

Meeting: Governing Body (Virtual Meeting)			
Meeting Date	24 March 2021	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 January 2021 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 January 2021 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"/>
Is an Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If yes, has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If yes, please give details below:						
If no, please detail below the reason for not completing an Equality, Privacy or Quality Impact Assessment:						
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 in Public held on the 27 January 2021		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Version	0.1		
Target Audience	Governing Body Members		
Date Created	January 2021		
Date of Issue	January 2021		
To be Agreed	24 February 2021		
Document Status (Draft/Final)	Draft		
Description	Minutes of the Governing Body Virtual Meeting in Public held on 27 January 2021		
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 January 2021, 3.00pm

Chair – Dr Jeff Schryer, CCG Chair

ATTENDANCE

Members	
Dr Jeff Schryer	CCG Chair (Chair)
Will Blandamer	Executive Director of Strategic Commissioning
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member
Dr Cathy Fines	Clinical Director
Mr Howard Hughes	Clinical Director
Mr Geoff Little	Chief Officer
Mr Peter Thompson	Secondary Care Clinician
Mr Chris Wild	Lay Member – Finance
Mr Mike Woodhead	Joint Chief Finance Officer
Others in attendance	
Ms Catherine Jackson	Director of Nursing & Quality Improvement
Mrs Emma Kennett	Head of Corporate Affairs and Governance
Public Members/Observers	
Ms Ruth Passman	Healthwatch Chair
Mr Steve Meadows	Public Member
Ms Jessica McCormack	Public Member

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	Dr Schryer welcomed those present and noted that apologies for absence had been received from Dr Daniel Cooke, Clinical Director, Mr David McCann, Lay Member for Patient and Public Involvement, Dr Rak Thaker, Clinical Director and Mrs Lesley Jones, Director of Public Health.
1.2	Dr Schryer reported that Dr Thaker had been appointed as a Clinical Director of the Governing Body since the last meeting of the Governing Body and that a completed declaration of interest form had been received which would be added to the register for the next Governing Body meeting.
1.3	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	Dr Schryer reminded Governing Body members of their obligation to declare any interest they may have on any issues arising from agenda items which might

2.2	conflict with the business of NHS Bury Clinical Commissioning Group.		
2.3	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	a) Declarations of interest from today's meeting		
	There were no declarations of interest for today's meeting raised.		
2.4	b) 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/01/01	Decision	Noted the published register of interests.	

3 Minutes of the last Meetings and Action Log

3.1	a) Minutes		
	The minutes of the Governing Body meeting held on 25 November 2020 were considered and agreed as a correct record.		
3.2	b) Action Log		
	The Action log was discussed and the following updates were provided: -		
	<ul style="list-style-type: none"> A/11/01 – To link in with Healthwatch in order to ensure the Patient Voice is captured as part of any discussions in relation to the North Manchester General Hospital Transformation. It was noted this meeting was still to be arranged. A/11/02 - Mr Blandamer agreed to link in with Dr Harris/Mrs Sawbridge to gain some further intelligence in relation to lung cancer performance in terms of referrals, diagnosis and 2 week cancer waits. The issue has been raised with Dr Harris, CCG Clinical Lead. The issue has also been raised with the Northern Care Alliance (NCA) Cancer Service Manager who has confirmed that the lung cancer diagnosis rate has also dropped off. This suggests that those patients are not currently getting into service via another route, eg A&E, so the concern remains that there's a cohort of suspected lung cancer patients not accessing services at the moment. NCA colleagues and the CCG will continue to review the data. Further data will be made available to the Governing Body via the Performance report at future meetings. 		
ID	Type	The Governing Body:	Owner
D/01/02	Decision	Approved the minutes of the meeting held on the 25 November 2020.	

