

Meeting: Governing Body (Virtual Meeting)			
Meeting Date	28 July 2021	Action	Approve
Item No.	3	Confidential	No
Title	Minutes of the Last Meeting and Action Log		
Presented By	Mr Peter Bury, CCG Vice Chair		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Clinical Lead	-		

Executive Summary
<p>The minutes of the Public meeting held on 26 May 2021 and the Extraordinary Public Meeting held on the 4 June 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 26 May 2021 as an accurate record; • Approve the minutes of the Extraordinary Public Meeting held on the 4 June 2021; and • Note the updates provided against the actions

Links to CCG Strategic Objectives	
SO1 - To support the Borough through a robust emergency response to the Covid-19 pandemic.	<input checked="" type="checkbox"/>
SO2 - To deliver our role in the Bury 2030 local industrial strategy priorities and recovery.	<input checked="" type="checkbox"/>
SO3 - To deliver improved outcomes through a programme of transformation to establish the capabilities required to deliver the 2030 vision.	<input checked="" type="checkbox"/>
SO4 - To secure financial sustainability through the delivery of the agreed budget strategy.	<input checked="" type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	
GBAF N/A	

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 26 May 2021		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Version	0.1		
Target Audience	Governing Body Members		
Date Created	May 2021		
Date of Issue	May 2021		
To be Agreed	4 June 2021		
Document Status (Draft/Final)	Draft		
Description	Minutes of the Governing Body Virtual Meeting in Public held on 26 May 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 – 26 May 2021, 3.00pm

Chair – Dr Jeff Schryer, CCG Chair

ATTENDANCE

Members	
Dr Jeff Schryer	CCG Chair (Chair)
Mr Will Blandamer	Executive Director of Strategic Commissioning
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member
Dr Daniel Cooke	Clinical Director
Mrs Sam Evans	Executive Director of Finance
Mr Howard Hughes	Clinical Director
Mr Geoff Little	Chief Officer
Mr David McCann	Lay Member for Patient and Public Involvement
Mr Peter Thompson	Secondary Care Clinician
Mr Chris Wild	Lay Member – Finance
Others in attendance	
Mrs Catherine Jackson	Director of Nursing & Quality Improvement
Mr Ian Mello	Director of Secondary Care Commissioning
Mr Steven Boyd	Integrated Neighbourhood Team, Northern Care Alliance
Mrs Emma Kennett	Head of Corporate Affairs and Governance
Public Members/Observers	
Mr Steve Meadows	Public Member

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	<p>Dr Schryer welcomed those present and noted that apologies for absence had been received from:</p> <ul style="list-style-type: none">• Dr Cathy Fines, Clinical Director
1.2	<p>Dr Schryer welcomed Mrs Evans, Executive Director of Finance to her first Governing Body meeting since commencing in post.</p>
1.3	<p>Dr Schryer reported that Ms Lepiorz, Deputy Director – Primary Care had now left the organisation and was moving onto pastures new. Dr Schryer thanked Ms Lepiorz for all her hard work during her time in Bury and wished her well for the future.</p>
1.4	<p>Dr Schryer also reported that Dr Thaker had left his Governing Body role and Bury GP Practice and wished him well for the future.</p> <p>It was noted that Ms Gonda, Director of Community Commissioning (DASS) would</p>

1.5	soon be retiring from the Council and thanked Ms Gonda for all the support and help provided in recent years.		
1.6	Dr Schryer advised that the quoracy requirements had been satisfied in accordance with the CCG's Constitution. The meeting was therefore declared quorate.		
ID	Type	The Governing Body:	Owner
D/05/01	Decision	Noted the information	
A/05/01	Action	Letters to be sent on behalf of the Governing Body to Ms Lepiorz and Dr Thaker thanking them for all their hard work during their time in Bury.	Dr Schryer

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 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 .		
	a) Declarations of interest from today's meeting		
2.3	There were no declarations of interest for today's meeting raised.		
	b) Declarations of Interest from the previous meeting		
2.4	There were no declarations of interest from the previous meeting raised.		
ID	Type	The Governing Body:	Owner
D/05/02	Decision	Noted the published register of interests.	

