

Minutes of the Part 1 Governing Body

Date and time of Meeting: Friday 15 January 2021, 9:30 – 10:20
Venue: Virtual Meeting - via Zoom and will be live streamed on YouTube
<https://www.youtube.com/NHSHMRCCG>

Present:	
Dr Chris Duffy	CCG Clinical Chair
Mrs Denise Dawson	Lay Member for Patient and Public Engagement (Vice Chair)
Mr Steve Rumbelow	Accountable Officer
Mrs Sam Evans	Chief Finance Officer – Health and Social Care Integration
Mrs Karen Hurley	Director of Operations and Executive Nurse
Mrs Alison Kelly	Head of Quality & Safeguarding and Deputy Executive Nurse
Mrs Sally McIvor	Director of Commissioning & Director of Adult Social Services (DASS)
Mr Peter Riley	Lay Member for Integrated Risk
Mrs Joanne Newton	Lay Member for Governance
Dr Bodrul Alam	Clinical Board Member
Dr Aggy York	Clinical Locality Lead – Rochdale
Dr Imran Ghafoor	Clinical Locality Lead -Heywood and Middleton
Dr Sonal Sharma	Clinical Board Member
Cllr Daalat Ali	Portfolio Holder for Healthy Lives Rochdale Borough Council
Ms Kate Jones	CEO, Healthwatch Rochdale

In Attendance:	
Mrs Helen Chapman	Corporate Affairs and Governance Manager
Mrs Sarah Kershaw	Minutes
Mrs Pam Dickinson	Communications & Engagement Manager
Mrs Nadia Baig	Assistant Director of Commissioning (on behalf of Kuiama Thompson)
Mrs Claire Richardson	Director of Strategic Commissioning (from 01/02/2021)

Apologies:	
Mrs Andrea Fallon	Director of Public Health
Mrs Kuiama Thompson	Public Health Registrar HMR CCG

Minutes ratified on:
Friday 21 May 2021

Public Open Forum	ACTION:
In line with Government, and NHS England guidelines regarding social distancing and meetings held in public; the CCG is working hard to find the best virtual format to enable Governing Body to deliver on business, whilst ensuring Heywood Middleton and Rochdale patients and residents involved.	

<p>Today's meeting will be live streamed on You Tube and a recording will also be saved on the CCG YouTube channel for three months for any members of the public to be able to watch again.</p> <p>The CCG has received a high volume of public questions the majority relating to Covid 19. One question asked:</p> <p><i>What was the CCG legal and statutory duty to provide responses when submitted through the correct channels?</i></p> <p>CCGs Statutory Duties require that Governing Body meetings are held in public, which all CCGs comply with.</p> <p>In line with openness and transparency the CCG incorporates a public open forum section as a best practice measure to enable members of the public to submit any relevant questions and answers provided are published on the CCG website.</p> <p>However, at present the specialist staff who are able to answer more complex / detailed question/s are fully deployed on the rapid roll out of the Covid-19 vaccinations programme and/or schools and community testing programmes and or supporting the NHS and Care teams to manage unprecedented demand. With regret we are therefore not able to answer all questions in their entirety at this time without these services being affected. As soon as capacity becomes available, we will endeavour to respond fully with the factual information we hold. The CCG can only provide factual responses and not opinion-based responses.</p> <p>Going forward in light of continued remote working, the impact of Covid 19 on available workforce and the National directive for CCGs to minimise all non-essential activity we will need to work out a process by which we can continue to receive and respond to patient questions and concerns.</p> <p>Public Questions and responses can be found via this link: Governing Body Public Questions and Responses</p>	
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SECTION 1 – GOVERNANCE

Apologies	ACTION:
Apologies as noted above.	

15/01/21/1.1 Committee Business	ACTION:
<p>1.1.1 The Chair reiterated that for the safety of members of the public, patients, and Governing Body, that meetings would be taking place virtually for the foreseeable future.</p> <p>1.1.2 Members formally thanked the Joint Director for Integrated Commissioning/DASS for the support and contribution to CCG Governing Body and in being instrumental in driving integration for the CCG and RBC and establishing the Local Care Organisation and wished her well in her retirement.</p>	

1.1.3 The Chair welcomed Claire Richardson who will commence in post as Director of Strategic Commissioning from 1 st February 2021.	
1.1.4 The Governing Body agreed to note the verbal updates provided.	

15/01/21/1.2 Declarations and Register of Interests	ACTION:
1.2.1 Members were reminded of their obligation to declare any interest they may have which might conflict with the business of Heywood, Middleton and Rochdale Clinical Commissioning Group.	
1.2.2 Declarations declared by members are listed in the CCG's Register of Interests. The Register is available either via the Corporate Affairs and Governance Manager or the CCG website at the following link: Declarations of Interest Register	
1.2.3 The Chair requested any declarations of interests relating to today's agenda.	
1.2.4 None were received.	
1.2.5 The Governing Body agreed to note that no declarations of interest were received.	