4 Public Questions in relation to the agenda

4.1	There were no question received.		
ID	Type	The Governing Body:	Owner
D/01/03	Decision	Noted the information.	

5. Inclusion Strategy 2020-2024

5.1	Dr Schryer presented the Inclusion Strategy for 2020-2024 which had previously		
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5.2	<p>been considered by the Strategic Commissioning Board on the 7 December 2020.</p> <p>It was reported that the Bury Council and CCG partnership had, through the leadership of the Strategic Commissioning Board, made a commitment to make significant improvements in our equalities and inclusion practice as both an employer and service provider/commissioner. This commitment is made as part of our leadership role in delivering the Bury 2030 vision and wider organisational transformation.</p>						
5.3	<p>It was noted that an independent review into internal practice was undertaken in summer 2020 and, as a result, this Inclusion Strategy has been co-produced with staff groups; community leaders and senior champions. It sets out: -</p> <ul style="list-style-type: none"> • The context for this work including the current disparity in outcomes across different communities and how the Bury 2030 vision intends to address this; • The general legal equalities duties on the Council and CCG and how these will be met; • Organisation-specific inclusion objectives and an action plan initially for delivery to 2022. 						
5.4	<p>The term inclusion has been intentionally used for this strategy as it incorporates equality, diversity and human rights, and our legal requirements under the Equality Act. Previously, Bury Council and Bury CCG have used a combination of these terms, so inclusion provides a common term to corral around given this is a joint strategy and encompasses the intent to promote equal access and take up of opportunities; to respect and celebrate diversity; to protect and raise human rights of all people across the Borough.</p>						
5.5	<p>The Inclusion Strategy was considered by the Strategic Commissioning Board at its meeting in December, where it was well-received and is recommended to the CCG Governing Body and the Council's Cabinet meeting for formal approval.</p>						
	<table border="1"> <thead> <tr> <th>Type</th> <th>The Governing Body:</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>D/01/04</td> <td>Approved the Inclusion Strategy</td> <td></td> </tr> </tbody> </table>	Type	The Governing Body:	Owner	D/01/04	Approved the Inclusion Strategy	
Type	The Governing Body:	Owner					
D/01/04	Approved the Inclusion Strategy						

6.	Finance, Contracting & Procurement Committee Chair's Report
6.1	<p>Mr Wild provided a verbal update on the latest discussions held at the Finance, Contracting & Procurement Committee held on the 21 January 2021. It was reported that: -</p> <ul style="list-style-type: none"> • There were still a number of outstanding questions around contracting and the financial regime for next year (2021/22). • Funding and Planning Guidance would be delayed until late March and planning and contracting would not begin until Quarter 1 of the new financial year. It was noted that at least for Quarter 1 it would be a roll forward of the financial framework that is in place for the second half of this year. • The CCG had significant financial gaps that were unlikely to be bridged by existing saving schemes and, as such, there was a need for a significant GM wide cost reduction programme which may involve difficult decisions being made at GM and local level on what services will stop.

	<ul style="list-style-type: none"> • There were ongoing discussions taking place with regard to equity of funding in ensuring it is captured into the new system as equity funding was a core principle. • Discussions were underway as to whether existing funding methodology and formulas would be built into the new processes. • There was recognition to simplify contracts with a need to look at more block type arrangements with potentially one GM contract per provider. • A review of the transformation funds and how the risks are managed was to take place. • A contract report was presented which demonstrated that the CCG had made considerable progress in the development of contracts and that there were currently only 2 contracts with outstanding actions for 2020/21. The report advised that in addition to ensuring that contracts were in place for all commissioned services, work had been undertaken to tighten the contractual reporting and due diligence of all contracts where Bury CCG was the coordinating commissioner. Mrs Deveney and her team were commended for all their hard work in this regard. 		
ID	Type	The Governing Body:	Owner
D/01/05	Decision	Noted the update.	

