

<b>Meeting: Governing Body</b>			
<b>Meeting Date</b>	27 April 2022	<b>Action</b>	Approve
<b>Item No.</b>	3	<b>Confidential</b>	No
<b>Title</b>	Minutes of the Last Meeting and Action Log		
<b>Presented By</b>	Dr Cathy Fines, CCG Chair		
<b>Author</b>	Emma Kennett, Head of Corporate Affairs and Governance		
<b>Clinical Lead</b>	-		

<b>Executive Summary</b>
<p>The minutes of the Public meeting held on 23 March 2022 are presented as an accurate reflection of the previous meeting of the Governing Body reflecting the discussion, decision and actions agreed.</p> <p>Updates against the actions have been provided for information.</p>
<b>Recommendations</b>
<p>It is recommended that the Governing Body:</p> <ul style="list-style-type: none"> <li>• Approve the minutes of the Public meeting held on the 23 March 2022 as an accurate record;</li> <li>• Note the updates provided against the actions</li> </ul>

<b>Links to CCG Strategic Objectives</b>	
<b>SO1 - To support the Borough through a robust emergency response to the Covid-19 pandemic.</b>	<input checked="" type="checkbox"/>
<b>SO2 - To deliver our role in the Bury 2030 local industrial strategy priorities and recovery.</b>	<input checked="" type="checkbox"/>
<b>SO3 - To deliver improved outcomes through a programme of transformation to establish the capabilities required to deliver the 2030 vision.</b>	<input checked="" type="checkbox"/>
<b>SO4 - To secure financial sustainability through the delivery of the agreed budget strategy.</b>	<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	

<b>Implications</b>						
Are there any quality, safeguarding or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

<b>Implications</b>						
patient experience implications?						
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"/>

<b>Governance and Reporting</b>		
<b>Meeting</b>	<b>Date</b>	<b>Outcome</b>
N/A		

<b>Title</b>	<b>Minutes of the Governing Body (in public)</b>		
<b>Author</b>	Emma Kennett, Head of Corporate Affairs & Governance		
<b>Version</b>	v0.1		
<b>Target Audience</b>	Members of the Governing Body		
<b>Date Created</b>	23 March 2022		
<b>Date of Issue</b>	March 2022		
<b>To be Agreed</b>	27 April 2022		
<b>Document Status</b> (Draft/Final)	Draft		
<b>Description</b>	Minutes of the Governing Body – 23 March 2022		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
1/4/22	0.1	E Kennett	
<b>Approved:</b>			
<b>Signature:</b>			<b>Approved.</b> ..... <b>Dr Cathy Fines, Chair</b>

# Governing Body Committee

## MINUTES OF MEETING

Governing Body – 23 March 2022, 15:00 – 16:30

Chair – Dr Cathy Fines

### ATTENDANCE

Members	
Dr Cathy Fines	Chair
Mr Will Blandamer	Executive Director of Strategic Commissioning
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member
Mrs Sam Evans	Executive Director of Finance
Howard Hughes	Clinical Director
Mr Geoff Little	Chief Officer
Mr Peter Thompson	Secondary Care Clinician
Chris Wild	Lay Member – Finance

Others in attendance	
Mrs Emma Kennett	Head of Corporate Affairs & Governance
Ms Catherine Jackson	Director of Nursing and Quality Improvement
Ms Vanessa Woodall	Designated Nurse for Child Protection
Mrs Zoe Alderson	Head of Primary Care
Ms Clare Postlethwaite	Associate Director of Finance
Public Members	
None	

### MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies and Quoracy
1.1	The Chair welcomed those present and noted that apologies for absence had been received from: <ul style="list-style-type: none"><li>Mr David McCann, Lay Member for Patient and Public Involvement</li></ul>
1.2	The meeting was declared quorate and commenced.

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. <ul style="list-style-type: none"><li><b>Declarations of interest from today's meeting</b></li></ul>
2.3	There were no declarations of interest from today's meeting raised.

2.4	<ul style="list-style-type: none"> <li><b>Declarations of Interest from the previous meeting</b></li> </ul> <p>There were no declarations of interest from the previous meeting raised.</p>		
ID	Type	The Governing Body:	Owner
D/03/01	Decision	Noted the published register of interests.	

