

<b>Meeting: Strategic Commissioning Board</b>			
<b>Meeting Date</b>	02 December 2019	<b>Action</b>	Information
<b>Item No</b>	14	<b>Confidential / Freedom of Information Status</b>	No
<b>Title</b>	Bury System Board Meeting - 16 October 2019		
<b>Presented By</b>	Dr Jeff Schryer, CCG Chair		
<b>Author</b>	-		
<b>Clinical Lead</b>	-		
<b>Council Lead</b>	-		

<b>Executive Summary</b>
The paper includes the minutes of the Bury System Board Meeting held on 16 October 2019 for information
<b>Recommendations</b>
It is recommended that the Strategic Commissioning Board: <ul style="list-style-type: none"> <li>Notes the Minutes of the Bury System Board Meeting held on 16 October 2019</li> </ul>

<b>Links to Strategic Objectives/Corporate Plan</b>	Choose an item.
Does this report seek to address any of the risks included on the Governing Body / Council Assurance Framework? If yes, state which risk below:	N/A
<i>Add details here.</i>	

<b>Implications</b>						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are there any financial implications?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Implications						
Are there any legal implications?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are there any health and safety issues?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
How do proposals align with Health & Wellbeing Strategy?						
How do proposals align with Locality Plan?						
How do proposals align with the Commissioning Strategy?						
Are there any Public, Patient and Service User Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
How do the proposals help to reduce health inequalities?	The Bury locality is represented at this meeting and the Greater Manchester work is aligned with local strategy / priorities					
Is there any scrutiny interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
What are the Information Governance/ Access to Information implications?	None – these minutes are publicly available via <a href="https://democracy.greatermanchester-ca.gov.uk/ieListMeetings.aspx?Committeeld=140">https://democracy.greatermanchester-ca.gov.uk/ieListMeetings.aspx?Committeeld=140</a>					
Has an Equality, Privacy or Quality Impact Assessment been completed?	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"/>
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 /Council/ Strategic Commissioning Board's Risk Register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Additional details	N/A					

Governance and Reporting		
Meeting	Date	Outcome
Bury System Board	16/10/2019	Minutes being submitted for ratification

<b>Title</b>	<b>Minutes of the Bury System Board 16 October 2019</b>		
<b>Author</b>	Alex Cutler, Executive Assistant, Bury CCG		
<b>Version</b>	0.1		
<b>Target Audience</b>	Members of the Bury Health and Social Care Transformation Programme Board		
<b>Date Created</b>	17 October 2019		
<b>Date of Issue</b>			
<b>To be Agreed</b>	October 2019		
<b>Document Status</b> (Draft/Final)	Draft		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
21 October 2019	1.0	Alex Cutler	Forwarded to Margaret O'Dwyer for review
October 2019	1.1		Amendments made
12 November 2019	2.0		Approved
<b>Approved:</b>			
<b>Signature:</b>			.....

## Bury System Board

### MINUTES OF MEETING

Wednesday 16<sup>th</sup> October 2019, 12.00pm to 2.00pm

Townside Primary Care Centre

**Chair** – Cllr A Simpson

#### Members Present

Ms Julie Gonda , Interim Executive Director - Communities & Wellbeing, Bury Council (JG)  
Mr Howard Hughes, Clinical Director, NHS Bury CCG (HH)  
Ms Lindsey Darley, Transformation Director, Bury LCO (LD)  
Ms Catherine Jackson, Executive Nurse, Bury CCG (CJ)  
Dr Kiran Patel, Medical Director, GP Federation (KP)  
Ms Karen Dolton, Executive Director of Children and Young People, Bury Council (KD)  
Ms Nicky O'Connor, Interim Director of Transformation, Bury Council (NO'C)  
Margaret O'Dwyer, Director of Commissioning & Business Delivery/Deputy Chief Officer, NHS Bury CCG (MO'D)  
Mike Woodhead, Joint Chief Finance Officer, Bury Council and NHS Bury CCG (MW)  
Dr Daniel Cooke, Clinical Director, Bury CCG (DC)  
Cllr David Jones, Leader of Bury Council (DJ)  
Mr Chris O'Gorman, Chair, LCO (CO'G)  
Ms Mui Wan, Associate Director of Finance, Bury LCO (MWa)  
Mr Sajid Hashmi, Independent Chair, Bury LCO Representative, (SH)

