

Meeting: Governing Body			
Meeting Date	22 <sup>nd</sup> June 2022	Action	Approve
Item No.	3	Confidential	No
Title	Minutes of the Last Meetings and Action Log		
Presented By	Dr Cathy Fines, CCG Chair		
Author	Lindsay Johnson, Committee Secretary		
Clinical Lead	-		

Executive Summary
The minutes of the public meetings held on 27 <sup>th</sup> April 2022 and 10 <sup>th</sup> June 2022 are presented as an accurate reflection of the previous meetings of the Governing Body reflecting the discussion, decision and actions agreed.
Recommendations
It is recommended that the Governing Body: <ul style="list-style-type: none"> <li>Approve the minutes of the public meetings held on the 27<sup>th</sup> April 2022 and 10<sup>th</sup> June 2022 as an accurate record.</li> </ul>

Links to CCG Strategic Objectives	
<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	

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	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

<b>Implications</b>						
or public/patient) been undertaken in relation to this report?						
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>	27 April 2022		
<b>Date of Issue</b>	April 2022		
<b>To be Agreed</b>	April 2022		
<b>Document Status</b> (Draft/Final)	Draft		
<b>Description</b>	Minutes of the Governing Body – 27 April 2022		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
27/4/22	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 – 27 April 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
Mr David McCann	Lay Member
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
Mr David Latham	Commissioning Programme Manager
Ms Lesley Jones	Director of Public Health
Ms Joanne McMaster	Designated Clinical Officer
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 no apologies for absence had been received.
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.
2.3	<ul style="list-style-type: none"><li><b>Declarations of interest from today's meeting</b></li></ul> 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/04/01	Decision	Noted the published register of interests.	

<b>3 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 March 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><b>A/03/01</b> - Governing Body members to feedback any suggestions in relation to the content/format of the farewell event/meeting for staff. It was noted that a provisional meeting date had been set for the 29<sup>th</sup> June 2022 and no specific feedback had been received from Governing Body members in relation to the content/format of the event. It was agreed that this action could be closed.</li> <li><b>A/03/02</b> - Follow up required via the Information Governance 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. Dr Fines reported that there had been some delays at a national level to this initiative being rolled out. Mrs Evans reported that this matter would be discussed further via the Information Governance Steering Group and could therefore be closed as an action for the Governing Body.</li> </ul>		
ID	Type	The Governing Body:	Owner
D/04/02	Decision	Approved the minutes of the meeting held on 23 March 2022	

<b>4 Chief Officer and Chair Update</b>			
4.1	<p>Mr Little provided an update on the latest CCG developments. It was reported that: -</p> <ul style="list-style-type: none"> <li>The staff consultation process covering the transfer of CCG staff to the Integrated Care Board (ICB) continued. It was envisaged that the majority of staff would continue to be based within the locality following this transfer. Regular briefings and engagement with staff continued to take place.</li> <li>In terms of future management arrangements in relation to the locality, it was noted that the Place Based Lead was proposed to be Mr Little for Bury which had been considered and discussed at a recent Locality Board meeting. The CCG had been required to respond to the Greater Manchester Health and Social Care Partnership with this information which would need to be signed off by the Greater Manchester Integrated Care Board. It was highlighted that appointment of Place Based Leads within Localities would be subject to a 'Fit and Proper' Person's test. 8/10 localities in greater Manchester had nominated their Local Authority Chief Executive to be the Place Based Lead with the exception of Oldham and Bolton who had opted for different arrangements. It was noted that Mr Blandamer would act as Deputy Place Based Lead for Bury.</li> </ul>		

4.2	<ul style="list-style-type: none"> <li>There would be a requirement to provide further information to the Greater Manchester Health and Social Care Partnership around the future locality model including the associated future clinical, financial and governance arrangements.</li> </ul> <p>Dr Fines reported on the sad loss of Ms Vicky Riding, Chief Executive of BARDOC and highlighted the significant amount of work that Vicky had undertaken in Bury over the years. The Governing Body extended their condolences Ms Riding's family and friends and emphasised that Ms riding would be significantly missed.</p>		
ID	Type	The Governing Body:	Owner
D/04/03	Decision	Noted the verbal update.	