<b>3</b>	<b>Minutes Of The Last Meeting And Action Log</b>		
3.1	<ul style="list-style-type: none"> <li><b>Minutes</b></li> </ul> <p>The minutes of the last meeting held on 23 February 2022 were considered and agreed as a correct record.</p>		
3.2	<p>The following update was provided in relation to the Action Log: -</p> <ul style="list-style-type: none"> <li>A/01/01 - Further information/details on the increase in suspected cancer (2WW) referrals to be included as part of future Performance Report – it was noted that an update on this had been provided at the last Governing Body and there was no further update to provide at this time. This action could therefore be closed.</li> </ul>		
ID	Type	The Governing Body:	Owner
D/03/02	Decision	Approved the minutes of the meeting held on 23 February 2022 as a true and correct record and noted the update in regard to the actions as detailed.	

<b>4</b>	<b>Chief Officer and Chair Update</b>		
4.1	<p>Mr Little and Dr Fines gave an update on the latest CCG developments. It was reported that: -</p> <ul style="list-style-type: none"> <li>Mr Mark Fisher had been appointed as Chief Executive Designate of the NHS Greater Manchester Integrated Care.</li> <li>The CCG staff consultation in relation to the transfer to NHS Greater Manchester Integrated Care would commence w/c 4<sup>th</sup> April 2022 with launch meetings arranged for the 5<sup>th</sup> and 6<sup>th</sup> April 2022.</li> <li>A significant amount of work had been undertaken in planning for the CCG Close down/new organisational forms whilst continuing with business as usual. Staff and Committee members were commended for all their hard work in this regard.</li> <li>Governance arrangements were being developed in relation to the Integrated Care Board (ICB) which would include a Constitution, Scheme of Reservation and Delegation and other associated documentation.</li> <li>Current pressures being experienced at Fairfield General Hospital were discussed including Covid-19 cases and waiting lists.</li> <li>The Local Elections were being coordinated by the Council which were scheduled to take place on Thursday, 5<sup>th</sup> May 2022.</li> </ul>		
ID	Type	The Governing Body:	Owner
D/03/03	Decision	Noted the verbal update.	

<b>5</b>	<b>Public Question in relation to the agenda</b>
5.1	No public questions had been received or submitted for discussion or review ahead of the meeting.

<b>6</b>	<b>ICS / Closedown Update</b>
6.1	Mr Blandamer presented an update report in relation to the ICS/Closedown. Mrs Postlethwaite was also in attendance for this item.
6.2	It was reported that the closedown of the CCG and transition to new Integrated Care Organisational (ICO) arrangements were originally planned for 1 <sup>st</sup> April 2022. In December 2021, notification was received that these timescales were to be delayed by three months with a transition date of 1 <sup>st</sup> July 2022 now anticipated.
6.3	Despite the delay in the proposed transition date, work continued in readiness and this report detailed work completed to date relating to CCG closedown and ICB transition.
6.4	The report also detailed the specific improvements being put in place to strengthen CCG closedown processes in response to a recent internal audit report.
6.5	It was highlighted that the Locality Board had confirmed its nomination for the role of the Place Based Lead for Health and Care in Bury as per the role description provided by the GM Health and Social Care Partnership Team and also proposed a named Executive role in support of the work of the Place Based Lead. Confirmation of these arrangements would be provided to a future Governing Body meeting.
6.6	The following comments/observations were made by Governing Body members: - <ul style="list-style-type: none"> <li>This was an immense piece of work that the CCG was being required to undertake to ensure the smooth transition of functions to Greater Manchester Integrated Care.</li> </ul>
6.7	Mr Blandamer commented that a farewell event/meeting would be arranged for staff to celebrate the achievements of the CCG over the years and welcomed any suggestions from Governing Body members in relation to the content of the meeting/event.

