Where there are topics which have been identified as having a divided opinion, these should be discussed in detail to ensure CCSD spends time and money in the right areas.	High	GT

Next steps

- Board to review and approve recommendations
- GT, Board and ZV to progress actions which are their responsibility
- GT to provide an update on progress as the next Board meeting in July 2024, as part of the Board action log

Agenda item 4: Workplan for 2024 and potential areas for development

Paper 3

Purpose: For discussion and approval

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Paper 3 – what are we asking of the Board?

Paper name	Work plan for 2024 and potential areas for development including proposed approach for improving ways of working and operational delivery
Are there any supporting documents?	n/a
Purpose	For discussion and Board approval
Proposed next steps	• The Board are asked to consider the components of the development activities and which it wished to pursue further work on • The CCSD Board are asked to agree the proposed workplan for 2024 • The Board are asked to agree the roadmap set out for implementing the new ways of working proposals
Any additional information to note	-

Work plan for 2024 and potential areas for development

Background and introduction

Following the development of the proportional licence fee model and the agreement of the CCSD budget for 2024 by the CCSD Group, Grant Thornton have developed a proposed workplan for 2024 for agreement by the Board.

This workplan, describes at a high level the business as usual and development activity proposed for 2024. In line with the principles set out in the proportional licence model the BAU activity is supported by the core element of the licence fee, with development activity supported by the variable element which is assessed on an annual basis.

The development elements of the work plan set out some confirmed development activity which is already underway, and additional development activity which is proposed. These proposed development activities include those which were suggested as part of the Board governance review. These activities have all been reviewed and are aligned to the previously agreed CCSD strategy. The CCSD strategy's aims are:

- Drive the development and maintenance of classification system that accurately reflects clinical care delivered in the independent healthcare sector
- Develop Schedule(s) which support reimbursement at an appropriate level
- Be sector led and will work in the interests of all users of the Schedule to help drive transparency of care and funding in the sector
- CCSD will be forward looking and support the move to value-based healthcare
- CCSD will work with other organisations to help drive comparability of private healthcare data with the NHS

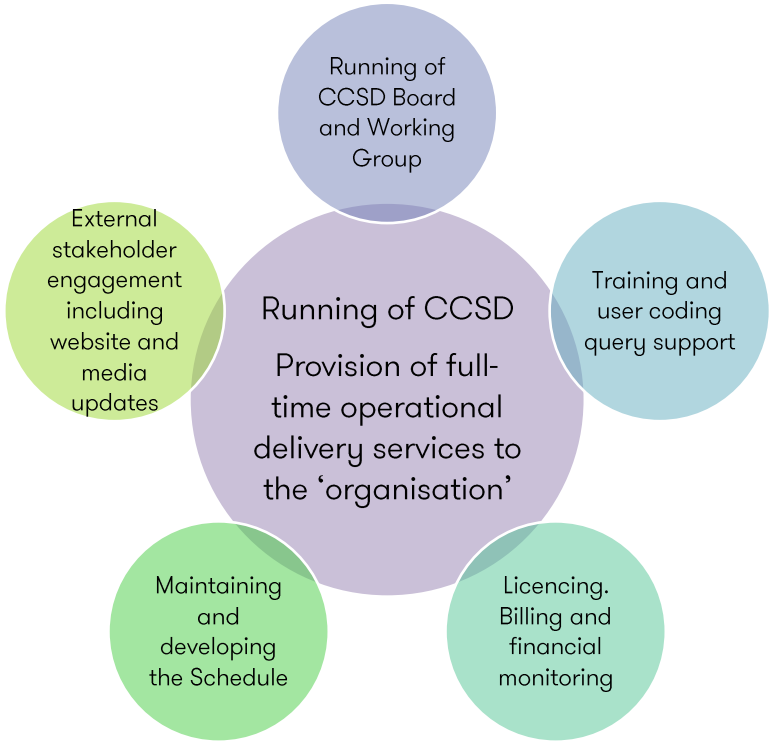
In reviewing this work plan the Board are asked to consider if the development activities outlined are the right ones for CCSD to be investing in and if any other developments should be considered.

