

Meeting: Governing Body (Virtual Meeting)			
Meeting Date	24 June 2020	Action	Approve
Item No.	3	Confidential	No
Title	Minutes of the Last Meeting and Action Log		
Presented By	Dr Jeff Schryer, CCG Chair		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Clinical Lead	-		

Executive Summary
<p>The minutes of the Public meeting held on 27 May 2020 are presented as an accurate reflection of the previous meetings of the Governing Body reflecting the discussion, decision and actions agreed.</p> <p>Updates against the actions have been provided for information.</p>
Recommendations
<p>It is recommended that the Governing Body:</p> <ul style="list-style-type: none"> • Approve the minutes of the Public meeting held on the 27 May 2020 as an accurate record; and • Note the updates provided against the actions

Links to CCG Strategic Objectives	
<p>SO1 People and Place To enable the people of Bury to live in a place where they can co-create their own good health and well-being and to provide good quality care when it is needed to help people return to the best possible quality of life</p>	☒
<p>SO2 Inclusive Growth To increase the productivity of Bury's economy by enabling all Bury people to contribute to and benefit from growth by accessing good jobs with good career prospects and through commissioning for social value</p>	☒
<p>SO3 Budget To deliver a balanced budget</p>	☒
<p>SO4 Staff Wellbeing To increase the involvement and wellbeing of all staff in scope of the OCO.</p>	☒
<p>Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:</p>	
<p>GBAF N/A</p>	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has a Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is a Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks including Conflicts of Interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome
N/A		

Title	Minutes of the Governing Body (Virtual Meeting) held on the 27 May 2020		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Version	0.1		
Target Audience	Public Members/Governing Body Members		
Date Created	May 2020		
Date of Issue	May 2020		
To be Agreed	24 June 2020		
Document Status (Draft/Final)	Draft		
Description	Minutes of the Governing Body meeting in Public 27 May 2020		
Document History:			
Date	Version	Author	Notes
	0.1	Emma Kennett	Forwarded to the CCG Chair for review
Approved:			
Signature:			
		 Dr Jeff Schryer, CCG Chair

Governing Body

Virtual Meeting

MINUTES OF VIRTUAL MEETING VIA MICROSOFT TEAMS

Governing Body, 27 May 2020, 10.00am

Chair – Dr Jeff Schryer, CCG Chair

ATTENDANCE

Members	
Dr Jeff Schryer	CCG Chair (Chair)
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member
Dr Daniel Cooke	Clinical Director
Dr Cathy Fines	Clinical Director
Mr Howard Hughes	Clinical Director
Ms Catherine Jackson	Director of Nursing & Quality Improvement
Mr Geoff Little	Chief Officer
Mr David McCann	Lay Member for Patient and Public Involvement (for part)
Ms Margaret O'Dwyer	Director of Commissioning and Business Delivery
Mr Chris Wild	Lay Member – Finance
Mr Mike Woodhead	Joint Chief Finance Officer
Others in attendance	
Ms Lesley Jones	Director of Public Health
Mrs Lisa Featherstone	Deputy Director - NHS Bury CCG and Bury Council Corporate Core - Governance and Assurance
Mrs Emma Kennett	Head of Corporate Affairs and Governance – Minutes
Public Members/Observers	
Mr Joseph Timan	Bury Times
Mrs Carrie Dearden	Communication and Engagement Manager, Bury CCG
Ms Barbara Barlow	Healthwatch Chair

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	Dr Schryer welcomed those present to the meeting and noted that no apologies for absence had been received.
1.2	Dr Schryer advised that the quoracy requirements had been satisfied in accordance with the CCG's Constitution. The meeting was therefore declared quorate.
2	Declarations Of Interest
2.1	The Chair reminded Governing Body members of their obligation to declare any interest they may have on any issues arising from agenda items which might conflict with the business of NHS Bury Clinical Commissioning Group.
2.2	Declarations made by members of the Governing Body are listed in the CCG's Register of Interests which is presented under this agenda and also available from

	the CCG's Corporate Office or via the CCG website here .		
2.3	<ul style="list-style-type: none"> • Declarations of interest from today's meeting There were no declarations of interest for today's meeting raised.		
2.4	<ul style="list-style-type: none"> • Declarations of Interest from the previous meeting There were no declarations of interest from the previous meeting raised.		
ID	Type	The Governing Body:	Owner
D/05/01	Decision	Noted the published register of interests.	