<b>ID</b>	<b>Type</b>	<b>The Governing Body:</b>	<b>Owner</b>
D/03/04	Decision	Noted the content of the report and in particular the: - <ul style="list-style-type: none"> <li>i) Additional assurances and documentation being put in place to respond to the internal audit assurance report recommendations.</li> <li>ii) The need to extend some key contracts in line with Greater Manchester direction and procurement proposals.</li> <li>iii) The information gaps in existence currently following initial approaches to staff with regard to both information technology and information governance data collation.</li> <li>iv) The need to agree position on some information technology items in advance of the start date of new CCG appointment</li> </ul>	

A/03/01	Action	Governing Body members to feedback any suggestions in relation to the content/format of the farewell event/meeting for staff.	All
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7	Audit
	<ul style="list-style-type: none"> <li>• <b>Audit Committee Chair's Report</b></li> </ul>
7.1	Mr Wild presented the latest Audit Committee Chair's report which provided an update of the Audit Committee meeting held on the 4 <sup>th</sup> March 2022.
7.2	This report provided an outline of the matters discussed, assurances sought and decisions ratified at the last Audit Committee meeting. This report aimed to provide information and assurance to the Governing Body that a robust, effective governance system is in place and that the Committee is discharging its responsibilities.
	<ul style="list-style-type: none"> <li>• <b>Caldicott Principles</b></li> </ul>
7.3	Mr Blandamer submitted a report in relation to the Caldicott Principles Bury CCG were required to adhere to, including UK Data Protection legislation, when handling patient identifiable information.
7.4	This document established the responsibilities for Caldicott Guardianship and provides reference to the Caldicott principles, for the purpose of ensuring both colleagues and the public have a full appreciation of the role within the wider Information Governance framework.
7.5	It was noted that the Caldicott Principles document was considered by the Information Governance Steering Group, prior to submission to the Audit Committee on 4 March 2022 for recommendation to the Governing Body.
7.6	Dr Fines referred to the GP Practice Data Protection Officer role and future planned changes in respect of patients being able to access their own records prospectively and how this would link to the safeguarding agenda. It was highlighted that there was a need for some specific training within this area. Mrs Evans agreed to follow this up with Mrs Williams and ensure this is picked up via the Information Governance Steering Group. Mrs Boyd supported this issue being picked up further via the appropriate governance channels.
	<ul style="list-style-type: none"> <li>• <b>Governing Body Assurance Framework (GBAF)</b></li> </ul>
7.7	Mrs Evans submitted the latest Governing Body Assurance Framework to the Governing Body.
7.8	It was reported that the GBAF was presented to advise on the current levels of risk and continued actions to enable the delivery of the Strategic Objectives for 2021/22. The report represented the position as at January 2022.
7.9	It was noted that since the last presentation of the GBAF to the Audit Committee in December 2021, two new risks have been identified, a review of all 8 risks has been undertaken and the current risk profile of these were summarised as: <ul style="list-style-type: none"> <li>• 3 remain at a significant level of current risk (level 15 or above) to delivery of the CCG's Strategic Objectives;</li> <li>• 4 remain at a high level of current risk (level 8-12) to delivery of the CCG's Strategic Objectives;</li> </ul>

	<ul style="list-style-type: none"> <li>• 1 remains at a moderate level of current risk (level 4-6) to delivery of the CCG's Strategic Objectives;</li> <li>• 1 risk has increased in score; and</li> <li>• 2 risks have decreased in score.</li> <li>• 2 new risks have been added to the GBAF: <ul style="list-style-type: none"> <li>- GB2122_PR_3.2 Identification of Receiver of Close Down Returns / Work plans;</li> <li>- GB2122_PR_3.3 Risk of staff losses and impact on CCG closedown work requirements.</li> </ul> </li> </ul>
7.10	<ul style="list-style-type: none"> <li>• <b>Corporate Risk Register</b></li> </ul> <p>Mrs Evans submitted the latest Corporate Risk Register to the Governing Body.</p>
7.11	<p>It was reported that there were currently 3 risks included on the Corporate Risk Register (operational risks) at a level 15 or above, excluding those reported through the GBAF (strategic risks) as listed:</p> <ul style="list-style-type: none"> <li>• Autistic Spectrum Conditions Assessment – Neurodevelopmental assessments;</li> <li>• Reduced IG Resource; and</li> <li>• Datix: Resource requirements to maximise optimisation.</li> </ul>