<b>5</b>	<b>Public Question in relation to the agenda</b>
5.1	There were no questions raised.

<b>6</b>	<b>ICS / Closedown Update</b>
6.1	Mrs Postlethwaite presented the latest update report in relation to the ICS and closedown process for the CCG.
6.2	It was reported that the closedown of the CCG and transition to new Integrated Care Organisational 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	The report outlined the work to date in relation to CCG closedown and also outlined the key legacy items within each workstream area that would form part of the CCG exit report.
6.4	The report also outlined the likely governance and sign-off process to be adopted over the next few months in advance of the 1 <sup>st</sup> July 2022 transition date.
6.5	It was highlighted that the Greater Manchester closedown team have now confirmed that the existing Greater Manchester working groups would act as receivers for the purposes of CCG closedown. For each key workstream area, the related Greater Manchester working group was now in the process of defining in exact terms the receiver information requirements in each area. It was recognised that direction was still awaited at both local and national level, work had been progressed at CCG level to understand the likely legacy sign-off requirements as an existing organisation.
6.6	It was reported that work continued at workstream level to ensure that all items identified on the due diligence checklist were in a form ready to be handed over to the ICB as the receiver organisation when requested.
6.7	At this stage it was anticipated that the following documents will need to be approved by CCGs as part of the closedown process:- <ul style="list-style-type: none"> <li>ICB scheme of delegation;</li> <li>ICB constitution;</li> <li>Accountable Officer due diligence sign-off letter.</li> </ul>
6.8	It was highlighted that both the ICB scheme of delegation and constitutional draft

	documents remained in draft form therefore were not being tabled at this meeting. When in final form the Greater Manchester closedown team were expected to advise in greater detail the sign-off process required at CCG level. The potential for a Committees in Common meeting to be convened is being explored currently to avoid the need for the documents to be approved at individual CCG Governing Body meetings.
6.9	It was reported that the Accountable Officer due diligence sign-off letter would be required as part of the legislative CCG closedown process and national direction on the content and form of this letter was awaited. It was anticipated that once agreed, this letter could be taken to a CCG Governing Body meeting in either May 2022 or June 2022 for approval.
6.10	It was proposed that given the lack of clarity as to when exactly these three documents would be available for sign off and how this would link in with existing Governing Body dates, delegated authority be given to the Accountable Officer plus the relevant CCG Executive Director to sign off these documents from a locality perspective prior to being signed off at Greater Manchester level.
6.11	Whilst there has been no requirement set for CCGs to approve legacy exit reports, a number of CCGs are considering this as part of the closedown process in order to provide additional assurance that all elements of the due diligence closedown work have been appraised and completed appropriately.
6.12	In view of the fact that it is likely that much of the transitional detail relating to ICB establishment and CCG closedown is likely to happen beyond the 1 <sup>st</sup> July 2022, it was proposed that a formal legacy closedown document is presented to the May 2022 CCG Governing Body for completeness and to assure Governing Body members that all necessary due diligence handover work has been completed.
6.13	Mrs Evans reported on the significant amount of work that was being undertaken at the Chief Finance Officers (CFOs) meeting as part of the close down process.
6.14	Dr Fines commented that this was an excellent paper which emphasised the significant level and scale of the challenge involved in the close down process for the CCG.