The table below outlines the activities defined as BAU and development.

BAU	Development
• Board • Working group and coding queries • Licencing and billing • Mailbox and website • Communication, engagement and stakeholder management • Training • Schedule alignment reviews • Annual report • Communication and engagement plan • Provider licence roll out	• RAS code adoption support • Gender affirmation chapter development • Board governance review • Scoping of new training system and update of existing modules • Ways of working review and change roll out • Possible work on the Diagnostic test schedule? • Possible work on complexity setting methodology? • CCSD/OPCS mapping • CCSD future operating model • International and secondary licences • Radiotherapy code review • Additional suggested chapters (high cost drugs, prosthetics)

GT operational/BAU activity

The diagram opposite outlines the core components of GT's operational/BAU activity. This is to inform the Board of the activity which is undertaken to support and deliver the core functions of CCSD. Approximately 60% of the CCSD budget is used to support BAU activities and the running of CCSD and the remaining 40% is used to support strategy and development work.



Development projects

The table below outlines the CCSD development projects. Some of these activities are currently underway with others having been discussed at Board previously or have had a strong steer that they should be undertaken. The final column reflects potential projects which need discussion and prioritisation at Board in order to detail CCSD development work for the remainder of 2024. The projects suggested reflect comments from across the sector and actions which are 'on hold' within the Board action log. Projects in the final column are not confirmed, they are for the Board to consider if further work is desired.

Projects already started and to be completed in 2024 (detailed in later paper)	Projects where there has been previous discussion and strong feedback to undertake	Potential new work requiring discussion and agreement
• Robotic assisted surgery code development work • Board review and implementation of recommendations • Improving processes and ways of working, including WG review (detailed later in this paper) • Gender affirmation code chapter development • Scoping of new training system and update of existing modules	• Overhaul and reset of ways of working and underlying processes, including investment in new technology and automation – doing the operational business of CCSD really well, efficiently and effectively • Secondary licence review • International licence scoping • CCSD/OPCS mapping • CCSD future operating model scoping and development of options	• Possible work on the Diagnostic test schedule? (noting there was no clear consensus on this previously) • Possible work on complexity setting methodology? (noting there was no clear consensus on this previously) • Radiotherapy code review • Additional suggested chapters (high-cost drugs, prosthetics) • Something else?

Development projects – potential work

The potential projects outlined on the previous slide are to be discussed in more detail. All of the projects meet the first two of CCSD's prioritisation of development criteria. These two criteria are: Does the proposed work align with and support CCSD to achieve its strategy and does the proposed work enable the sector to move towards having an improved common and complete language set. The Board are asked to consider the suggested next steps for these pieces of work and the appetite to commission work in these areas. The projects suggested as part of the Board review are listed below; the radiotherapy review has been requested by the CCSD Working Group and is detailed on the next page.

Possible work on the diagnostic schedule

Possible work on complexity setting methodology

Possible work on new CCSD chapters, such as high-cost drugs

Something else?

Next steps

Board to discuss and agree priority areas
GT to scope out any agreed priority areas and produce detailed project plan and present to Board for approval, before progressing further with development work in these areas

It is noted that both the diagnostic test schedule and complexity setting have been discussed at Board previously and there was no clear consensus on these two items.

For complexity setting, it was parked in 2023 and agreed to revisit in 2024 to consider whether there is any change in appetite to be included as part of the 2024 work programme.

For the diagnostic test schedule, CCSD is expending time and resource maintaining and developing the existing diagnostic test schedule although adoption and use by the majority of the sector remains low. A decision is needed on the way forward in order to inform prioritisation of activities and resources.

Development projects - radiotherapy review

Background

- There has been a growing demand for a review of radiotherapy codes, with a number of coding queries and requests pending review. The Working Group (WG) have request Board consider a supporting a deep dive review of these codes.
- Some WG members have volunteered to form a subgroup to review this set of codes, either en masse or ad-hoc. We have engaged with this sub-group to understand the rationale for commencing this review, and its potential scope.