ID	Type	The Governing Body:	Owner
D/03/05	Decision	Received the update provided for the Audit Committee meeting held on the 4 March 2022.	
D/03/06	Decision	Approved the Caldicott Principles as described in the document for publication to the CCG website.	
D/03/07	Decision	Reviewed the GBAF.	
D/03/08	Decision	Considered the new principal risks that should be included on the GBAF.	
D/03/09	Decision	Received the Corporate Risk Register.	
A/03/02	Action	Follow up required via the IG Steering Group in respect of the planned changes in relation to patients being able to access their own records prospectively and how this would link to the safeguarding agenda.	Mrs Evans

8	Finance, Contracting & Procurement
8.1	<ul style="list-style-type: none"> <li>• <b>Finance, Contracting &amp; Procurement Committee Chair's Report</b></li> </ul> <p>Mr Wild commented that Mr McCann had chaired the last Finance, Contracting and Procurement Committee meeting. It was reported that the main issues had already been covered as part of the Close Down paper already included on the agenda and as part of the Finance report soon to be presented by Mrs Evans.</p>
8.2	<ul style="list-style-type: none"> <li>• <b>Budget / Financial / Savings Plan</b></li> </ul> <p>Mrs Evans presented a report to update the Governing Body on the latest submission of the 2022/23 CCG financial plan.</p>
8.3	<p>It was reported that the 2021/22 forecast outturn at month 11 was £359.4m, which was to deliver a break even position post reimbursement for a number of outside of</p>

	envelope costs. To get to a true forecast out turn £9.5m of non recurrent items needed to be removed, which gave a true forecast out turn of £349.9m.
8.4	It was noted that the initial CCG allocation for 2022/23 was £360.8m and this was to fund all inflationary and growth pressures both as a result of 2022/23 national and local uplifts as well as the full year impacts of 2021/22 funding decisions. A number of iterations of the plan have been completed, with CCGs and providers working together to deliver the Greater Manchester position. This had resulted in a recommendation that was being taken through Greater Manchester governance processes that required the CCG to deliver £4.5m QIPP (Quality, Innovation, Productivity and Prevention), alongside £5.15m allocation from Greater Manchester of system monies, to return a break even position in 2022/23.
8.5	It was highlighted that QIPP delivery in 2022/23 would be a challenge with over 70% of CCG expenditure within block contracts with NHS providers or within national contracts with primary care providers and the CCG having the largest per capita QIPP target of any of the Greater Manchester CCGs. Non recurrent QIPP accounts for two-thirds of the QIPP requirement and 40% of the QIPP requirement was currently rated as high risk.
8.6	It was noted that a system wide Finance paper would be produced for the next Locality Board meeting.

ID	Type	The Governing Body:	Owner
D/03/10	Decision	Noted the contents of this report.	
D/03/11	Decision	Noted the GM support and QIPP achievement required to break even.	
D/03/12	Decision	Noted the size, the non recurrent nature and the high risk elements of the QIPP plan.	
D/03/13	Decision	Approved this 2022/23 budget and delegated responsibility to the Executive Director of Finance to make any final changes as a consequence of feedback from the national team	

9	Quality & Performance
9.1	<ul style="list-style-type: none"> <li><b>Quality &amp; Performance Committee Chair's Update</b></li> </ul> Mr Bury provided an update on the recent discussions that had taken place at the Quality and Performance Committee.
9.2	It was reported that the Quality and Performance Committee would be transitioning to System Quality, Safeguarding & Performance Committee as from 1 <sup>st</sup> April 2022 and Mrs Jackson had put appropriate plans in place to ensure there was a smooth transition to the new arrangements and that the CCG's statutory obligations in respect of the Quality and Performance agenda continued to be met.
9.3	Mrs Jackson commented that a piece of work was required in respect of the risks that are currently assigned to the Quality and Performance Committee and how these would map across to the new Committee arrangements. Discussions with Mrs Williams and Mrs Evans were ongoing in this regard.
9.4	Mr Blandamer thanked Mr Bury for all his leadership within this area which had aided