3	Minutes of the last Meetings and Action Log		
3.1	<ul style="list-style-type: none"> • Minutes The minutes of the Governing Body meeting held on 24 April 2020 were considered and agreed as a correct record.		
3.2	<ul style="list-style-type: none"> • Action Log There were no open actions that required an update.		
ID	Type	The Governing Body:	Owner
D/05/02	Decision	Approved the minutes of the meeting held on the 24 April 2020.	

4.	CCG Chair and Chief Officer Update		
	a) Covid-19		
4.1	<p>Mr Little provided a verbal update on the latest Covid-19 developments and submitted a report which had been discussed at the Council's Covid-19 Emergency Powers Group on the 26th May 2020 which was being shared with the Governing Body for information. It was reported that:-</p> <ul style="list-style-type: none"> • The number of cases/transmission rate was going in the right direction but was not going there that fast. • The number of cases at Fairfield General Hospital had plateaued. • There were around 7 new cases of Covid-19 every day in the borough and the figures were not falling. • There had been 732 cases in Bury to date. • Bury Council had received £2.4m from the government as part of the infection control grant for Care Homes. £ 1.7m (75%) of the funding would be passed on to Bury's 57 Care Homes, the remaining funds would also be used for infection control measures and discussions were ongoing with Care Homes as to how this could be best utilised. It was noted that Care Homes were a top priority at the moment. • In terms of the Council's preparations for lifting the lockdown, appropriate support was being provided to Bury Market which was planning to reopen from the 15th June 2020. • Considerable work has been undertaken to ensure that all education providers can support the government's return to education of certain groups of pupils, from 1 June 2020. The report outlined the current plans for colleges, schools and Early Years Centres in terms of reopening dates and risk assessments being undertaken • Health and Care Recovery Plans were being developed with finance being an important element of this work in addition to capturing the benefits achieved as 		

part of the emergency response. Mr Hughes outlined the 7 key areas of the plan. It was highlighted that there was a need to decide how children's health and social care services is factored into these areas or whether this is given its own work stream. Dr Fines commented that there had been an increase in Mental Health issues in light of Covid-19 and would be preferential to have a separate workstream for children. Dr Schryer reported that there were advantages and disadvantages to taking this approach and not covering 'all age' as part of the plans. Ms Jones reported that it may be beneficial to scope out exactly what is meant by Children's health and social care services. A general discussion took place regarding this matter and was concluded that there was a need to ensure that all elements of children's health and social care services across the CCG and Council are mapped into these plans regardless of the format taken to ensure there are no gaps. It was agreed that this matter should be taken forward via the Borough Wide Covid-19 group and that Mr Hughes and Dr Fines should have input into discussions as appropriate. Mrs Jackson emphasised that there was a need to weave system wide learning and improvement through each of the workstreams which would need to be captured as part of the plans. An update on the Health and Care Recovery Plans would be provided to the Governing Body meeting in June 2020

4.2 Ms Jones provided an update on the work being undertaken in relation to Contact Tracing both locally and nationally. It was reported that the Contact Tracing was not solely reliant on the use of the Contact Tracing app as the app would be used to supplement the process. It was noted that the app had been piloted on the Isle of Wight with some success with 60% of people downloading the app. Dr Schryer welcomed the fact that contact tracing would not be solely reliant on this app and that a traditional contract tracing approach was being adopted.

4.3 Mr Hughes commented that there was a need to ensure that the skills of people who have volunteered are utilised as part of future developments within Bury. Mr Little reported that there were plans to retain this good work as part of the Community Hubs.

b) Record of Operational and Urgent Decisions

4.4 Members received the latest copy of the log that detailed the Operational and Urgent decisions that have been taken to date during the Pandemic.

ID	Type	The Governing Body:	Owner
D/05/03	Decision	Noted the Covid-19 update.	
A/05/01	Action	A further discussion in relation to how Children's health and social care services should link in with the Health and Care Recovery Plans to be discussed further via the Borough Wide Covid-19 Group.	Mr Hughes
A/05/02	Action	An update on the Health and Care Recovery Plans to be provided to the June Governing Body meeting.	Mr Hughes
D/05/04	Decision	Received the Urgent and Operational decision log	
D/05/05	Decision	Noted the review of the emergency planning governance arrangements and records.	