Rationale and current challenges

- These codes are unusual within CCSD and include elements for planning, delivery and supervision sessions. There is also operational guidance on which codes can be used by hospitals and which by consultants.
- Radiotherapy practice has moved on clinically since there was a last comprehensive review of the codes. This work would present the opportunity to Inclusion of codes for new advancements.
- Radiotherapy codes are technically challenging and the Working Group would benefit from supporting clinical and technical expertise in undertaking a full scope review of the codes
- Work on the RAS codes has identified a desire from WG to consider codes as sets and not ad-hoc to ensure that sets are comprehensive and cohesive. Consistency and alignment is needed in wording across codes.

GT recommended next steps

- GT to work up a detailed specification and project plan, including suspected time, for this work to be undertaken
- GT, with Board and WG support, to reach out to potential clinical stakeholders and understand if there is interest in supporting this work
- Board to consider if this work is a priority given the context of other development work proposed

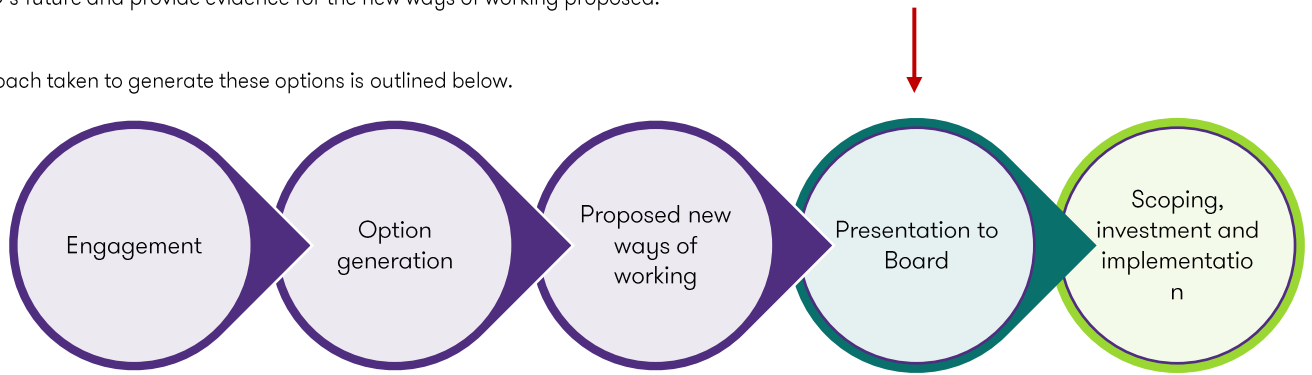
Improving ways of working – main development activity in 2024

Background and introduction

CCSD's ways of working have not been reviewed for a number of years, and there has not been any recent investment in technology supporting ways of working. Both GT and the WG currently spend a lot of time on manual processes that could be automated. In October 2023 the CCSD Board request an additional deep dive into the ways of working within the WG, reflecting additional development activity and a need to update processes. This information has been used, along with that of the Board review and previous engagements to shape a vision for CCSD's future and provide evidence for the new ways of working proposed.

Approach

An overview of the approach taken to generate these options is outlined below.



Improving ways of working deep dive – WG January feedback

The diagram below summarised the feedback received from Working Group during the January engagement sessions. This feedback was used along with that from the other engagement sessions outlined in the approach.

Processes

- The **processes for the maintenance of the schedule is not** congruent with the pace of change.
- The whole process should be **connected, automated where possible**, and information is should not be duplicated/replicated in multiple sources.
- Unacceptable combinations should be able to be added at the point of a new code request

Technology

- It is currently challenging to keep up with **the commentary/voting of WG members** on requests.
- Once a form is submitted for a new request, members are **unable to make changes** or withdraw requests.
- Requests for **unacceptable combinations** should be unbundled both ways at submission.
- **Website search function** is challenging and does not always identify the target.