3	Minutes of the last Meetings and Action Log		
	a) Minutes		
3.1	The minutes of the Governing Body meeting held on 24 March 2021 were considered and agreed as a correct record.		
	b) Action Log		
3.2	The Action log was discussed and it was confirmed that all actions had been completed.		
3.3	Dr Schryer referred to A/03/03 - An email note to be sent to the Governing Body in relation to the watchful waiting of long waiters and the assurances/latest position in this regard. It was highlighted that despite a Briefing Note being sent to Governing Body members on the 8 th April 2021 there was a need to be clear about the type and level of support being provided to people on the waiting lists. Mr. Blandamer commented that the response provided was technically correct however was happy to provide a further briefing to the Governing Body around the different types of support being provided to people on the waiting lists including the role of the Integrated Neighbourhood Teams and other support available.		

ID	Type	The Governing Body:	Owner
D/05/03	Decision	Approved the minutes of the meeting held on the 24 March 2021.	
A/05/02	Action	Further Briefing Note to be sent to Governing Body members around the different types of support being provided to people on the waiting lists including the role of the Integrated Neighbourhood Teams and other support available.	Mr Blandamer

4 Chief Officer and Chair Update

4.1	Mr Little provided a verbal update on the latest CCG and Council developments. It was reported that:- <ul style="list-style-type: none"> Mrs Gonda and Ms Lepiorz had done a fantastic job in their respective job roles and wished them well for the future. The Indian Covid-19 variant had seen cases rise across the borough which was a similar trend to what was currently being seen in Bolton. It was noted that whilst local hospitals were seeing an increase in cases, critical care beds were not at capacity. There was a need to ramp up the vaccination programme across Bury to protect as many people as possible from this new strain. The CCG was anticipating some additional support from a supplies and workforce perspective in an attempt to stop the spread of the virus. In terms of second doses, the timescales were being brought forward from 12 to 8 weeks. Targeted vaccines were being provided in particular neighbourhoods where an improved vaccine take up was required. The testing programme in schools was also being expanded. A submission to Government was being sent this week which would hopefully result in the required level of support being received. In terms of the ICS developments, this would be picked up further as part of the ICS item on the agenda.
-----	---

ID	Type	The Governing Body:	Owner
D/05/04	Decision	Noted the update.	

5 Public Questions in relation to the agenda

5.1	There were no questions received.
-----	-----------------------------------

ID	Type	The Governing Body:	Owner
D/05/05	Decision	Noted the information.	

6. ICS Update

6.1	Transition Arrangements, Statutory Functions and Wellbeing and Support for Staff Mr Blandamer presented a report that provided an update on the ongoing transition of the Bury Health and Care Partnership System arrangements which should be read in conjunction with the paper on the Greater Manchester Integrated Care System (GM ICS).
6.2	It was reported that: -

- Bury System meetings have previously received updates on the implications of the White Paper for the operation and development of the Bury partnership arrangements, and the operation of the GM Health and Care Partnership. The national context is that the legislation is anticipated in the early summer, with moves to transition to GM ICS arrangements in the autumn including the appointment of a Chief Executive and associated leadership roles for the GM ICS.
- The focus for Bury has been on continuing with the journey of transformation, developing transition arrangements for the operation of the Bury partnership system. It was noted that work with GM colleagues was to ensure that the emergent GM ICS operating model created the opportunities and authority to maintain and quicken progress to a clinically and financially stable health and care system in Bury, creating better quality outcomes for local residents.
- Terms of Reference for the new System Board have been drafted and were attached for consideration.
- An Integrated Delivery Collaborative Board (IDCB) had been developed which built on the success and partnership of the Bury LCO, and included a wider representation of providers and the oversight of the whole of the operation of the health and care system. Its job was to create excellent partnership working in business as usual, and to drive the transformation programme of the partnership as whole on behalf of the System Board and in accordance with the principles of Locality Plan. The IDCB would be independently chaired, as the LCO was, for at least the duration of the transition to April 2022. Its particular task is to create the conditions for integrated neighbourhood leadership team working to thrive.
- In Terms of Integrated Neighbourhood Team Working, the 5 neighbourhood teams were well established with managerial and clinical neighbourhood team based leadership. Further alignment of services into the 5 neighbourhood team model was progressing (e.g named connections to quality and safeguarding), and an underpinning neighbourhood team profile was in development. The neighbourhood delivery team steering group - reporting to the IDCB is finalising confirmation of vision, leadership team development, programmes of assimilation and alignment and outcomes measurement. The connection to community hubs, early help in children's services, and to wider public service teams on the same footprint is progressing. Integrated Neighbourhood Teams are also represented through key reform programmes (e.g elective care) and in enabling frameworks (e.g estates).
- The Health and Wellbeing Board was essentially operating as a 'standing commission' on health inequalities and using the Kings Fund 4 quadrant population health system.
- The System Transition plan agreed by the Bury System Board included an element to review the closedown arrangements of the CCG. Further details on these arrangements were awaited.
- Regular staff briefings had been arranged to ensure that staff are fully engaged on the plans and proposed changes
- In terms of working on the Northern Care Alliance (NCA) Footprint, the Carnall Farrar report scoped the opportunity of the locality focus but also the opportunity of the NCA footprint collaboration, and also the opportunity to influence GM wide ICS development. Further work with NCA colleagues is underway to describe a formalised programme of work and a partnership working arrangement.