5	Questions from Public Members in relation to the agenda		
5.1	It was noted that no questions had been received from members of the Public.		
ID	Type	The Governing Body:	Owner
D/05/06	Decision	Noted that there were no questions	

6.	Finance		
	<ul style="list-style-type: none"> Finance, Contracting & Procurement Committee Chair's Update 		
6.1	Mr Wild provided an update from the Finance, Contracting & Procurement Committee held on the 21 st May 2020.		
6.2	Ms O'Dwyer commented that there was a need to view plans in the context of the next 5 years given the impact Covid-19 has had on localities including the impact upon Mental Health and Wellbeing.		
	<ul style="list-style-type: none"> Financial Implications of Covid-19 		
6.3	<p>Mr Woodhead provided a presentation in relation to the financial implications of Covid-19. It was reported that:-</p> <ul style="list-style-type: none"> In terms of the short term impact, there had been changes to NHS contracting – 4 months / 8 months / beyond circa £4.5m - £6.0m, support would need to be given to other providers (COVID-19 essential vs other), COVID claims to end April were in the region of £1.6m (Bury locality), pooling, means-testing had been suspended up to £4.5m, the impact on savings plans as £3m-£4m and a FNC fee increase of up to £0.3m. The local response was in line with the national guidance. In terms of the CCG forward view, there was still uncertainty and risk across a number of areas including:- <ul style="list-style-type: none"> - How long the crisis and lockdown will continue; - If/when effective vaccines/treatments will be available; - If/when effective population level testing and tracking will be available; - If/when there will be a second wave (and more); - How severe any future wave would be; - Future funding availability; - What the new financial and contracting frameworks will be post crisis; - How government policy will change in reaction to all of the above; - What the pipeline of demand will look like post crisis; - The extent to which we can ramp back up non-COVID-19 urgent services; - Impact of new infection control measures on new bed occupancy limit. In relation to the impact on the Council, there was a broad role in managing business, hardship, homelessness grants, business rates reliefs, etc. >£32m business grants to date, the net impact assessment in range of £20m-£25m for 2020/21, On top of original £28m 5 year savings target, pre-COVID, plus significant additional COVID impact over next 3-5 years, circa $\frac{1}{3}$ increased demand and $\frac{2}{3}$ income loss, there were similar uncertainties to CCG, Corporate Social Responsibility, Lobbying, Fair Funding Review, Business Rates Review and Adult Social Care Review. 		

ID	Type	The Governing Body:	Owner
D/05/07	Decision	Noted the Finance presentation.	

7.	Quality and Performance
7.1	<ul style="list-style-type: none"> Quality and Performance Chair's Update <p>There was no update provided.</p>
7.2	<ul style="list-style-type: none"> Minutes from Virtual Quality & Performance Committee Meeting <p>Members received minutes from the Quality and Performance Committee held on the 13th May 2020.</p>
7.3	<ul style="list-style-type: none"> Safeguarding Assurance during Covid Lockdown <p>Members received copies of a report that outlined some of the activity of NHS Bury CCG Safeguarding Team since the lockdown due to the Covid-19 pandemic that commenced on the 23rd March 2020. The purpose is to provide assurance to the Quality & Performance Committee and to the Governing Body that the CCG is continuing to fulfill its statutory obligations to safeguarding vulnerable children and adults at risk of abuse.</p>
7.4	<p>The key areas covered were: -</p> <ul style="list-style-type: none"> Assurance of local providers; Continued activity around MAPPA and Prevent; Revised processes for Looked after Children (LAC) and Section 47 child protection medicals; Continued work with BISP (Bury Integrated Safeguarding Partnership); The continued support across the health economy; The liaison with the National Probation Service on the early release of prisoners.
7.5	<ul style="list-style-type: none"> Safeguarding Report Q3 2019-2020 <p>Members received copies of a report that outlined some of the work completed by the CCG Safeguarding Team during Q3 of 2019-2020.</p>
7.6	<p>It was noted that the specific emphasis was on assurance activity and the input / outcomes into the statutory Serious Case Reviews for Children, Serious Adult Reviews and one Domestic Homicide Review.</p>
7.7	<p>The level of statutory reviews currently ongoing within Bury was at a previously unknown level. The reviews are led and delivered by the Bury Integrated Partnership and the Community Safety Partnership but the CCG Safeguarding Team has membership on every panel and provide reports from GP records.</p>
7.8	<ul style="list-style-type: none"> Amended Mental Capacity Act 2019 and the introduction of Liberty Protection Safeguard Scheme <p>Members received copies of an update report in relation to the Amended Mental Capacity Act 2019 and the introduction of Liberty Protection Safeguard Scheme.</p>
7.9	<ul style="list-style-type: none"> Performance Report <p>Members received copies of the latest Performance report for February 2020. The purpose of the report was to provide an updated position on the CCG's performance</p>