#### Others in attendance:

Ms Alex Cutler, Executive Assistant, Bury CCG (AC)

#### Apologies

Apologies for absence were received from:

- Dr Jeff Schryer, Chair Bury CCG (Chair) (JS)
- Mr Geoff Little, Chief Officer, Bury CCG/Bury Council (GL)
- Ms Lesley Jones, Director of Public Health, Bury Council (LJ)
- Ms Tracy Minshull, Interim Assistant Director (TM)
- Dr Cathy Fines, Clinical Director, NHS Bury CCG (CF)
- Mrs Kath Wynne-Jones, Programme Director, Bury LCO (KWJ)
- Mr Keith Walker, Executive Director of Operations, Bury LCO Representative, (KW)
- Mr Craig Carter, Director of Finance, NCA, (CC)
- Ms Helen Smith, Head of Assurance, Bury LCO, for Item 5 only (HS)

## MEETING NARRATIVE & OUTCOMES

<b>1.</b>	<b>WELCOME AND APOLOGIES</b>		
1.1	AS opened the Bury System Board with introductions on Ms Cutler's behalf and welcomed those present. Apologies were noted as outlined above. The meeting was declared quorate in line with the ToR.		
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>		
2.1	Members were reminded of their obligation to declare any interest they may have on any issues arising from agenda items which might conflict with the business of the Bury System Board.		
2.2	Members were asked to review the Declaration of Interests Register for the Bury System Board and inform AC of any changes.		
<b>ID</b>	<b>Type</b>	<b>The Programme Board:</b>	<b>Owner</b>
D/10/01	Noted	No changes received for the latest version of the DoI Register.	Cllr Simpson
A10/01	Action	Board to review the DoI Register and inform AC of any changes.	All members

<b>3.</b>	<b>MINUTES OF LAST MEETING/ACTION LOG</b>		
3.1	The minutes of the previous meeting held on the 10 <sup>th</sup> September 2019 were agreed as a correct record. The Action Log was noted and updates were recorded within the log accordingly.		
3.2	DJ commented that apologies had been forwarded but not recorded within the minutes. It was noted after the meeting that apologies were had not been received.		
3.3	AS requested that clearer annotations be provided within action log moving forward.		
<b>ID</b>	<b>Type</b>	<b>The Programme Board:</b>	<b>Owner</b>
D/10/02	Noted	Approved the minutes and noted the associated updates on the actions of the previous meeting.	Cllr Simpson
A/10/02	Action	To provide a detailed description for each agreed action within action log	A Cutler

4.	<b>Draft Terms of Reference</b>
4.1	MO'D updated the Board of the report which incorporates the changes in red following comments received from the last meeting. It was noted that the new item 6.6 where the Board had requested a concise paragraph around what the expected behaviours are along with the attached appendix, which were printed in black rather than red.
4.2	Agreement still needed around decision making of this Board which has currently not been incorporated within the draft shared today, and did not appear to have been discussed at the last meeting.
4.3	CO'G stated that it was the understanding that decision making powers from the previous Transformation Board had delegated responsibility from CCG Governing Body to make decisions relating to Transformation Funds are to be continued within this group. If this is everyone's understanding, this needs to be reflected in the voting process.
4.4	LD commented that the core functions of the Board would be around clinical and financial sustainability. Within the objectives it outlines a process around reporting and she suggested that TFOG are to be included along with the Workforce as they work across the system.
4.5	The Group agreed with comments around the Transformation Fund decision making MW agreed and as the funding comes from the Commissioners, that the casting vote remains with the OCO Chair as they are held accountable.
4.6	CO'G agreed with this proposal.
4.7	MO'D added that the ToR will be finalised and sent to all members so that they can share with their governance, and submitted to the Health and Wellbeing Board for sign off.