	the transition to the new System arrangements.
9.5	<ul style="list-style-type: none"> <li>• <b>Quality Report</b></li> </ul> <p>Mrs Jackson presented the latest Quality Report to the Governing Body which provided an overview of the key challenges and actions which were shared with the Greater Manchester Health and Social Care Partnership (GMHSCP) as part of the CCG bi-monthly stakeholder return.</p>
9.6	<ul style="list-style-type: none"> <li>• <b>Performance Report</b></li> </ul> <p>Mr Blandamer submitted the latest Performance Report to the Governing Body.</p>
9.7	It was highlighted that the report presented the CCG's performance position primarily for December 2021 with more recent data referenced where available. The report also included relevant updates in relation to the COVID-19 pandemic.
9.8	It was reported that the NHS operational planning process for 2022-23 was underway. It was noted that plans would be set at an Integrated Care System (ICS) level with both CCGs and providers feeding into this process. The CCG's share of the draft plan was submitted to the GMHSCP on 21st February 2022 in advance of the national deadline of 17 <sup>th</sup> March 2022. In the intervening period, the GM team is validating and triangulating CCG and provider submissions and may request amendments to be made.
9.9	Dr Fines commented that the issues being experienced locally in respect of elective care demand were consistent with the national and Greater Manchester position and it would be helpful to reflect this as part of future Locality Board discussions and how the system can work collaboratively to combat these challenges.
9.10	Mr Blandamer reported that the latest performance data was available within this area and outlined the recent actions that had been taken such as standing up the Bury Elective Care Board.
9.11	<ul style="list-style-type: none"> <li>• <b>Safeguarding Dashboard</b></li> </ul> <p>Ms Woodall presented the latest Safeguarding Dashboard for Quarter 4 which provided an update on the following:-</p> <ul style="list-style-type: none"> <li>• Serious Case Reviews / Serious Adult Reviews and Domestic Homicide Reviews;</li> <li>• Complex Safeguarding Multi Agency Arrangements;</li> <li>• MAPPA (Multi Agency Public Protection Arrangements);</li> <li>• Assurance Activity;</li> <li>• System Concerns;</li> <li>• Training.</li> </ul>

ID	Type	The Governing Body:	Owner
D/03/14	Decision	Noted the update provided and in particular the proposed approach in relation to the System, Quality, Safeguarding and Performance Committee (as described in section 4 of the report).	
D/03/15	Decision	Considered the Quality Report.	
D/03/16	Decision	Noted the focus areas raised in the Quality Report.	

D/03/17	Decision	Noted recommendations made in the Quality Report and the actions where required.	
D/03/18	Decision	Received the Performance Report updated and noted the areas of challenge and action being taken.	
D/03/19	Decision	Noted the Quarter 4 Safeguarding Dashboard.	

<b>10 Information</b>			
10.1		<ul style="list-style-type: none"> <li>• <b>PCCC Chair's Report</b></li> </ul> Mr Bury provided a verbal update on the key discussions that had taken place at the Primary Care Commissioning Committee earlier in the day (23 <sup>rd</sup> March 2022) which had included discussions in relation to GP premises subsidy and decommissioning of particular services.	
10.2		<ul style="list-style-type: none"> <li>• <b>SCB Minutes</b></li> </ul> Members received minutes of the Strategic Commissioning Board (SCB) meeting held on the 7 <sup>th</sup> February 2022 for information.	
ID	Type	The Governing Body:	Owner
D/03/20	Decision	Noted the verbal report provided by the PCCC Chair.	
D/03/21	Decision	Noted the SCB Minutes from the meeting held on 27 February 2022.	

<b>11 AOB and Closing Matters</b>	
11.1	There were no other matters of business reported that had not been covered elsewhere in the agenda and the meeting was closed.

<b>Next Meeting</b>	<b>27 April 2022 at 3.00 p.m. on Microsoft Teams</b>
<b>Enquiries</b>	Emma Kennett, Head of Corporate Affairs and Governance. <a href="mailto:Emma.kennett@nhs.net">Emma.kennett@nhs.net</a>

## Governing Body Action Log – March 2022 Update

### Status Rating



- In Progress



- Completed



- Not Yet Due



- Overdue

Title	Action	Lead	Status	Due Date	Update
A/03/01	Governing Body members to feedback any suggestions in relation to the content/format of the farewell event/meeting for staff.	All			
A/03/02	Follow up required via the IG Steering Group in respect of the planned changes in relation to patients being able to access their own records prospectively and how this would link to the safeguarding agenda.	Mrs Evans			