15/01/21/1.3 Minutes of the CCG Governing Body Meeting held on 20 November 2020	ACTION:
1.3.1 The minutes of the meeting on Friday 20 November 2020 were agreed as a true and accurate record.	

15/01/21/1.4 Matters Arising / Action Log / Use of Chairs Actions	ACTION:
1.4.1 The action log was reviewed and updated.	
1.4.2 Members were informed that no Chairs actions have taken place since the last meeting.	
1.4.3 The Governing Body agreed to note there have been no use of Chair's Actions since the last meeting.	

15/01/21/1.5 Chair's Report	ACTION:
Declaration of Interest: None	
1.5.1 The Chairs report was provided. Members were asked for any comments or questions. None were received	
1.5.2 The Governing Body noted the content of the report provided.	

SECTION 2 – ITEMS FOR DECISION

15/01/21/2.1 Sustainability (Green) Plan	ACTION:
Declaration of Interest: None	
2.1.1 A verbal update was provided regarding the annual review of the NHS HMR CCG Sustainability (Green) Plan.	
2.1.2 Members were advised that due to the pandemic progress of the plan has been limited with essential work relating to Covid-19 taking priority.	
2.1.3 The CCG will continue to support the NHS Long-Term Plan and work towards moving forward with the action plan contained within the Sustainability (Green) Plan 2020 - 2023.	
2.1.4 The Governing Body agreed to support the ongoing work of integrating sustainability within the CCG	

15/01/21/2.2 NHS HMR CCG Constitution Updates	ACTION:
Declaration of Interest: None	
2.2.1 The NHS HMR CCG Constitution was shared with Governing Body for review and approval prior to its submission to NHS England/Improvement.	
2.2.2 Key elements were highlighted which included the changes to the Scheme of Delegation, Standing Orders, the title of the Director of Strategic Commissioning and the change of Remuneration Committee Chair in line with NHSE/I guidelines.	
2.2.3 Members agreed to approve the NHS HMR CCG Constitution updates.	
2.2.4 The Governing Body agreed to approve the NHS HMR CCG Constitution prior to submission to NHS England/Improvement	

15/01/21/2.3 Committee Governance Handbook	ACTION:
Declaration of Interest: None	
2.3.1 The report was shared for members for review and approval	
2.3.2 The Committee Governance Handbook supports the HMR CCG Constitution.	
2.3.3 Additional information relating to the protocol for chairing virtual meetings and Terms of Reference to be ratified were highlighted.	
2.3.4 The Corporate Affairs and Governance Manager was commended for producing the handbook.	
2.3.5 Governing Body approved the Committee Governance handbook.	
2.3.6 The Governing Body agreed to approve the Committee	

Governance Handbook.	
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15/01/21/2.4 Code of Conduct and Accountability Policy	ACTION:
Declaration of Interest: None	
<p>2.4.1 A verbal update was provided regarding the Code of Conduct and Accountability Policy, which incorporates the previous Standards of Business Conduct policy.</p> <p>2.4.2 The policy has been developed following the usual process of Executive management, CCG Policy Development/Review Task and Finish Group, Human Resources and Staff consultation.</p> <p>2.4.3 To avoid a delay in implementation, Governing Body are asked to agree the use of Chairs Actions for final approval. Members agreed to use of chairs action</p> <p>2.4.4 The Governing Body agreed to the use of Chairs actions for formal approval of the Code of Conduct and Accountability Policy.</p>	KH/HC

15/01/21/2.5 Locality Engagement Group (LEG) Terms of Reference (ToRs for Ratification)	ACTION:
Declaration of Interest: None	
<p>2.5.1 Following an annual review, the Locality Engagement Group Terms of Reference were shared with members for ratification.</p> <p>2.5.2 Governing Body approved the Terms of reference for inclusion in the Committee Governance handbook.</p> <p>2.5.3 The Governing Body agreed to ratify the Locality Engagement Group Terms of Reference following annual review.</p>	

15/01/21/2.6 Clinical and Professional Advisory Panel (CPAP) Terms of Reference (ToRs) for Ratification	ACTION:
Declaration of Interest: None	
<p>2.6.1 The Clinical and Professional Advisory Panel Terms of Reference were shared with members for ratification.</p> <p>2.6.2 Amendments and changes were highlighted for members attention.</p> <p>2.6.3 Governing Body approved the Terms of Reference for inclusion in the Committee Governance handbook .</p> <p>2.6.4 The Governing Body agreed to ratify the Clinical and Professional Advisory Panel Terms of Reference following the annual review.</p>	

SECTION 3 – ITEMS FOR DISCUSSION

15/01/21/3.1 Quality and Safeguarding Report	ACTION:
Declaration of Interest: None	
<p>3.1.1 The report was shared for information and members were asked for comments and questions.</p> <p>3.1.2 Governing Body commended the team for their hard work and dedication to patient safety and quality of care under difficult circumstances.</p> <p>3.1.3 The Governing Body agreed to note the content of the report.</p>	