ID	Type	The Programme Board:	Owner
D/10/03	Noted	The Board discussed the draft ToR.	Cllr Simpson
A/10/03	Action	MO'D to share final ToR with Board members.	Ms O'Dwyer

5.	<b>Bury Strategy including Refresh and Locality Plan</b>
5.1	MO'D presented members a PowerPoint presentation for the Bury Strategy 2030 vision.
5.2	Public discussion events have taken place over the past few weeks with the people of Bury, who were asked questions such as: <ul style="list-style-type: none"> <li>• What they love about their bit of Bury?</li> <li>• Specific worries for the future, such as Brexit?</li> <li>• What the perfect Bury would look like in 2030?</li> <li>• What they would do for their local community if they had the chance?</li> </ul>
5.3	Data gathered so far have identified themes such as pot holes, the environment, safety, policing and crime, are issues arising.
5.4	In parallel with the emerging 2030 strategy, we are two years into our four-year locality plan and there is a need for this to be requested from both the Ten refreshed Locality Plans and GM's overarching narrative. We both intend to remain faithful to

the spirit of devolution and have enough visibility of all things in the NHS plan to attract resources into Bury. Each refreshed plan has to include:

- What our vision is on population health
- The outcomes we want to achieve and how we achieve these
- Understanding of our neighbourhood model and how it is developing
- Our LCO and how it is developing
- Understanding of the Strategic Commissioning function
- The 5-year projections for finance, activity and workforce.

- 5.5 The original plan was around Health and Social Care over 4 years from 2017 to 2021 and securing the transformation funding of £19.2m.
- 5.6 Moving forward, work is needed as to how do we intend to take health and care integration to the next level within the broader context of reformed public sector services. This was always our aspiration but over the last two years, our focus moved towards the development and creation of the LCO along with progression within commissioning. We now need to review and revise our collective vision and show how we aim to achieve this.
- 5.7 The Board felt that our original vision and outcomes still remain true.
- 5.8 Due to delays in implementation of our Transformation schemes, one of our challenges will be to describe their impact so far.
- 5.9 MO'D shared the iThrive model and although the example used is based around mental health, the question was whether this could be used a starting point to describe levels of interventions with links to wider public services.
- 5.10 Following the presentation, Board members sat in small groups to discuss the questions identified within the slide and share at the end (Attachment 1 attached).
- 5.11 JG advised that following discussion that it was agreed that the vision still stands but acknowledged that the baseline in certain areas had worsened since writing the plan in 2017. The question around 'People helping themselves more', is still valid but how do we measure this. It is felt that we are doing the right thing but whether we are able to measure and understand impact.
- 5.12 MO'D advised that within the latest data within the Indexed Multiple Deprivation has indicated that Bury is going in the wrong direction and that one of the big factors identified within the analysis, is the fear of crime and actual crime. We need to work on ensuring that people feel safer within communities.
- 5.13 AS agreed and stated that following a recent session with residents in Besses, crime had been identified as a big issue within all communities. Due to funds being reduced within the police force, this clearly reduces visibility communities once had.
- 5.14 JG agreed and questioned what data we have, to underpin some of the narrative that we have to strengthen this.
- 5.15 DJ said the presentation was very interesting as he was not part of developing the original plan specific to crime data, only 4 particular areas of crime (burglary, theft, damage and another area are considered in the statistics). Also, regarding fear of

	crime and perceptions, evidence has shown that the higher the crime rate within your area, the fear of crime is lower. This is reflected within Bury communities who have a low amount of crime however the fear of crime is higher.
5.16	AS mentioned that unreported crime is a concern also as this does not form a true reflection on figures.
5.17	MOD suggested that members split up into small groups to discuss and provide suggestions on: <ul style="list-style-type: none"> <li>• How does the Locality Plan refresh fit with the Bury 2030 Strategy?</li> <li>• Views on the proposal to use 'iThrive' concept to describe Bury's model of person centre care within a PSR context?</li> <li>• How do we take health and care integration to the next level, embracing other public sector services?</li> </ul>
5.18	Suggestions from each group were discussed and are included within the attached document.
5.19	MO'D asked how the Board how they would like to continue their involvement on the Locality Plan, inputting to and receiving progress reports
5.20	MW advised that due to time limitations (only 12 weeks to undertake a refresh), separate workshops are not an option and suggested several members such as MO'D, LD, HS, LJ continue liaising with stakeholders and feedback to the Board as and when updates are available.
5.21	This was agreed by members.