ID	Type	The Governing Body:	Owner
D/04/04	Decision	<p>Noted the content of the report and in particular;</p> <ul style="list-style-type: none"> <li>(i) delegated authority for some of the key due diligence closedown items namely the ICB scheme of delegation, ICB constitution and Accountable Officer due diligence sign-off letter to the Accountable Officer or relevant CCG Executive Director (dependent on content and subject of a particular closedown document) given the potential timing issues associated with any sign off processes. This would allow flexibility in the approvals process in the approach to the 1<sup>st</sup> July 2022 transition date.</li> <li>(ii) Noted the next steps regarding formal sign-off relating to CCG closedown.</li> </ul>	

<b>7</b>	<b>GM CAS Report</b>
7.1	Mr Latham, Commissioning Programme Manager was in attendance for this item and

	presented a paper with regards to the Greater Manchester Clinical Assessment Service (GMCAS) to seek ratification for recommendations that had to be made in between Governing Body meetings.
7.2	It was reported that the GMCAS was provided by the GM Urgent Primary Care Alliance (a collective of GP Out of Hours providers: Mastercall, Bardoc and GoToDoc) and established initially as a 3-month proof of concept in March 2019. It was subsequently remobilised to support winter pressures in November 2019 and has been active continuously since then.
7.3	It was noted that the operating model had changed over time to move from managing only low acuity 999 emergency calls to the current model where the GMCAS currently manages 999, 111 ED referrals, 111 urgent primary care referrals, 111 clinical queue support and all NHS 111 online 999 and ED referrals.
7.4	It was highlighted that funding for the service has been provided through several rolled over arrangements. The current arrangement expired on 31 <sup>st</sup> March 2022. Greater Manchester (GM) Directors of Finance and Directors of Commissioning have agreed an extension of the current arrangement until 1 <sup>st</sup> July 2022 to allow localities time to consider the GMCAS evaluation and make a decision if they wish to continue engagement with the service.
7.5	In order to consider this question locally, Bury established a system wide Task and Finish Group (T&FG). The T&FG met twice to consider the GMCAS evaluation which presented four options with the preferred identified as recommissioning the GMCAS model until March 2024 whilst evolving the Mental Health and Police triage functions. It was noted that Localities were asked to decide whether to: - <ul style="list-style-type: none"> <li>• Continue their engagement with GMCAS until 31.3.2023 or 31.3.2024;</li> <li>• Continue full engagement with 999 and NHS111/NHS111 online;</li> <li>• Develop own Local Clinical Assessment Service (LCAS) for NHS111/NHS111 Online;</li> <li>• If CCG does not want to continue with GMCAS then they are required to articulate plans for a LCAS arrangements from, 1.7.22 including operating model, costings and IT platform.</li> </ul>
7.6	These recommendations have been approved by the Chair of the Bury Urgent and Emergency Care Integrated System Board and shared with GM colleagues, as required by 31 <sup>st</sup> March 2022.
7.7	It was reported that the cost for Bury, for full engagement per year, was £643,894, this was a £65,000 increase on 2021/22 due to the Bury share of calls being higher in 2021/22 than a “fair share”. This created a £67,000 QIPP that would need to be achieved elsewhere in the acute budget in 2022/23.
7.8	The T&FG accepted the overall evaluation which highlighted the positive impact that the GMCAS function had achieved in reducing NWS and secondary care activity. The group were also mindful of the technical platform that had been built to support the scheme and the fact that this was good example of GM wide working.
7.9	The T&FG also considered emerging thoughts from Oldham and HMR. HMR planned to remain engaged but only for 2022/23 before moving to a LCAS

7.10	<p>arrangement. Oldham CCG were considering the options for a LCAS from 1<sup>st</sup> July 2022.</p> <p>The following comments/observations were made by Governing Body Members in relation to this agenda item: -</p> <ul style="list-style-type: none"> <li>• A question was raised as to why there had been no referrals received as part of the Bury Rapid Response pathway. It was noted that this was an area that would need to be fully understood as part of the next stages of work within this area.</li> <li>• It would be helpful to understand any local learning in relation to End of Life Care management and incident reporting through Datix; it would therefore be helpful for NWS and the Quality Team to be linked into this working group.</li> <li>• Whether there was an opportunity as part of future discussions to assess whether any of this work could be undertaken as NES level across the NCA footprint.</li> </ul>
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ID	Type	The Governing Body:	Owner
D/04/05	Decision	<p>Ratified the recommendations as submitted to Greater Manchester which were for: -</p> <ul style="list-style-type: none"> <li>(i) Bury to continue engagement for the 999 elements of GM CAS until 31.3.2024;</li> <li>(ii) Bury to continue engagement with the NHS111/NHS111 Online elements of GMCAS but only until 31.3.23, not 2024 as requested by GM. This confirmation was subject to caveats detailed in the paper;</li> <li>(iii) Bury would establish a working group to design a Local Clinical Assessment Service (LCAS) solution for implementation on 1.4.23. This will be a priority project for the Bury Urgent and Emergency Care workstream in 2022/23.</li> </ul>	