15/01/21/3.2 Performance Report	ACTION:
Declaration of Interest: None	
<p>3.2.1 The report was shared for members information and key items were outlined. Members noted the report refers to November's performance; during wave 2 of Covid-19, and this was due to the delay in receiving data.</p> <p>3.2.2 A request was made to formally note the CCGs thanks and appreciation to all staff working across the system to support patients throughout the current circumstances.</p> <p>3.2.3 An outline of the work taking place with HMRs providers and the independent sector; to address the increase in non-urgent care waiting lists. Patients will be contacted as part of the National Waiting List Validation programme, HMR are also looking at alternative solutions for specialities at a local level.</p> <p>3.2.4 HMR have not yet recovered levels of activity in Cancer performance due to the prolonged impact of Covid-19.</p> <p>3.2.5 A&E attendance has reduced, as a result of the National marketing of 111, and Out of Hours (OOH) providers triaging and directing patients to the appropriate services. Other significant developments within Urgent Care, include the Urgent Care by appointments service which commenced 4th November 2020.</p> <p>3.2.6 Demand for Mental Health services is increasing, information will be included in future reporting at the next Governing Body meeting.</p> <p>3.2.7 Members were asked for comments and questions.</p> <p>3.2.8 Discussions took place regarding the effect of the pandemic, and the unusual circumstances. The NHS is currently operating at level 5 in relation to the escalation of severity, which further impacts local area wait times.</p> <p>3.2.9 Clarity was requested regarding the number of HMR patients on waiting lists that have already been contacted and those still outstanding. Information/exact figures will be provided when available, however assurance was provided that all patients will be contacted.</p>	

3.2.10 Debate continued regarding collaborative working, how the system has responded to the current circumstances, and Governing Body's confidence in recovery once the pandemic ends.	
3.2.11 The Governing Body agreed to note the content of the report.	

15/01/21/3.3 Corporate Risk Register and Assurance Framework	ACTION:
Declaration of Interest: None	
3.3.1 The report was provided, detailing the risks identified within HMR.	NB
3.3.2 Members were asked for questions and comments.	
3.3.3 It was noted the risk associated to Brexit required updating as terms have now been agreed; and that the information provided within the report was current at the time of publication.	
3.3.4 The Governing Body agreed to note the content of the report.	

15/01/21/3.4 Finance Report	ACTION:
Declaration of Interest: None	
3.4.1 The content of the report was provided, and key elements highlighted.	
3.4.2 HMR CCG aims to break even for 2020/2021 and is still operating in a command and control approach. Various approaches are currently being developed in relation to the level 5 escalation.	
3.4.3 There are 2 elements of expenditure which HMR should receive additional allocations for in the coming weeks, which are, the Increase in activity with the independent sector and the hospital discharge programme.	
3.4.4 NHS England/Improvement has asked the system of GM to Improve its overall control total by circa £13m, it has not yet been determined how this will be distributed and where this will lie.	
3.4.5 This week the CCG received notice of the suspension of next year's planning and contacting round for at least the first quarter of 2021/22; rolling forward the payments for quarter 4 2020/21, into quarter 1 of next year.	
3.4.6 Governing Body will be updated as information is available.	
3.4.7 The Governing Body agreed to note the content of the report.	

**4 SECTION - REPORTS Provided for Information Only
(including Sub-Committee updates)**

15/01/21/4.1 Information Governance Management Group (IGMG) (from 27 November 2020 meeting)	ACTION:
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Declaration of Interest: None	
4.1.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.1.2 The Governing Body agreed to note the content of the report.	

15/01/21/4.2 Quality and Safeguarding Committee <i>(from 18 December 2020 meeting)</i>	ACTION:
Declaration of Interest: None	
4.2.1 Members were asked for any comments or questions. No further discussions took place.	
4.2.2 The Governing Body agreed to note the content of the report.	

15/01/21/4.3 Primary Care Commissioning Committee (PCCC) Update <i>(from 11 December 2020 meeting)</i>	ACTION:
Declaration of Interest: None	
4.3.1 Members were asked for any comments or questions. No further discussions took place.	
4.3.2 The Governing Body agreed to note the content of the report provided.	

15/01/21/4.4 Integrated Commissioning Board <i>(from the 27 October meeting 2020 meeting)</i>	ACTION:
Declaration of Interest: None	
4.4.1 Members were asked for any comments or questions. No further discussions took place.	
4.4.2 The Governing Body agreed to note the content of the report provided.	

SECTION 5 - ANY OTHER URGENT BUSINESS

15/01/21/5.1 Any other Business (AOB)	ACTION:
Declaration of Interest: None	
5.1.1 No further discussions took place.	

Other useful link:

- [RBC - Health, School and Care Overview and Scrutiny Committee minutes](#)
- [RBC - Health and Wellbeing Board](#)
- [NHS HMR CCG and RBC Integrated Commissioning Board](#)
- [NHS HMR CCG Primary Care Commissioning Committee](#)
- [NHS HMR CCG Patient and Public Engagement Committee](#)

DATE AND TIME OF NEXT MEETING

TBC