	Type	The Programme Board:	Owner
D/10/04	Decision	Noted the draft paper and actions.	Cllr Simpson
A/10/04	Action	Continue to liaise with stakeholders and feedback data to the Board when updates on the Bury Strategy/Locality Plan are available.	MO'D/LD/HS/LJ

6	Service Reviews
6.1	MO'D updated members of the service reviews. Following sight of the reviews, the key next step is for a more worked up plans in preparation for Strategic Board in November with a view to having things mobilised to go live in April 2020. The project plan should describe what is realistically possible.
6.2	LD advised that the review of Integrated Neighbourhood Teams does not have efficiency savings within the existing budget and still being worked on. The two main objectives are: <ul style="list-style-type: none"> <li>• Review where teams are currently up to and what we need to embed active case management, to align with Primary Care Networks, to work alongside LJ with PSR work and integrate this</li> <li>• Identify the future model for the neighbourhood teams with look like and link in with the Locality Plan,</li> </ul>



	Type	The Programme Board:	Owner
D/10/05	Decision	Noted the draft paper and actions were noted.	Cllr Simpson
A/10/05	Action	Final Service Review Implementation Plans to be shared with members once finalised.	MO'D/LD

7	Highlight Report		
7.1	LD introduced this report in HS's absence and took questions. In addition, the report identified programmes where funding has been reduced and these will move in to a project closure process.		
7.2	AS questioned why we were not taking the Integrated Neighbourhood Hubs forward as it has shown to be moving in the right direction and records high usage. LD advised that it is in fact the Integrated Virtual Clinical Hub which has moved to project closure. A decision from the Strategic Oversight Group and Transformation Board is for this to be incorporated within the Urgent Care Review.		
7.3	CJ asked whether this decision had been picked up in terms of risk within the review. MW advised that Transformation is having an impact on our finances resulting in some services.		
7.4	LD clarified the RAG status of particular projects. Those in red are so, as they may not yet be at a point where we see any impact because it may not yet be fully mobilised.		
7.5	MO'D advised the Strategic Oversight Group identified a number of projects within the programme which were not moving forward and that those involved in the delivery of these projects have been formally notified by letter that their services are coming to an end in October.		
7.6	Devolution II session will take place on 30 October and displaced staff may attend. During the event we will be recognising achievements made over the last 12 months but also acknowledging the staff who provided the programmes that have ended.		
ID	Type	The Programme Board:	Owner
D/10/06	Decision	Noted the report and comments made.	Cllr Simpson

8	Finance Report		
8.1	MWa summarised the report which shows the rebalancing the remaining Transformation Fund following the Strategic Oversight Group reviews. Discussions with Strategic Oversight Group took place, initially to look at what the forecast position was, including deflections from Transformation Fund schemes and built this into the financial position which identified a gap.		
8.2	MW added that we now have a better understanding of where we are within the Transformation Fund budget but further work is needed over the next year to identify which schemes are successful and show financial benefit and those which do not.		
8.3	In conclusion, MWa advised that within the table towards the end of the report, an assumption in 20/21 and 21/22 an approximate £1.5m projected planned savings		

should support the schemes to continue, and this will require continuous monitoring.

ID	Type	The Programme Board:	Owner
D/10/07	Decision	Noted the report and comments made.	Cllr Simpson

9	Assurance Dashboard Proposal
9.1	LD proposed that two items be discussed with members in order for an agreement to be reached on: <ul style="list-style-type: none"> <li>• The Board agree to a single health and social care transformation programme structure which includes system reviews, change programmes and transformation funded projects.</li> <li>• That this structure aligns with the developing System Outcomes and Performance Framework</li> </ul>
9.2	CJ sought clarity on the what is meant by assurance, is it assurance on delivery or what is being delivered. LD confirmed the term assurance is around programmes as marked red which indicate they are not fully mobilised, so impact is minimal.
9.3	Board members agreed to the first two items within the report and that the remaining issue 'That the existing PMO Assurance function provides this assurance through relevant health and social care system governance', be re-listed as an agenda item for discussion in November.

ID	Type	The Programme Board:	Owner
D/10/08	Decision	Noted the update and members agreed to the two points dicussed today.	Cllr Simpson
A/10/06	Action	Assurance Dashboard Proposal – that the existing PMO Assurance function provides this assurance through relevant health and social care system governance be added as agenda item for November 2019.	MO'D/HS