	against the national performance indicators set out in the NHS Constitution, as monitored by NHS England.		
ID	Type	The Governing Body:	Owner
D/05/08	Decision	Noted the minutes of the Quality and Performance Committee held on the 13 th May 2020.	
D/05/09	Decision	Noted the contents of the Safeguarding Assurance during Covid Lockdown report and recognised the extensive work that continues to ensure that the CCG meets its statutory duties.	
D/05/10	Decision	Noted the Safeguarding report Q3 2019-2020 and the extensive and varied work completed by the team.	
D/05/11	Decision	Noted the latest Performance report.	

8.	Primary Care Commissioning Committee
	<ul style="list-style-type: none"> Primary Care Commissioning Committee Chair's Report
8.1	Mr Bury provided an update following the Primary Care Commissioning Committee that had taken place earlier in the day (27 th May 2020). It was noted that the Committee had agreed that there should be a review of Primary Care Digital Systems from a finance perspective and there was a need to bring back an item around Quality Outcomes Framework (QOF) payments to the next Primary Care Commissioning Committee
	<ul style="list-style-type: none"> Primary Care Commissioning Committee Terms of Reference
8.2	Mrs Featherstone presented a report in relation to the Primary Care Commissioning Committee Terms of Reference which had been considered at the Primary Care Commissioning Committee earlier that day (27 th May 2020).
8.3	It was reported that in July 2019, the CCG updated its governance arrangements, including the CCG's Constitution, Standing Orders and Scheme of Reservation and Delegation to reflect the establishment of the Strategic Commissioning Board.
8.4	It was noted that a review of the Primary Care Commissioning Committee Terms of Reference was also completed at that time, and following feedback from the CCG Membership, further changes were incorporated, approved and submitted within the CCG Constitution for overall approval of the revised governance. NHS England approved the CCG's overarching Governance in October 2019.
8.5	It was reported that as part of the continued development of the joint leadership team across the Council and CCG, changes to the Executive and Director management structure have been agreed, following due consultation process. These changes impact on the membership of the Primary Care Commissioning Committee and were reflected within the Terms of Reference.
8.6	The Terms of Reference will be included as an Appendix to the CCG Constitution, which is also currently being refreshed to reflect the wider impact of the organisational changes in respect of the development of the single structure across the CCG and Council.

8.7	It was reported that the changes to the Terms of Reference would require approval by the CCG Membership. It was noted that there was no requirement to submit the Terms of Reference to NHS England for approval.		
8.8	It is proposed that subject to approval by the CCG Membership, the changes proposed to the Primary Care Commissioning Committee will become effective immediately.		
ID	Type	The Governing Body:	Owner
D/05/12	Decision	Reviewed the updated Terms of Reference presented;	
D/05/13	Decision	Received the update from the Primary Care Commissioning Committee; and	
D/05/14	Decision	Recommended to the CCG Membership, the Terms of Reference for inclusion within the CCG Constitution and implementation immediately following approval.	

9.	Summary of Routine Governing Body Business		
9.1	Members received copies of a report that provided a written narrative of those items that would ordinarily have been presented to the Governing Body should the current business continuity / emergency planning arrangements in response to Covid-19 not have been in place.		
ID	Type	The Governing Body:	Owner
D/05/15	Decision	Noted the report	

10.	Closing Matters		
10.1	Dr Schryer thanked members for their contributions and summarised the main discussion points.		
ID	Type	The Governing Body:	Owner
D/05/16	Decision	Noted the information	

Next Meeting	Wednesday, 24 June 2020, 3.00pm via Microsoft Teams
Enquiries	Emma Kennett, Head of Corporate Affairs and Governance. Emma.kennett@nhs.net

Governing Body Action Log

Status Rating



- In Progress



- Completed



- Not Yet Due



- Overdue

Title	Action	Lead	Status	Due Date	Update
A/05/01	A further discussion in relation to how Children's health and social care services should link in with the Health and Care Recovery Plans to be discussed further via the Borough Wide Covid-19 Group.	Mr Hughes		June 2020	
A/05/02	An update on the Health and Care Recovery Plans to be provided to the June Governing Body meeting.	Mr Hughes		June 2020	Covid update included on the agenda as part of the CCG Chair and Chief Officer Update.