6.3	Dr Schryer enquired about the pastoral support that was being provided to CCG and Council staff in light of the ongoing changes. Mr Blandamer commented the support available had been widely circulated to staff as part of the Health and Wellbeing offer. It was highlighted that there was a need to ensure that staff were being retained where appropriate.		
6.4	Dr Schryer enquired when further information on the ICS proposals/next steps/engagement would be available. Mr Blandamer commented that initial proposals would be shared with Healthwatch in the first instance and also shared with the System Board and Strategic Commissioning Board in September 2021		
	Type	The Governing Body:	Owner
D/05/06	Decision	Noted progress on the previously agreed transition arrangements on the paper.	
A/05/03	Action	Further detail in relation to the ICS proposals/next steps/engagement to be shared with the Governing Body and Strategic Commissioning Board in September 2021.	Mr Blandamer

7.	Agile Working Pilot Proposal		
7.1	Mr Little submitted a report in relation to the Agile Working Pilot Proposal for NHS Bury CCG.		
7.2	It was reported that the CCG had introduced agile working, supported by an approved Policy, in June 2018 following the relocation from Silver Street to the Bury Campus, which includes Townside Primary Care Centre, Bury Town Hall and 3 Knowsley Place.		
7.3	<p>It was noted that in October 2020, Bury CCG and Bury Council agreed to the concept of a new and joint agile working model. The decision was made on the basis of:</p> <ul style="list-style-type: none"> • a largely positive experience during enforced home working during lockdown. • the potential benefits of a substantive agile arrangement which research tells us may include a reduction in fixed costs; improved staff productivity and engagement and contribution to the carbon neutral agenda. • reductions in available space in the town centre as a result of disrepair within the Town Hall in particular. 		
7.4	It was recognised that any change in the way of working needed to be carefully managed and that there were complex issues across workforce, estate and technology to address.		
7.5	This paper outlined the high-level principles of the agile working pilot which it is proposed to roll out, from the easing at Stage 4 of the national lockdown. It was reported that agile working would be open for all staff subject to the requirements of their role, but there was a particular imperative within the Bury campus sites where estate maintenance and social distancing adaptations have required significant reductions in estate footprint.		

ID	Type	The Governing Body:	Owner
D/05/07	Decision	Noted the update provided and specifically that an agile model is already in place within the CCG which will be enhanced further through this joint approach and refresh;	
D/05/08	Decision	Supported the roll out of the agile model for all staff on a voluntary basis, as described in this report from Stage 4 of the national roadmap out of lockdown, which is currently assumed to be 21 June 2021; and	
D/05/09	Decision	Noted the Agile Working Policy, once finalised, will be approved through the CCG's Remuneration Committee and appropriate Council governance arrangements; and	
D/05/10	Decision	Noted that the Council Cabinet are also receiving the pilot proposal for support.	