8	Designated Clinical Officer SEND Annual Report
8.1	Mr Latham and Ms McMaster submitted the Clinical Officer SEND Annual Report to the Governing Body.
8.2	It was highlighted that the purpose of the report was to provide the NHS Bury Clinical Commissioning Group (CCG) Governing Body and its population with the necessary assurance that the organisation was working both internally and with partner organisations to fulfil the statutory duties in relation to SEND (Special Education Needs and Disability).
8.3	<p>The following comments/observations were made by Governing Body Members in relation to this agenda item: -</p> <ul style="list-style-type: none"> <li>• This was an excellent report and a good read;</li> <li>• The need to consider whether priorities around waiting times needed to be included as part of the workstream developments for the year. It was</li> </ul>

	<p>highlighted that further work was required and there was a need to diversify and increase provision as required;</p> <ul style="list-style-type: none"> <li>• There had been a recent opportunity circulated for CCGs to bid for SEND funds and this has been circulated to the relevant Commissioning lead for action.</li> </ul>		
ID	Type	The Governing Body:	Owner
D/04/06	Decision	Received the report and noted the progression to date and priority areas for the workstream.	

9	Primary Care Commissioning Committee Terms of Reference
9.1	Mr McCann presented the revised Terms of Reference Primary Care Commissioning Committee to the Governing Body.
9.2	It was reported that in July 2019, the CCG updated its governance arrangement, including the CCG's Constitution, Standing Orders and Scheme of Reservation and Delegation to reflect the establishment of the Strategic Commissioning Board. A review of the Primary Care Commissioning Committee Terms of Reference (TOR) 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.
9.3	A further review of the TOR was undertaken in May 2020 with a revised TOR submitted to Governing Body on 27 <sup>th</sup> May 2020 for onward recommendation to the CCG membership. Following that, the TOR were agreed and implemented.
9.4	It was highlighted that it was good governance practice to ensure that the TOR for the Committee (including membership) were reviewed annually, to reflect the experience of the Committee in fulfilling its functions and the wider experiences of NHS England and CCGs in respect of primary [medical] care services co-commissioning and submitted for approval in accordance with the Scheme of Reservation and Delegation. In addition to this, as part of the Annual Conflict of Interest, an Internal Audit was undertaken in October 2021 and the CCG committed to reviewing the TOR for the Primary Care Commissioning Committee. The internal audit resulted in an audit recommendation / action being documented. It was however acknowledged that there were no material changes to duties and responsibilities of the Committee with only slight amendments being required to individual job titles / teams.
9.5	The CCG acknowledged the impending changes to governance structures, including the Primary Care Commissioning Committee, as part of the Integrated Care Board (ICB) developments due to be implemented on the 1 <sup>st</sup> July 2022 however it had still undertaken a full review of the TOR for the Primary Care Commissioning Committee to ensure any outstanding audit recommendations identified as part of the closedown process were appropriately actioned.
9.6	The amended TOR were submitted to the Primary Care Commissioning Committee on 23 <sup>rd</sup> February 2022 for their consideration. Following that meeting, the Primary Care Commissioning Committee recommended that the TOR be submitted to Governing Body for approval by the CCG Membership and for inclusion within the CCG's constitution. Please note that there is no requirement to submit the TOR to NHS England for approval.