7.	Quality & Performance		
7.1	<p>a) Quality and Performance Committee Chair's Report</p> <p>Mr Bury presented the latest Quality and Performance Chair's report to the Governing Body to provide an update on key information submitted and recommendations made at the Quality and Performance Committee meeting held on 13 January 2021. It was reported that discussions had taken place at the meeting in relation to: -</p> <ul style="list-style-type: none"> • The Learning Disability Mortality Review (LeDeR) programme, a national NHS England improvement initiative, was revisited by the Committee and held a discussion held regarding next steps. It was recommended that an updated report be submitted to the Strategic Commissioning Board meeting on 1 February 2021 in order for the Strategic Commissioning Board to agree the recommendations, decisions around governance ownership and actions required to progress. • In terms of the Deep Dive and retention review, two risks were reviewed namely WS_ALL_CE_O_R_04 Datix: Resource requirements to maximise optimisation and WS_MH_O_PE_R_03 PCFT Mixed Sex Accommodation (SSA Breaches) and number of actions were identified. 		
ID	Type	The Governing Body:	Owner
D/01/06	Decision	Noted the Quality and Performance Committee Chair's report.	

8.	Audit		
8.1	<p>a) Audit Committee Chair's Report</p> <p>Mr Wild presented the latest Audit Committee Chair's report which summarised the main discussions from the meeting held on the 4th December 2020.</p>		

8.2	b) Governing Body Assurance Framework (GBAF) Mr Wild submitted the latest Governing Body Assurance Framework (GBAF) to the Governing Body.		
8.3	It was reported that since the last presentation of the GBAF to the Governing Body in September 2020 a review of all 8 risks has been undertaken and the current risk profile of these is summarised as: -		
	<ul style="list-style-type: none"> • 5 remain at a significant level of current risk (level 15 or above) to delivery of the CCG's Strategic Objectives; • 3 remain at a high level of current risk (level 8-12) to delivery of the CCG's Strategic Objectives. 		
8.4	c) Corporate Risk Register Mr Wild submitted the latest Corporate Risk Register to the Governing Body.		
8.5	It was reported that there were currently 4 risks included on the Corporate Risk Register (operational risks) at a level 15 or above, excluding those reported through the Governing Body Assurance Framework (strategic risks) as listed: -		
	<ul style="list-style-type: none"> • Autistic Spectrum Conditions Assessment – Work force capacity to maintain waiting times; • Reduced IG Resource; • PCFT - Mixed Sex Accommodation (SSA breaches); and • Datix: Resource requirements to maximise optimisation. 		
ID	Type	The Governing Body:	Owner
D/01/07	Decision	Noted the Audit Committee Chair's report.	
D/01/08	Decision	Received the Governing Body Assurance Framework presented.	
D/01/09	Decision	Received the Corporate Risk Register.	

9.	Closing Matters		
9.1	<ul style="list-style-type: none"> • Departure of Mike Woodhead, Joint Chief Finance Officer Mr Little reported that it was Mr Woodhead's last Governing Body meeting before departing the CCG on the 31-January 2021. 		
9.2	Mr Little thanked Mr Woodhead on behalf of the Governing Body for all his hard work during his 6 years working in Bury and the financial leadership provided during this time. It was noted that Mr Woodhead had played a significant role in finance discussions at Greater Manchester level.		
9.3	<ul style="list-style-type: none"> • Integrated Care arrangements It was reported that the Strategic Commissioning Board at their meeting on the 4 January 2021 had confirmed support for Option 2 as part of the Greater Manchester response to the national consultation which needed to be submitted by 8 January 2021. It was noted that responsibilities in relation to the Vision, Values and Strategic Direction of the CCG are delegated to the Governing Body with the Strategic Commissioning Board responsible for recommending a course of action. The Governing Body delegated final sign-off of this response to the Accountable Officer and Chair following review and recommendation by the Strategic Commissioning 		

9.4	Board on the 4 January 2021 ahead of the final submission on the 8 January 2021 (email sent to members on 16 December 2020 to approve this course of action).		
	Dr Schryer thanked members for their contributions and summarised the main discussion points.		
ID	Type	The Governing Body:	Owner
D/01/10	Decision	Noted the information.	

Next Meeting	24 March 2021, 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/11/01	To link in with Healthwatch in order to ensure the Patient Voice is captured as part of any discussions in relation to the North Manchester General Hospital Transformation.	Mr Blandamer		March 2021	Mr Blandamer has met with Ruth Passman on this issue and further work is under development.