8.	Finance
8.1	<ul style="list-style-type: none"> Finance, Contracting & Procurement Committee Chair's Update <p>Mr Wild provided a verbal update on the latest discussions that had taken place at the Finance, Contracting & Procurement Committee meeting held on the 20th May 2021.</p>
8.2	<p>It was reported that discussions had taken place in relation to: -</p> <ul style="list-style-type: none"> Closure of the risk in relation to fraud of PHB budget in CHC patients due to new ways of using technology during the Covid pandemic. the contract term offered to Bury Hospice based on the additional evidence contained within this paper and as such confirmed a 12-month contract period (April 2021 to March 2022) predicated on the signing of the new contract and agreement of the service specification. CCG contracts and contracting. Approved waivers in relation to NUMED Envisage licence and Healthcare Gateway licence. It was noted that there had been some inconsistencies identified in the format of the waivers and it had been agreed that the form would be simplified.
8.3	<ul style="list-style-type: none"> Budget / Financial / Savings Plan <p>Mrs Evans presented a report in relation to the CCG Financial Plan and Budget Setting for 2021/22.</p>
8.4	<p>It was reported that the purpose of the paper was to update the Governing Body on the CCG budget for the first half (H1) of 2021/22, the context in which these budgets have been set and the efficiency requirement within these to allow the CCG to achieve the nationally mandated break even position.</p>
8.5	<p>It was noted that the budget setting process for 2020/21, pre Covid-19, saw the CCG anticipating a £20m deficit, which after anticipated QIPP left a deficit of £11m. The national command and control environment that was established to allow the NHS to focus on tackling the Covid -19 pandemic moved away from CCG allocations. In the</p>

		first half of the year the CCG received monthly reconciling payments that allowed the CCG to break even financially and the CCG allocation in the second half of the year was based on that received in the first half of the year.	
8.6		The CCG finance regime for H1 2021/22 was based upon the second half of 2020/21 and this had given the CCG an initial budget of £172.3m. CCG anticipated expenditure in H1 was £177.1m, giving a deficit of £4.8m. To support the CCG to break even financially the CCG had received £1.9m of growth monies from the Greater Manchester Health and Social Care Partnership, this allocation of growth monies would be reviewed at month 3 and month 5 to ensure that individual organisations and the GM system as a whole breaks even. In addition to this all GM CCGs were given the freedom to not hold a 0.5% contingency for H1, which was £0.85m for the CCG. These changes therefore required the CCG to deliver QIPP of £2.1m to achieve the nationally mandated break even position in H1.	
8.7		It was reported that due to the centrally set nature of NHS payment values, CHC was a major area of QIPP focus and to this end recruitment of additional staff for 6 months had been approved. There were very early promising results in this area but delivery of £2.1m QIPP across all directorates in H1 was a significant ask and therefore it was likely that non recurrent measures would be needed to achieve the mandated break even position.	
8.8		Dr Schryer enquired about the QIPP Programme and other areas that may be targeted to achieve the required levels of savings. Mrs Evans stated that prescribing and estates were two areas which would be explored in greater detail. Mr Blandamer highlighted that capacity was an issue particularly within the Medicines Optimisation Team as they were also currently supporting the Covid-19 Vaccination Programme therefore this would need some further reflection.	
8.9		<ul style="list-style-type: none"> • 2020/21 Annual Accounts Timetable Update Mrs Evans provided an update on the 2020/21 Annual Accounts Timetable. It was reported that: - <ul style="list-style-type: none"> • A close down meeting with the auditors was scheduled to take place on the 28th May 2021. • The Audit Committee Meeting and Extraordinary Governing Body meetings had been arranged for the 4th June 2021. • The Annual Report and Accounts needs to be submitted to NHS England by the 15th June 2021. 	
ID	Type	The Governing Body:	Owner
D/05/11	Decision	Noted the Finance Committee Chair's report.	
D/05/12	Decision	Noted the content of the Finance report.	
D/05/13	Decision	Noted the final CCG position and QIPP requirement.	
D/05/14	Decision	Noted the actions already taken to support QIPP delivery.	
D/05/15	Decision	Noted the GM review of all NHS partner positions at months 3 and 5.	