9.7	The Primary Care Commissioning Committee's TOR were attached to the report with changes identified as track changes in the document.		
9.8	It was 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/04/07	Decision	Reviewed the updated Terms of Reference presented;	
D/04/08	Decision	Agreed to recommend to the CCG Membership, the Terms of Reference for inclusion within the CCG's Constitution and implementation immediately following approval.	

<b>10</b>	<b>AOB and Closing Matters</b>		
10.1	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>25 May 2022 at 2.00 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 – April 2022 Update**

**Status Rating**     - In Progress     - Completed     - Not Yet Due     - Overdue

Title	Action	Lead	Status	Due Date	Update

<b>Title</b>	<b>Minutes of the Governing Body</b>		
<b>Author</b>	Lindsay Johnson, Committee Secretary		
<b>Version</b>	V2		
<b>Target Audience</b>	Members of the Governing Body		
<b>Date Created</b>	10 June 2022		
<b>Date of Issue</b>	10 June 2022		
<b>To be Agreed</b>	22 <sup>nd</sup> June 2022		
<b>Document Status</b> (Draft/Final)	Draft		
<b>Description</b>	Minutes of the Governing Body – 10 June 2022		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
10/6/2022	1	Lindsay Johnson	Draft Minutes produced. Sent to Will and Sam to review their sections.
10/6/2022	2	Lindsay Johnson	Minor amendments incorporated by Will Blandamer.
13/6/2022	2	Lindsay Johnson	Sections approved by Sam Evans.
<b>Approved:</b>			
<b>Signature:</b>			<b>Approved.</b> ..... <b>Dr Cathy Fines, Chair</b>

# Governing Body Committee

<b>MINUTES OF MEETING</b>
Governing Body – 10 June 2022, 12:30 pm <b>Chair – Dr Cathy Fines</b>

## ATTENDANCE

<b>Members</b>	
Dr Cathy Fines	Chair
Mr Will Blandamer	Executive Director of Strategic Commissioning and Deputy Accountable Officer – Deputising for Geoff Little
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member, Quality and Performance
Mrs Sam Evans	Executive Director of Finance
Mr David McCann	Lay Member for Patient and Public Involvement
Mr Peter Thompson	Secondary Care Clinician
Mr Chris Wild	Lay Member for Audit, Remuneration and Conflict of Interest
Mr Howard Hughes	Clinical Director

<b>Others in attendance</b>	
Mrs Emma Kennett	Head of Corporate Affairs & Governance
Mrs Lindsay Johnson	Committee Secretary (Minutes)

## MEETING NARRATIVE & OUTCOMES

<b>1</b>	<b>Welcome, Apologies and Quoracy</b>
1.1	The Chair welcomed those present and noted that apologies for absence had been received from; Mr Geoff Little.
1.2	The meeting was quorate and commenced.

<b>2</b>	<b>Declarations Of Interest</b>
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.
2.3	<b>Declarations of interest from today's meeting</b> There were no declarations of interest from today's meeting raised.
2.4	<b>Declarations of Interest from the previous meeting</b> There were no declarations of interest from the previous meeting raised.

<b>ID</b>	<b>Type</b>	<b>The Governing Body:</b>	<b>Owner</b>
D/06/01	Decision	Noted the published register of interests.	

<b>3</b>	<b>Public Questions in relation to the agenda</b>		
3.1	There were no public questions received in relation to the agenda.		
<b>ID</b>	<b>Type</b>	<b>The Governing Body:</b>	<b>Owner</b>
D/06/02	Decision	Noted that there had been no public questions received.	