People

- Providers have **challenges with adopting schedule changes** as insurers are not keeping up with the pace of changes made in bulletins.
- More work to be done **communicating changes/updates** to help people engage with the website.
- **Clinical engagement is needed** when new codes are added or codes are changes

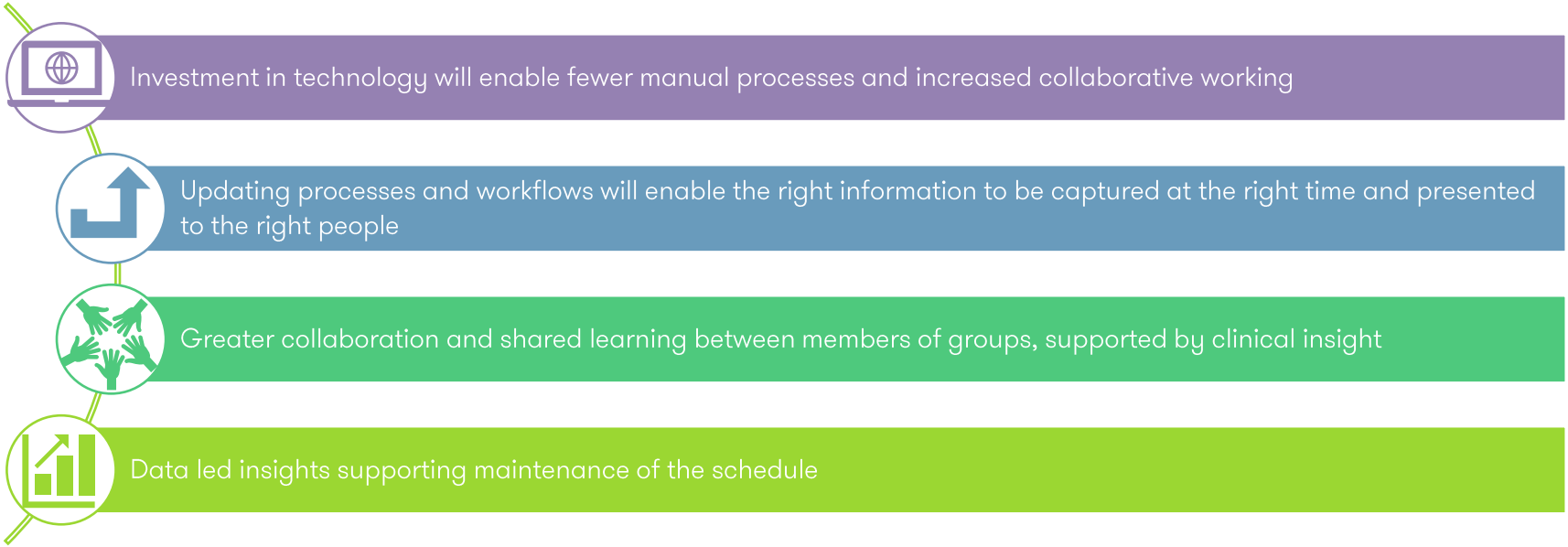
Governance

- WG meetings can sometimes include discussions on queries **awaiting only a single vote** before a decision is made. Members should be encouraged to resolve queries between WG meetings.
- Code requests can be raised that are often **revisited in subsequent WG cycles**, creating administrative burden for members.

Information

- An **improved alignment** is needed with OPCS codes
- A regular review of the Schedules is required, perhaps in line with code usage
- **Changes to codes can be difficult to follow**. For example, links from inactivated to codes to their replacements would be useful.

Improving ways of working – the future vision



Improving ways of working deep dive – detailing the future

CCSD will be a high performing, highly efficient 'organisation'. This position will be reached by a root a branch review, with all activities in scope.