9.	Quality & Performance
9.1	<p>a) Quality and Performance Committee Chair's Report</p> <p>Mr Bury presented the Quality and Performance Chair's report which summarised the main discussions from the meeting held on the 12 May 2021. It was reported that:-</p> <ul style="list-style-type: none"> • Recent Nursing Home Assurance Visits had gone extremely well. • The Quality and Performance Committee reviewed in detail the deep dive report in relation to Autistic Spectrum Conditions Assessment - Neurodevelopmental assessments. They recognised the work being carried out and progress to date. The Committee agreed that the risk remain at the current level due to the nature of risk and work required and welcomed further reviews throughout the report period accordingly. There had been a risk closure in respect of the Discontinuation of Priadel. It was noted that the Department of Health and Social Care (DHSC) have identified that there is no longer a need to implement system wide switching of patients from Priadel tablets to an alternative lithium carbonate preparation. Bury CCG and Pennine Care did not undertake a switching program and therefore this risk no longer poses a threat.
9.2	<p>b) Performance Report</p> <p>Mr Blandamer presented the latest Performance Report to the Governing Body.</p>
9.3	<p>The report presented the CCG's performance position for February 2021 and outlined any proposed changes to performance at a national level. In light of the current Coronavirus pandemic (Covid-19), the report also included reference to the impact of this on activity and performance levels, where this was known.</p>
9.4	<p>The dashboard presented at Appendix A showed the most recently published data along with those measures for which data collection is currently suspended.</p>
	<p>c) 2021-22 Activity and Performance Plan Update and Sign-Off Governance</p>
9.5	<p>Mr Mello introduced the report which related to the 2021-22 Activity and Performance Plan Update and Sign-Off Governance.</p>
9.6	<p>Mr Mello outlined the work undertaken to date within this area with the local population which was underpinned by the need to tackle health inequalities.</p>
9.7	<p>Mr Steven Boyd was in attendance to share some positive patient stories/interventions that had been undertaken by the Neighbourhood Teams to improve patient outcomes and reduce unnecessary demand on particular services/waiting lists. The importance of reducing health inequalities and improving patient outcomes via integrated/alternate pathways was discussed. Dr Schryer commented that it was beneficial for the Governing Body to be receiving Patient Stories at its meeting.</p>
9.8	<p>Mr Blandamer reported that as part of the NHS planning process, the CCG formulated an activity and performance plan. This was submitted to the Greater Manchester Health and Social Care Partnership (GMHSCP) which combined plans from all Greater Manchester (GM) CCGs and providers into a single GM system-wide plan.</p>

9.9	It was noted that development of the plans was an iterative process and draft plans were submitted to GM on 4 th May 2021 in advance of the national deadline of 6 th May. The deadline for final plans to be submitted to GM was 1 st June with the national deadline then following on 3 rd June 2021.
9.10	National guidance requires specific activity and performance levels to be achieved during the year and it is also essential that plans are aligned across GM between providers and CCGs and that each organisation's plan also aligns to the locality finance plan.
9.11	In formulating the plan for 2021-22, the CCG liaises closely with both Northern Care Alliance (NCA) and other North East Sector (NES) CCG colleagues. Following submission of the draft plans, feedback is received from GMHSCP and this feedback is awaited at the time of this report. Any required changes are reflected in all plans, hence the iterative nature. Plans may also be revised to reflect the impact of local improvement schemes.
9.12	This paper sets out the high-level requirements of the 2021-22 plan along with the assumptions currently applied.
9.13	The Governing Body was asked to receive this information and approve the plan as it stands at this stage. Due to the iterative nature of plan development, the Governing Body is also asked to devolve authorisation to the Executive Director of Strategic Commissioning to grant final sign-off of the plan should changes be required following submission of this report.
9.14	Dr Schryer thanked Mr Blandamer and the team for all the work that had gone into the production of this report.
9.15	<p>d) Quality Report</p> <p>Mrs Jackson submitted the latest Quality report to the Governing Body.</p>
9.16	<p>e) Safeguarding Dashboard</p> <p>Mrs Jackson presented the latest Safeguarding Dashboard for Quarter 4 2020-2021.</p>
9.17	The report outlined the assurance work completed by the CCG Safeguarding Team during Q4 of 2020-21. The report includes assurance activity with providers and key partner agencies, and the input/outcomes into the statutory Local Child Safeguarding Practice Reviews, Serious Adult Reviews and Domestic Homicide Reviews.

ID	Type	The Governing Body:	Owner
D/05/16	Decision	Noted the Quality and Performance Committee Chair's Report.	
D/05/17	Decision	Noted the Performance Report.	
D/05/18	Decision	Received the report in relation to the 2021-22 Activity and Performance Plan Update and Sign-Off Governance.	
D/05/19	Decision	Approved the 2021-22 activity plan as it stands at this point in time; and	

D/05/20	Decision	Granted authorisation to the Executive Director of Strategic Commissioning to provide final sign-off of the plan.	
D/05/21	Decision	Noted the Quality Report.	