<b>4</b>	<b>2021/22 Annual Report including Annual Governance Statement</b>		
4.1	Mr Blandamer in his role of Deputy Accountable Officer (deputising for Mr Geoff Little) presented the Annual Report including Annual Governance Statement to the Governing Body.		
4.2	He explained that the CCGs have a statutory duty <sup>1</sup> to produce an annual report and accounts which is a means of demonstrating effective stewardship of public money and discharging its accountability to the public.		
4.3	He outlined to the Governing Body that the annual report and accounts 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.		
4.4	<p>The report shared to the Governing Body informed them that the annual 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 however is also expected to provide additional information as necessary to reflect its position within the community and to meet the requirements of public accountability:</p> <ul style="list-style-type: none"> <li>• The Performance Report, which must include an overview and a performance analysis;</li> <li>• The Accountability Report, which must include a Corporate Governance Report, a remuneration and Staff Report and a Parliamentary Accountability and Audit Report; and</li> <li>• The Financial Statements.</li> </ul>		
4.5	It was advised to Governing Body that the report had been shared with the Executive Team for feedback, and that 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, where four points to note and address were raised in respect to the CCG's statement in respect to demonstrating due regard for the Public Sector Equality Duty, the financial performance information not yet being included as part of the Performance Analysis, the CCG's performance ratings not being included and further information on key risks being required.		
4.6	Mr Blandamer advised Governing Body that the Annual Report and Accounts were submitted to the Audit Committee meeting on the morning of 10 <sup>th</sup> June 2022. He reported that the Audit Committee (as delegated on behalf of the Governing Body) considered the full report and as such confirmed and gave a recommendation that the Annual Report and Accounts be submitted to the Governing Body meeting on the		

<sup>1</sup> Paragraph 17 of Schedule 2 of the Health and Social Care Act 2012 ('the 2012 Act').

afternoon of 10<sup>th</sup> June for approval.

4.7

Mr Blandamer said he wished to draw out some key points from the Annual Report to the Governing Body.

- 2021/22 had been a challenging year and the work of the CCG was dominated with the continuation of the pandemic. It was especially challenging in Autumn and Winter with the Omicron Covid variant.h
- The Annual Report recognises those who lost loved ones in Bury due to the pandemic.
- The CCG leadership has continued to play a pivotal role across the borough in relation to vaccination and testing, control and command, urgent care as well as providing support to colleagues in Primary Care.
- The CCG has played an important role in the emergency recovery programme where services are under immense levels of pressure, demand and challenge.
- The strength of partnership in the borough to respond and support the recovery programme due to the pandemic has been key and this has demonstrated the continued joint working with key providers such as NCA, Pennine Care, Bury Hospice, the voluntary sector and others.
- Joint working between the Council and the CCG as one organisation has continued to grow from strength to strength which has been supported by the integrated teams in Communications, Business Intelligence, Finance and other functions. These joint working relationships continue to allow us to consolidate and drive forward collective responses in an effective way.
- Transformational programmes of work have been taken forward which have enabled changes in care and pathways, models of care as well as identifying early intervention.
- Additional investment has been provided in Mental Health Services, End of Life support as well as many other contributions in order to enable the further strengthening of the neighbourhood working model.

4.8

Mr Blandamer concluded his presentation by stating that all the above has taken place during a period uncertainty for CCG staff with the transition to the (Integrated Care System), ICS. He said he wish to pay tribute to CCG staff and their commitment to continually do their best for the Bury residents and patients. He said he looked forward to the work continuing as part of the GM ICS and that Bury CCG does this from a solid platform with strong working relationships, clarity and ambition to move into the space of system wide working.

4.9

Mr Blandamer said it was also important to recognise that this will be the last annual report of the CCG in its 9<sup>th</sup> year of operation and that he hoped all colleagues would join the CCG celebratory close down event on 29<sup>th</sup> June to reflect on all of the work of the CCG during the 9 years of operation.

4.10

Mr Blandamer gave thanks to the Chair and Governing Body members for all their support and guidance over the past year.

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	Approved the Annual Report and Accounts for 2021/22 for submission to NHS England.	
D/06/06	Decision	Noted that further clarity required in relation to requirement for the CCG to formally present the Annual Report and Accounts as part of a Public meeting prior to the 30th September 2022.	