10	Outcomes and Performance Group – items for escalation
	PCFT transaction financial risk, latest position –
10.1	MO'D referenced back to the ToR discussed earlier. One new sub-group is the Outcome and Performance Group which is working well together but still developing. In terms of the ToR, there is provision for items from this sub-group to be escalated to the Board.
10.2	A further paper shared this morning provided the latest position. <ul style="list-style-type: none"> <li>• 8 or 9 Service pressures, such as district nursing</li> <li>• Post transaction further diligence around IMT has identified a significant pressure</li> <li>• Estates is a possible pressure but as yet unquantified.</li> </ul>
10.3	The NES Risk Group has just been reconstituted and will work together to look at mitigations.
10.4	MW advised that there was always going to be some risk of approx. £0.5m and the

	helpful discussions currently taking place with NCA will take us in the right steps moving forward. Concerns are more around discussions with Pennine Care around stranded costs which are progressing and that these also involve the GM Partnership.
10.5	MWa stated that the document circulated was only around Bury which includes the risks MOD had mentioned. Figures have not yet been finalised but moving forward, the figures shared will incorporate the risks with risks and monthly forecast figures.
10.6	In terms of service pressures, the largest relates to the District Nursing Workforce. Since transaction, half of the pressure here have been mitigated. Further discussions are to be held to understand the impact of not recruiting to the remaining posts.
10.7	MWa confirmed that as per the report, month 6 shows the figures and each month, refreshed figures will be shown.
10.8	AS stated that the figures within the report are from July 2019 to March 2020 indicating a deficit of £865k, how much of this is recurrent year on year? MWa stated this would be the recurrent position including vacancies although this could be separated from the report.
10.9	
10.10	AS agreed that vacancies should be separated from the figures within the table.
10.11	HH noted that there have been historic staffing issues within community services with more of a demand on acute services within Bury and questioned whether this is part of current discussions.
10.12	MO'D stated these discussions have not taken place to date but they will commence now that we have the latest position or pressures. The question is how we can work smarter together exploiting the opportunities now that community and acute services are within the NCA.
10.13	HH added that the pace also needs to be considered due to the potential procurement and avoid being out bid for services. The question is which forum should hold these conversations.
10.14	LD agreed wider discussions do need to take place but felt this Board was not the correct forum.

ID	Type	The Programme Board:	Owner
D/10/09	Decision	Noted the update within the report.	Cllr Simpson
A/10/07	Action	Vacancies should be separated from the figures within the table of the Finance Report	MWa
A/10/08	Action	To identify the most appropriate team to discuss the approach to procuring community services.	MO'D

<b>11</b>	<b>Clinical Cabinet/Professional Congress (Future Working Arrangements)</b>
11.1	HH suggested this item be deferred to the next meeting in November as this was still to be discussed with Dr Patel.

ID	Type	The Programme Board:	Owner
D/10/10	Decision	Noted the Update.	Cllr Simpson
A/10/09	Action	Clinical Cabinet/Professional Congress to be deferred to November 2019 and added to agenda.	HH

11	Closing Matters		
11.1	There were no items raised.		
ID	Type	The Programme Board:	Owner
D/10/11	Decision	Noted the information.	Cllr Simpson

<b>Next Meeting</b>	<b>Date: 12 November 2019, 1.00pm – 3.00pm at Townside</b>
<b>Enquiries</b>	e-mail : <a href="mailto:alex.cutler@nhs.net">alex.cutler@nhs.net</a> Tel: 0161 253 7865

## Transformation Programme Board Action Log – June 2019

### Status Rating



- In Progress



- Completed













- Not Yet Due






- Overdue








Meeting Date	Action	Lead	Status	Due Date	Update
10 <sup>th</sup> April 2019	A/04/01 - Programme Governance Report to be added to agenda for May Transformation Board meeting.	Mrs Wynne-Jones		3 <sup>rd</sup> June 2019	<ul style="list-style-type: none"> <li>• Kath Wynne-Jones, Margaret O'Dwyer and Geoff Little met on Tuesday, 23<sup>rd</sup> April 2019 to consider the Programme Governance paper and agreed that this was a transitional year and recognised that the Programme Management Group would be a vehicle that all SROs and Executive leads could come together to consider Cross Cutting themes impacting on their Transformation Programmes.</li> <li>• It was also understood that there would need to be joint assurance to Transformation Board on progress against implementation and realisation of benefits and assurance should not be overly burdensome.</li> <li>• In terms of Change Management, the proposed methodology for LCO was acknowledged however also acknowledged it may be that different change methodology is used across</li> </ul>