10.	Primary Care Commissioning Committee		
------------	---	--	--

10.1	a) Primary Care Commissioning Committee Chair's Report Mr Bury provided a verbal update on the main items considered at the Primary Care Commissioning Committee meeting earlier today (26 th May 2021).		
10.2	It was noted that the new provider at Garden City Medical Centre had been working closely with the Practice and staff as part of the transition which had been positive.		

ID	Type	The Governing Body:	Owner
D/05/22	Decision	Noted the Primary Care Commissioning Committee Chair's Report;	

11.	Any Other Business & Closing Matters		
------------	---	--	--

11.1	Dr Schryer summarised the main discussion points from today's meeting.		
11.2	It was noted that there would be a need to review the future structure of Governing Body and Strategic Commissioning Board meetings given the ICS developments on the horizon whilst maintaining statutory obligations of the organisation.		

ID	Type	The Governing Body:	Owner
D/05/23	Decision	Noted the information.	

Next Meeting	Extraordinary Governing Body Meeting (in Public): 4 June 2021, 1.30 p.m. 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	Letters to be sent on behalf of the Governing Body to Ms Lepiorz and Dr Thaker thanking them for all their hard work during their time in Bury.	Dr Schryer		June 2021	Letters sent by Dr Schryer
A/05/02	Further Briefing Note to be sent to Governing Body members around the different types of support being provided to people on the waiting lists including the role of the Integrated Neighbourhood Teams and other support available.	Mr Blandamer		July 2021	
A/05/03	Further detail in relation to the ICS proposals/next steps/engagement to be shared with the Governing Body and Strategic Commissioning Board in September 2021.	Mr Blandamer		September 2021	

Title	Minutes of the Extra-ordinary Governing Body (Virtual Meeting) held on the 4th June 2021		
Author	Lindsay Johnson, Committee Secretary		
Version	1.0		
Target Audience	Public Members/Governing Body Members		
Date Created	May 2021		
Date of Issue	June 2021		
To be Agreed	July 2021		
Document Status (Draft/Final)	Draft		
Description	Minutes of the Governing Body meeting in Public 4 th June 2021		
Document History:			
Date	Version	Author	Notes
11/6/2021	1	Lindsay Johnson	Sent to Lisa Featherstone to review.
24/06/2021	1	Lindsay Johnson	Sent to the Chair to review.
Approved:			
Signature:			
		 Dr Jeff Schryer, CCG Chair

Governing Body

Virtual Meeting

MINUTES OF VIRTUAL MEETING VIA MICROSOFT TEAMS

Governing Body, 4 June 2021, 1.30pm – 2.00 pm

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
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
Mr Chris Wild	Lay Member – Finance
Ms Sam Evans	Joint Chief Finance Officer
Mr Peter Thompson	Secondary Care Consultant
Ms Lesley Jones	Director of Public Health
Others in attendance	
Ms Julie Gonda	Director of Community Commissioning
Ms Lisa Featherstone	Deputy Director of Business Delivery
Mrs Lindsay Johnson	Committee Secretary, Minutes
Public Members/Observers	
No public members/observers in attendance at the meeting.	

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	Dr Schryer welcomed those present to the meeting and noted that apologies for absence had been received from: - <ul style="list-style-type: none">• Mr Will Blandamer• Dr Cathy Fines• Dr Daniel Cooke
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	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 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.		
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/06/01	Decision	Noted the published register of interests.	

3	Questions from Public Members in relation to the agenda		
3.1	It was noted that no questions had been received from members of the Public.		
ID	Type	The Governing Body:	Owner
D/06/02	Decision	Noted that there were no questions	