<b>5 2021/22 Accounts &amp; Draft Letter of Representation</b>			
5.1		Mrs Evans presented the 2021/22 Accounts and Draft Letter of Representation.	
5.2		She advised Governing Body that the 2021/22 Accounts and Draft Letter of Representation were submitted to the Audit Committee meeting on the morning of 10 <sup>th</sup> June 2022. She confirmed to the Governing Body that the Audit Committee (as delegated on behalf of the Governing Body) considered the 2021/22 Accounts and Draft Letter of Representation and as such recommended that they be submitted to the Governing Body meeting on the afternoon of 10 <sup>th</sup> June for approval.	
5.3		Mrs Evans informed the Governing Body that there were some minor clarifications to the narrative, however confirmed that there were no changes to the 2021/22 accounts post external audit and that the accounts demonstrate that the statutory duties have been met. She said she was pleased therefore to submit them along with the Draft Letter of Representation to Governing Body for approval.	
ID	Type	The Governing Body:	Owner
D/06/07	Decision	Approved the 2021/22 Annual Accounts and Letter of Representation as recommended by the Audit Committee	

<b>6 End of Year Assurance Framework Review</b>			
6.1		The paper was presented by Mrs Evans who advised that it provided an end-of year overview on the Assurance Framework for 2021/22 financial year and reporting period. She advised Governing Body that the Audit Committee received and reviewed this report at their meeting held on the morning of 10 <sup>th</sup> June. As a consequence of that meeting, the Audit Committee recommended this report be submitted to the Governing Body meeting on the afternoon of 10 <sup>th</sup> June 2022 for approval.	
6.2		The Governing Body were informed that since the last presentation of the GBAF to their meeting in March 2022 the end-of year review process (undertaken on 1st April 2022) reflected the risk position for all 8 risks as at 31 March 2022. The Governing Body was advised that this also included a forward view as to whether the risks would remain as principal risks to delivery of the strategic objectives for inclusion on the 2022/23 GBAF.	
6.3		Mrs Evans provided a summary outlining that at the start of the reporting period (July 2021) there were 7 risks identified across the 4 strategic objectives. During the course of the year two new risks were identified and added to the GBAF and one risk was closed however it was retained on the summary dashboard for completeness.	
6.4		As of the end of the reporting period (March 2022), the Governing Body was informed that 8 risks remained on the GBAF as follows:	

6.5	<ul style="list-style-type: none"> <li>• Three (3) reported as significant risks, with an assessed risk score of 15 or above;</li> <li>• Three (3) reported as high risks, with an assessed risk score between 8 and 12;</li> <li>• Two (2) reported as moderate risks, with an assessed risk score between 4 and 6.</li> </ul> <p>Mrs Evans stated that through the year-end evaluation (although subject to the annual ratification process the review) concluded that 5 of the 8 risks would be expected to transfer across to the 2022/23 GBAF and two new risks would be added to capture the ‘risk of in-year deficit’ and ‘risk that the locality doesn’t receive sufficient resources within new architecture to meet population needs for 2022/23’. In terms of future planning, the Governing Body was provided with assurance that an assurance framework had been created whilst clarification was awaited from the ICS in regard to identification of additional risks for inclusion on the 2022/23 framework. She said however it was anticipated that locality contribution would continue until otherwise directed.</p>
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ID	Type	The Governing Body:	Owner
D/06/08	Decision	Received the end-of year Governing Body Assurance Framework presented	
D/06/09	Decision	Received the Audit Committee feedback by means of a verbal update	
D/06/10	Decision	Considered any new principal risks that should be included on the GBAF to inform future developments.	

<b>7</b>	<b>AOB and Closing Matters</b>
7.1	The Chair gave thanks for all involved in the production of the annual report and accounts noting the work involved. She gave particular thanks to Emma Kennett in being instrumental in that.
7.2	The Chair also gave thanks to all that had been involved across the system for their continued work and dedication in what had been another extraordinary year.
7.3	There was no other business received and the meeting was closed at 12.45.

<b>Next Meeting</b>	<b>22 June 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>