Meeting Date	Action	Lead	Status	Due Date	Update
					<p>Bury.</p> <ul style="list-style-type: none"> <li>The OCO would provide names to Kath Wynne Jones.</li> <li>Update provided to June meeting</li> </ul>
10 <sup>th</sup> April 2019	A/04/06 - Mrs Dolton to review the governance around Children's Services Commissioning with a view to streamlining	Mrs Dolton (in conjunction with Dr Fines and Mr Hargreaves)		11 July 2019	<p>A meeting had taken place and a further update would be provided at the June meeting.</p> <p>Ms Dolton to arrange for programme to be scoped and actioned.</p> <p>15/08/19 - Margaret O'Dwyer agreed to liaise with Karen Dolton to find out where this piece of work is up to and feedback to members.</p>
10 <sup>th</sup> April 2019	A/04/07 – Community Paediatric review – await outcome of meeting with North Manchester General Hospital and then OCO/LCO discussions on next steps.	Ms O'Dwyer/Mrs Wynne-Jones		11 July 2019	<p>Discussions were underway and a further update would be provided at the next meeting.</p> <p>15/08/19 – agreed to remove from action log and add to forward plan for October 2019.</p>
9 <sup>th</sup> May 2019	A/05/02 - A schedule of Deep Dives to be set for the new Senior Oversight Group included the methodology for the reviews being defined.	Ms Smith		11 July 2019	<p>The schedule of deep dives will be agreed following the meeting of the Senior Oversight Group.</p> <p>15/08/19 – agreed to remove from action log as this is now with the Senior Oversight Group and add to September's agenda.</p>






Meeting Date	Action	Lead	Status	Due Date	Update
9 <sup>th</sup> May 2019	A/05/04 - Sustainability of each programme to be reviewed by system-wide task and finish group in detail, results to come back to June TPB with decisions to be made re: <ul style="list-style-type: none"> <li>• Next gateways (timings and criteria)</li> <li>• Whether additional core funding can/should be identified in 2020/21</li> </ul>	Mrs Wynne-Jones/Mr Woodhead		11 July 2019	This should be kept on the agenda as a standing item.  15/08/19 – agreed to remain on agenda as a standing item
3 <sup>rd</sup> June 2019	A/06/01 – New Systems Board to be established to incorporate Transformation Board	Ms O'Dwyer/Mrs Wynne-Jones		October 2019	15/08/19 – agreed to remove from action log.
3 <sup>rd</sup> June 2019	A/06/03 - A meeting with the OCO to be convened in relation to the IM&T report.	Mr Woodhead		11 July 2019	15/08/19 – agreed the need to identify a System Leader for IM&T, Item to go on September agenda.
15 <sup>th</sup> August 2019	A/08/01- to draft ToR including membership and to be presented at September's Bury System Board meeting	Ms O'Dwyer /Ms K Wynne-Jones		September 2019	Item to go on September Agenda.
15 <sup>th</sup> August 2019	A/08/03 - to share outcome of indicators of impact measures with GL.	Ms O'Dwyer		September 2019	
15 <sup>th</sup> August 2019	A/08/04 - to provide monthly performance dashboard	Ms Smith		September 2019	
15 <sup>th</sup> August 2019	A/08/05 - Discussions around the components needed in order to move forward.	Ms Darley		September 2019	Engagement with the public, comms meeting taken place but will update at next meeting. Change the subject for the action.

Meeting Date	Action	Lead	Status	Due Date	Update
	10/09 requested that this be changed to Communications about involving patients and self-care as well as the LCO agenda.				<p>10/09 – agreed to change the action subject. Update to be shared at next Bury System Board meeting in October.</p> <p>16/10 commenced a small group to take discussions forward and manage this piece of work relating to best practice moving forward. To remain on action log until work completed and Board updated.</p>
15 <sup>th</sup> August 2019	A/08/07 – Task and Finish Group, next steps following feedback from LCO Board.	Ms Darley / Ms K Wynne-Jones			<p>In progress and to return to Bury System Board for November 2019.</p> <p>10/09 KWJ advised a Task and Finish Group meeting in two weeks' time and will be shared in November 2019.</p> <p>16/10 Convened Task and Finish Group, paper produced and awaiting comments for it to be presented to LCO Board. Update to be provided at next meeting and to be listed as an agenda item for November's BSB.</p>
15 <sup>th</sup> August 2019	A/08/08 – CCG Finance to identify nominee to Locality Plan Steering Group	Ms O'Dwyer			S O'Hare nominated. Closed
10 <sup>th</sup> September 2019	A/09/01 - Discuss with colleagues the need to ensure agenda setting and reports are dealt with and received in a timely manner.	G.Little			Completed