The bubbles below describe examples of what this will look like within key domains of work

Processes

All workflows will be reviewed and updated
Review template documents, to move to connected, linked papers and publications

Insight and intelligence

Use data insights to drive schedule maintenance
Proactive use of data to inform future work plans

Governance and groups

Live documents, papers and action logs accessible for all group members
Increased sight of activity between CCSD groups

Technology and automation

Update training modules and make use of interactive technology
Scope possibility of CCSD app

Engagement

Launch a shared working platform
Tailored updates to provide the right information to the right people

Improving ways of working deep dive – proposed roadmap

March

Present high level ways of working review vision to Board

Seek approval for roadmap to defining and implementing the new ways of working

Roll out of updated training

April

Continued update of existing training modules

Defining of detail supporting new ways of working

Detailed final proposal to be shared with Board and WG for agreement

Detailed action plan supplied to Board

May

Detailed scoping and costing of options to support the roll out of the agreed final proposal

Agreement of suppliers to support new ways of working

Update of detailed action plan supplied to Board

June

Roll out of new ways of working

Monthly update to Board

July and beyond

Continued roll out of new ways of working

6 month post implementation, temperature check, to review new ways of working – to be presented to Board

Work plan for 2024 and potential areas for development – next steps

Next steps

- The CCSD are asked to consider the components of the development activities and which order these should be undertaken in line with the criteria, agreed by Board, summarised on the right.
- The CCSD Board are asked to agree the proposed workplan for 2024
- The Board are asked to agree the roadmap set out for implementing the new ways of working proposals

Criteria for prioritisation of development work

•Does the proposed work align with and support CCSD to achieve its strategy?

•Does the proposed work enable the sector to move towards having an improved common and complete language set?

(note: proposed development work must answer yes to the first two criteria before proceeding)

•What are the major benefits expected from the proposed work (both to the sector and individual organisations)?

•What are the major costs involved of the proposed work (both direct costs to CCSD and the sector)?

•What are the major risks or barriers we need to manage?

Agenda item 5: CCSD project development update

Paper 4

Purpose: For Board information and approval

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Paper 4 – what are we asking of the Board?

Paper name	CCSD project development update
Are there any supporting documents?	Yes - Supporting document B
Purpose	For information
Proposed next steps	• Board to consider how CAG to be taken forwards
Any additional information to note	-

CCSD project development update – other work

This paper summarises CCSD projects which are not detailed within the other Board papers. The table below provides an update on key areas of work. RAS code development and CAG have their own page to update work in these areas.

Area	Update
Schedule alignment review	•Technical guide is available on the CCSD website. An additional robotic chapter has been drafted, approved and added to the technical guide. •Subchapter review codes have been reviewed by Working Group (WG) and were discussed at the February development call meeting. The agreed changes will be adopted as part of the March code change cycle. The next part of the schedule alignment review, the remaining chapter W, has been prepped by GT and will be shared with the WG for review. •RAS code development is in its final stages of adoption. More detail is contained within the separate update on this.
Training	•Core module is live and is starting to be used by the sector. Engagement is slow currently and would benefit from stakeholders encouraging members to use this resource. •The core module is being updated to make the content more interactive; a supplier has been engaged by GT to do this with the first draft of the module expected to be available in mid-March. •A RAS bolt-on module has been drafted, reviewed by the Board training team (LD, MR and JS) and is also now live on the CCSD website. Additional bolt on modules will be developed to toe/ankle and gender affirmation codes. These bolt-ons will also be interactive in line with the updated core module.
Provider licence roll out	•Providers are being onboarded by GT with invoices for fees raised from February 2024
Gender affirmation chapter	•A gender affirmation development group was formed who are reviewed all gender affirmation codes, and will presented these as the December WG development call. Codes were then voted on and discussed in the February development call. •Agreed codes will be adopted in the March code change cycle.
Communication and engagement	•First draft of CCSD communication and engagement plan has been written and is going through internal review before being shared with the Board
Other work	•CCSD website updated to reflect current work, the changes to CCSD structures and to enable access to the training materials being developed.