4.	Annual Report including Annual Governance Statement		
4.1	Mr Little presented the annual report and accounts to Governing Body.		
4.2	The Governing Body was made aware that the Annual Report is a single document which presents the story of the CCG's activities during the previous financial year. The structure of the annual report is, in the main, dictated by NHS England and must meet the requirements set out in the of the Department of Health and Social Care's Group Accounting Manual. Governing Body also noted that it was the responsibility of the Accountable Officer to prepare and present the annual report and accounts.		
4.3	<p>The report must be fair, balanced and understandable, and must also follow the core three-part structure and reporting requirements as set out below, which are the minimum requirements. The CCG was however, also expected to provide additional information as necessary to reflect its position within the community and to meet the requirements of public accountability. The three part structure was as follows;</p> <ul style="list-style-type: none"> • The Performance Report, which must include an overview and a performance analysis; • The Accountability Report, which must include a Corporate Governance Report, a remuneration and Staff Report and a Parliamentary Accountability and Audit Report; and • The Financial Statements. 		
4.4	Governing Body was informed that the report had been shared with the Executive Team for feedback and a review of the initial draft submission of the report, including assessment against the National Audit Office (NAO) checklist, had been undertaken by the Greater Manchester Health and Social Care Partnership.		
4.5	It was brought to the Governing Body's attention that the full report was considered at the Audit Committee meeting (who are delegated on Governing Body behalf) on the morning of 4 th June and as such the Audit Committee had no amendments or updates to recommend. The Audit Committee therefore endorsed the annual report for		

submission to the Governing Body meeting (on the afternoon of 4th June) for their approval.

4.6 The Governing Body was also reminded of the requirement for the CCG to formally present the Annual Report and Accounts. Ordinarily this would be done in a public meeting prior to 30 September 2021, however NHS England have confirmed that this can be held virtually. A date for presentation will be confirmed to align with the existing Governing Body dates for July or September.

4.7 Mr Little further addressed Governing Body and brought to their attention some key points as follows:-

- Thanks were given to Ms Featherstone and the Finance Team for all their efforts in compiling and collating the annual report information.
- Thanks were also given to Dr Schryer for his leadership, the Clinical Directors, Specialist Advisors and the Lay Members for their continued, effective scrutiny of the CCG along with their support throughout the year.
- Year of Covid with 17,800 cases and 600 deaths in Bury, which also included NHS colleagues and Care Sector colleagues too.
- Year of sadness but also a year to look back on with pride.
- Review of how the Covid Pandemic had been managed will be carried out nationally and Mr Little advised that the Bury CCG would also have a review in terms of a lessons learnt as well as good practice.
- The role of Primary Care in responding to Covid had been exceptional in keeping those services being provided to the public throughout the Covid pandemic as well as delivering them in new ways.
- The PCN's have achieved enormous amounts to get vaccination programme up and running alongside the Council and CCG.
- 8 testing sites had been set up as well as a detailed testing programme carried out across schools in the borough.
- Surveys had showed that residents in Bury had complied in line with the restrictions than in other areas.
- Relationships were developed further throughout the pandemic with providers, local partners etc. and those relationships would continue to develop further for the future.
- Strategic Objectives remained in place and continued to be achieved.
- Implementation of the Let's Do It strategy and the vision for Bury took place.
- Primary Care digital access programme was implemented along with the planned programme switch from Vision to EMIS in GP Practices to enable a single system approach.
- Governance relationships have flourished during the pandemic and continue to go from strength to strength.
- First full year of the OCO along with the pooled budgets and the Strategic Commissioning Board.
- Appointment of Will Blandamer, Executive Director of Strategic Commissioning took place.
- Remuneration of staff was detailed in the report along with highlights of the work carried out by the other CCG Committees.
- Urgent decisions have been reported in the annual report.
- In terms of financial part of the report, Mr Little outlined that the CCG went into 20/21 with a £20m deficit and that early at the start of the pandemic the NHS financial system had to be put aside whilst the matter in hand, Covid was dealt

with. He said the underlying deficit was still there however, this was subject to coherent action plan to be taken forward.

- In terms of weakness and risk, this remained as the risk seen nationally in terms of the NHS financial regime and funding for only the first half of the year provided.

Mr Little also directed Governing Body members to pages 32, 33 and page 34 of the annual report.

4.8 Mr Little stated that it had been a remarkable year to report on and he was pleased to present the annual report in what had been an unprecedented year.

4.9 Dr Schryer gave thanks to Mr Little for the Annual Report as presented along with thanks for his leadership and direction throughout the year. Dr Schryer stated that throughout the year and the challenges experienced, the CCG remained true to their values.