Meeting Date	Action	Lead	Status	Due Date	Update
10 <sup>th</sup> September 2019	A/09/02 - Update Bury System Board of the decision from Children's Executive regarding the merge with paediatric services and Governance at October's meeting.	C Fines / K Dolton			16/10 work completed and awaiting final comments from KW-J. To be added as an agenda item for discussion at BSB in November.
10 <sup>th</sup> September 2019	A/09/03 - Phraseology within ToR to be revised, including list of Board members, quoracy and then to be shared with members this week.	Ms Wynne-Jones/Ms O'Dwyer			V2 TOR shared with System Board Members
10 <sup>th</sup> September 2019	A/09/04 – TOR - Comments to be sent to JG/MOD by end of next week.	All members			No comments received from Board Members Remove
10 <sup>th</sup> September 2019	A/09/05 - To share draft paper on Neighbourhood teams with members by end of the week.	Ms Wynne-Jones			Completed
10 <sup>th</sup> September 2019	A/09/06 - To share draft review papers on IC and UC with members	Ms Cutler			All 3 reviews sent out to members on 10/09/19
10 <sup>th</sup> September 2019	A/09/07 – To feedback comments of all three reviews by the end of the weekend in preparation for the Governing Body meeting.	All members			Comments received only from KP.
10 <sup>th</sup> September 2019	A/09/08 - Arrange urgent meeting with Dan, Mr Little and Dr Schryer to discuss option appraisals.	Ms Wynne-Jones			Completed

Meeting Date	Action	Lead	Status	Due Date	Update
10 <sup>th</sup> September 2019	A/09/09 - Discuss with Leads the four areas identified within System Metric Dashboard as to whether the information requested is no longer relevant and if not ,what we should be looking at for the next Bury System Board in October 2019.	Ms Smith			16/10 – item to be relisted for November's meeting
10 <sup>th</sup> September 2019	A/09/10 - Meet with Kate to discuss and design a workshop to design a system performance framework that we can assure ourselves against. To be brought back to Bury System Board in November 2019.	Ms Smith			Actioned and update to be provided in November.
10 <sup>th</sup> September 2019	A/09/11 - Identify specific needs for IM&T Leadership post within CCG/Council or elsewhere if needed.	Ms Darley			Completed
10 <sup>th</sup> September 2019	A/09/12 - To read the paper and feedback to Ms Darley outlining specific requests and comments	All members			Completed
10 <sup>th</sup> September 2019	A/09/13 - To read the document so that further discussions can take place during next meeting.	All members			Completed
10 <sup>th</sup> September 2019	A09/14 - To provide an update on the alignment of LCO/OCO roadmaps and priorities to Bury System Board in October 2019.	Ms O'Dwyer			To be relisted as agenda item for November 2019.
10 <sup>th</sup> September 2019	A/09/15 - Comments to be fed back to COG OCO Report	All members			Completed

Meeting Date	Action	Lead	Status	Due Date	Update
16 <sup>th</sup> October 2019	A/10/03 - To share ToR Final Draft with Board members.	Ms O'Dwyer			
16 <sup>th</sup> October 2019	A/10/04 - Continue to liaise with stakeholders and feedback data to the Board when updates on the Bury Strategy/Locality Plan are available.	Ms O'Dwyer / Ms Darley/ Ms Smith/ Ms Jones			Ongoing and on agenda
16 <sup>th</sup> October 2019	A/10/05 - Final Service Review papers to be shared with members once finalised.	Ms O'Dwyer/ Ms Darley			On agenda
16 <sup>th</sup> October 2019	A/10/06 - The existing PMO Assurance function provides this assurance through relevant health and social care system governance be added as agenda item for November 2019.	Ms O'Dwyer/ Ms Smith			
16 <sup>th</sup> October 2019	A/10/07 - Vacancies should be separated from the figures within the table of the Finance Report	Ms Wan			
16 <sup>th</sup> October 2019	A/10/08 - To identify the most appropriate team to discuss the approach to procuring community services	Ms O'Dwyer	