CCSD project development update – CAG and TCSRG

Background and introduction

For the last six months CCSD has been open to applications from CAG and TCSRG. Following the last Board in October, GT provided Board members additional material to circulate within their organisations to encourage applications to the clinical groups.

As it stands there has been one application to CAG, which attached for Board review as a supporting paper. TCSRG applications have also been live since July and there have been no applications received.

Given the lack of applications to these groups the CCSD Board are asked to consider the potential next steps

Potential next steps:

- Adopt this applicant as a single clinical advisor to Board (in a non voting role) and look to try again at panel in 6-12 months
- Pause CAG in view of lack of application and consider re-scoping later in the year
- Accept applicant and continue to push for more applications

CCSD project development update - RAS

Background and introduction

In July 2023 the CCSD Board commissioned a review and development piece for robotic codes. This commenced in August 2023 with a detailed approach project plan being developed along with key milestones identified.

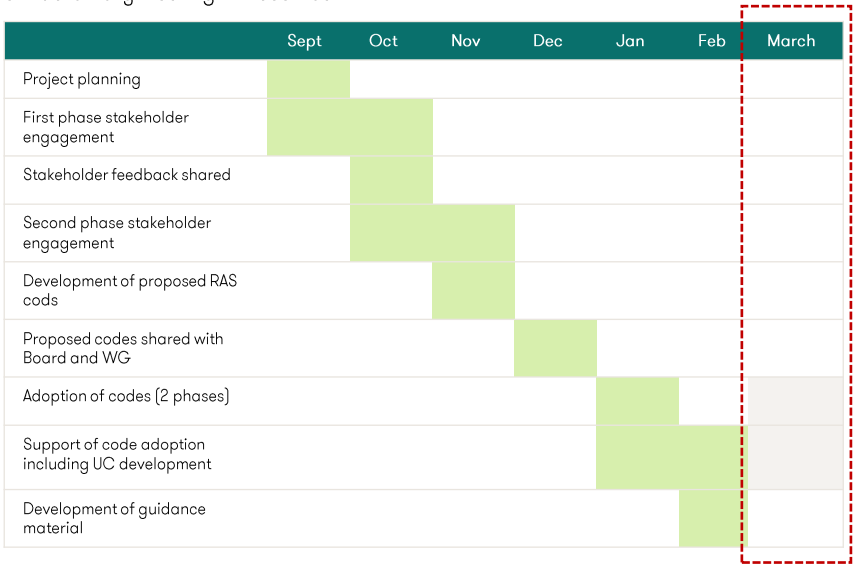
Prior to work commencing, ad hoc requests for robotic surgery codes were received into the CCSD Working Group. Evidence showed an increase in requests being submitted to CCSD for new robotic codes, as well as increased usage/activity against existing codes from Healthcode data.

Following the completion of the stakeholder engagement phases, the final proposed RAS code list was developed by GT and presented to Board and the Working Group (WG) in December. It was decided that codes should be adopted in two phases, one in January and one in March.

In January 34 new RAS codes were adopted, with initial unacceptable combinations developed by GT along principles approved by the WG, along with 36 narrative changes. The remaining codes are part of the March adoption cycle.

Summary of project

A high level project plan for the RAS code development project is shown below. Currently the final phase of codes are awaiting adoption in the March code change cycle. The next page details the work which has taken place since the Board extraordinary meeting in December.



CCSD project development update - RAS

Update on work since December extraordinary Board

Month	Activity
December	• Codes split into 2 phases following input from providers on immediate need. • Information shared with WG members and code voting lists updated
January	• Check ins with each WG voting party • Unacceptable combinations developed for each new code, along principles agreed by WG • Majority of phase 1 codes adopted in January
February	• WG development call to discuss all remaining robotic codes and aim to reach a consensus on areas of contention ahead of March adoption • RAS technical guide subchapter shared with WG for approval and published on the CCSD website • RAS training developed, reviewed by Board training group, and published on the website

Next steps

- GT to work up unacceptable combinations and share with the Working Group, as was done with phase 1 codes.
- Adoption of phase 2 codes in March code change cycle
- Monitor new code use through Healthcode data
- Project lessons learned and final update to be drafted by GT and shared with Board in April 2024

Agenda item 6: Working Group update

Paper 5

Purpose: For Board information

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Paper 5 – what are we asking of the Board?