4.10 The Governing Body therefore approved the Annual Report and Accounts for 2020/21 for submission to NHS England.

ID	Type	The Governing Body:	Owner
D/06/03	Decision	Considered the Annual report and Accounts as presented;	
D/06/04	Decision	Received the feedback of the Audit Committee;	
D/06/05	Decision	Approve the Annual Report and Accounts for 2020/21 for submission to NHS England, noting that any amendments agreed will be included prior to signature and submission.	
D/06/06	Decision	Note the amendment to presentation of the Annual Report and Accounts through a virtual meeting, and not in a face-to-face public meeting, prior to 30 September 2021.	

5. 2020/21 Accounts & Draft Letter of Representation

5.1 Ms Evans presented this agenda item outlining that the National Health Service Act 2006 required the CCG to prepare their Annual Accounts in accordance with Directions issued by NHS England. As such the Annual Accounts and Letter of Representation had been submitted to the Governing Body meeting for their consideration and approval.

5.2 Governing Body noted that the Accounts and Draft Letter of Representation had been presented at the Audit Committee meeting held on the morning of 4th June for their review. The Audit Committee considered the information and therefore recommended the Accounts and Draft Letter of Representation be submitted for Governing Body approval at their meeting on the afternoon of 4th June 2021. The 2020/21 Accounts and Draft Letter of Representation would then be submitted with relevant signatures by Tuesday, 15th June 2021.

5.3 Ms Evans also highlighted to Governing Body that the CCG had returned a small

5.4	surplus of £46k and that the accounts had been shared with the external auditors who had made some very minor changes to some sentences in the annual report.		
	Governing Body considered the 2020/21 Annual Accounts and Draft Letter of Representation as presented and approved them accordingly.		
ID	Type	The Governing Body:	Owner
D/06/07	Decision	Approved the 2020/21 Annual Accounts and Letter of Representation as recommended by Audit Committee.	

6.	End of Year Assurance Framework Review
6.1	Ms Featherstone introduced the report advising that the paper provided an end-of year overview on the Assurance Framework for 2020/21 financial year and reporting period.
6.2	Since last presentation of the GBAF to the Governing Body in March 2021 the end-of year review process (undertaken on 1 st April 2021) now reflected the risk position for all 10 risks as at 31 March 2021 and included a forward view as to whether the risk would remain as a principal risk to delivery of the strategic objectives for inclusion on the 2021/22 GBAF.
6.3	<p>Governing Body noted that at the start of the reporting period there were 8 risks identified across the 4 strategic objectives and in the final quarter of the reporting period, 2 new risks were identified and added to the GBAF.</p> <ul style="list-style-type: none"> • Three (3) were reported as significant risks, with an assessed risk score of 15 or above; • Six (6) were reported as high risks, with an assessed risk score between 8 and 12; • One (1) risk was reported as low, with an assessed level of 1.
6.4	Governing Body was informed also that of the ten risks, two had been recommended for closure as having been mitigated sufficiently in-year to reach their target risk level.
6.5	<p>Ms Featherstone made reference to the following appendices provided in the report, detailed as follows:-</p> <ul style="list-style-type: none"> • Appendix 1 : Summary Dashboard reflecting Quarter on Quarter changes • Appendix 2 : Detailed Governing Body Assurance Framework • Appendix 3 : Detailed narrative and supporting rationale for GBAF position
6.6	Governing Body was advised that the Audit Committee reviewed the detail of the GBAF at its meeting on the morning of 4 June 2021. As a result of that meeting the Audit Committee approved the report and its submission to the Governing Body meeting on the afternoon of 4 th June 2021.
6.7	Governing Body was pleased to receive the End of Year Assurance Framework. They reviewed the information as detailed and accepted the report as provided.

ID	Type	The Governing Body:	Owner
D/06/08	Decision	Received the end of year Governing Body Assurance Framework as presented	
D/06/09	Decision	Received the verbal update of approval from the Audit Committee	
D/06/10	Decision	Considered any new principal risks that should be included on the GBAF to inform future developments.	

7.	Closing Matters		
7.1	Dr Schryer concluded the meeting by giving thanks to Ms Featherstone and the Finance Team on behalf of the Governing Body for the tremendous amount of work that they had done in compiling all the information for the Annual Report.		
ID	Type	The Governing Body:	Owner

Next Meeting	28 th July 2021 at 3.00 pm
Enquiries	Emma Kennett, Head of Corporate Affairs and Governance. Emma.kennett@nhs.net