Paper name	Working Group update and potential radiotherapy review
Are there any supporting documents?	n/a
Purpose	For information
Proposed next steps	
Any additional information to note	-

Working Group update

Metric	Reported cycle (January)	Prior cycle (November)
Number of new requests	13	17
Number of requests reviewed by Grant Thornton	13 (100%)	17 (100%)
Number of new requests that were queried due to missing or incomplete fields.	1 (8%)	3 (18%)
Number of new requests where all voting members had voted prior to the meeting	0 (0%)	3 (18%)
Number of new requests where **consensus was reached prior to the meeting***	0 (0%)	7 (41%)

**As per the Working Group Procedure notes and Terms of Reference, decisions on requests are made by a majority vote of the CCSD Working Group members. Please consult these documents for further information.*

Working Group updates

- We have seen a slight reduction in the number of requests between the reported cycle and the prior cycle, owing to the holidays.
- The majority of requests received have been by insurers, although we are seeing a proportional increase in the number received from clinicians and providers.
- These figures do not include requests related to development work, for which the Working Group have additionally been working with us on and include:
  - 204 Robotic assisted surgery codes have been reviewed
  - 55 Gender affirmation codes
  - 167 Foot/Ankle/Toe alignment review codes
- The November WG meeting was joined by our Board chair, Zoltan. The WG have reflected that this had been a helpful development and that they would like to see more Board/WG co-working in the future.

Agenda item 7: Impact of AI discussion

Verbal

Purpose: For discussion

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Agenda item 8: Update on sector working

Paper 6

Purpose: For discussion

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Update on sector working

The table below highlights some of the ways sector organisations have support CCSD over the last four months. An additional update will be given on the day by the organisations to highlight areas where their organisation's work links to CCSD.

Area	Update
PHIN	•Engagement with PHIN around their publicly available data used to support the roll out of the provider licence model •Participation in Board review
Healthcode	•Provision of data for robotic code usage used in robotic project work and the CCSD annual report •Provision of full year code use data to support analysis of CCSD code usage. Overall CCSD code use has increased 10% from 2022 to 2023, the use of historic robotic codes increased 22%. •Regular attendance at CCSD Working Group calls and participation in Board review
IHPN	•CCSD updates included in IHPN monthly update (including updates on licences, the availability of the core module and RAS sector updates) •Discussion of other opportunities for collaborative working including CCSD attending CMO meeting •Participation in Board review

Agenda item 9: Items circulated previously for approval

Paper 7 (with supporting documents)

Purpose: For Board approval

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Paper 7 – Items circulated previously for approval?

Paper name	Items circulated previously for approval
Are there any supporting documents?	Yes – Supporting documents C, D and E
Purpose	For information
Proposed next steps	
Any additional information to note	-

Items circulated previously for approval

The table below summarises documents which have been circulated to Board for comment over the preceding few months. The comments received are noted along with any updates made by GT. The Board are asked to consider if any additional updates are needed to these papers before they are adopted as final. The Board Terms of Reference are due to be reviewed on an annual basis so would next be reviewed in January 2025.

Document	Update
Terms of Reference	•First circulated in January 2023 with a plan to review annually •Wording updated in July 2023 to add additional detail around Board quorum
Annual report	•No comments received as of Board paper circulation
Fee waiver criteria and worked examples	•GT worked up two examples of fee waivers against the criteria agreed by Board in October 2023 •The waiver examples were circulated to Board; there was agreement from most with comments noting a need for supporting definitions to add clarity to the proposal •There was also a desire for more detail on how these would work operationally. This has been included in the operational section. GT will recommend an organisation for a fee waiver (in line with the criteria) with these being approved by the CCSD Group.

Agenda item 12: AOB

Verbal

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Meeting close and networking

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