

Minutes of the Part 1 Governing Body

Date and time of Meeting: Friday 16 July 2021, 9:30 – 10:30
Venue: Virtual Meeting - via Zoom and will be live streamed on YouTube
<https://www.youtube.com/NHSHMRCCG>

Present:	
Dr Chris Duffy	CCG Clinical Chair
Mr Steve Rumbelow	Accountable Officer
Mr Jonathan Evans	Chief Finance Officer – Health and Social Care Integration
Mrs Karen Hurley	Director of Operations
Mrs Alison Kelly	Chief Nurse / Associate Director of Quality and Safeguarding
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
Cllr Daalat Ali	Portfolio Holder for Healthy Lives Rochdale Borough Council
Mrs Claire Richardson	Director of Strategic Commissioning
Mrs Kuiama Thompson	Interim Director of Public Health

In Attendance:	
Mrs Helen Chapman	Corporate Affairs and Governance Manager
Mrs Stacey Comer	Minutes
Mrs Pam Dickinson	Communications & Engagement Manager
Mrs Nadia Baig	Assistant Director Restoration and Recovery

Apologies:	
Ms Kate Jones	CEO, Healthwatch Rochdale
Mrs Denise Dawson	Lay Member for Patient and Public Engagement (Vice Chair)
Dr Sonal Sharma	Clinical Board Member
Dr Vijay Tandle	Secondary Care Clinician

Minutes ratified on:
Friday 17 September 2021

Public Open Forum	ACTION:
<p>In line with Government, and NHS England guidelines regarding social distancing and meetings held in public; the CCG continues to hold meetings virtually to enable Governing Body to deliver on business and live stream to enable members of the public to watch the meeting ensuring Heywood Middleton and Rochdale patients and residents are involved.</p> <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>It was confirmed that no public questions have been received by the Governing Body since the last meeting in May 2021, the CCG has received a number of questions in June 2021, these related to various topics, including: NHS Digital, National Data Opt Out, Community Protection Notices and Clinical Group of Sanctuary.</p> <p>All questions and responses have been published on the CCG website and can be found via this link:</p> <p>Governing Body Public Questions and Responses</p>	
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SECTION 1 – GOVERNANCE

16/07/21/1.1 Apologies	ACTION:
Apologies as noted above.	

16/07/21/1.2 Committee Business	ACTION:
<p>1.2.1 It was highlighted that the meeting will be streamed live. This means that members of the public can watch the meeting in real time and a recording will also be saved to the CCG YouTube channel.</p> <p>1.2.2 The Annual General Meeting (AGM) will now take place on Friday 17 September 2021. Further details will be published on the CCG website and via social media.</p> <p>1.2.3 The Governing Body agreed to note the verbal update provided.</p>	

16/07/21/1.3 Declarations and Register of Interests	ACTION:
<p>1.3.1 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.</p> <p>1.3.2 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</p> <p>1.3.3 The Chair requested any declarations of interests relating to today’s agenda.</p> <p>1.3.4 None were received.</p> <p>1.3.5 The Governing Body agreed to note that there are no declaration of interest received.</p>	

16/07/21/1.4 Minutes of the CCG Governing Body Meeting held on 21 May 2021	ACTION:
1.4.1 The minutes of the meeting on Friday 21 May 2021 were agreed as a true and accurate record.	

16/07/21/1.5 Matters Arising / Action Log	ACTION:
1.5.1 The action log was reviewed and updated.	

16/07/21/1.6 Use of Chairs Actions	ACTION:
Declaration of Interest: None	
1.6.1 It was noted that Chairs Actions had been used to approve the Governing body Sub Committee Terms of Reference to reflect change in titles.	
1.6.2 The Governing Body noted the use of Chairs Action.	

16/07/21/1.7 Chair's Report	ACTION:
Declaration of Interest: None	
1.7.1 The Chairs report was provided.	
1.7.2 Members were asked for any comments or questions. None were received.	
1.7.3 The Governing Body noted the content of the report provided.	

SECTION 2 – ITEMS FOR DECISION

16/07/21/2.1 Quality and Safeguarding Committee Terms of Reference (ToR) for ratification	ACTION:
Declaration of Interest: None	
2.1.1 The content of the report was outlined and it was clarified that the ToR have been updated as part of the annual review process.	
2.1.2 Members were asked for any comments or questions. No further discussions took place.	
2.1.3 The Governing Body agreed to approve the Quality and Safeguarding Committee ToR.	

16/07/21/2.2 Quality and Safeguarding Annual Report	ACTION:
Declaration of Interest: None	
2.2.1 The content of the report was outlined.	
2.2.2 It was highlighted that this is an overview of the function of the team	

and the work that has taken place over the last 12 months.	
2.2.3 Members were asked for any comments or questions. No further discussions took place.	
2.2.4 The Governing Body agreed to note the Quality and Safeguarding Annual Report.	

16/07/21/2.3 Patient and Public Engagement Committee (PPEC) Terms of Reference (ToR) for ratification	ACTION:
Declaration of Interest: None	
2.3.1 The content of the report was summarised, and it was clarified that the ToR have been updated as part of the annual review process. All updates have been highlighted for ease.	
2.3.2 Members were asked for any comments or questions. No further discussions took place.	
2.3.3 The Governing Body agreed to approve the Patient and Public Engagement Committee ToR.	

16/07/21/2.4 Continuing Health Care (CHC) Choice and Equality Policy	ACTION:
Declaration of Interest: None	
2.4.1 The content of the report was outlined.	
2.4.2 GM has requested that all CCGs follow the same policy for CHC Choice and Equality.	
2.4.3 It was noted that the CCG has had a very similar policy in place for a number of years.	
2.4.4 A full review has taken place via the GM Chief Finance Officers and the GM Directors of Commissioning where it was proposed that the GM policy be implemented with local CCG branding until April 2022.	
2.4.5 Members were asked for any comments or questions.	
2.4.6 Feedback was provided that the Policy the CCG has in place is very comprehensive and it was suggested that this remain in place until the CCG ceases. The GM policy will then be adopted.	
2.4.7 It was agreed that this be clarified with GM however it is anticipated that the GM Policy is in place as soon as possible as part of the shadow arrangements prior to CCG's ceasing.	KH
2.4.8 Clarity was provided that by implementing the GM Policy there will not be any negative impact on our current processes.	
2.4.9 The Governing Body agreed to approve the Continuing Health Care (CHC) Choice and Equality Policy.	

SECTION 3 – ITEMS FOR DISCUSSION

16/07/21/3.1 Quality and Safeguarding Report	ACTION:
Declaration of Interest: None	
3.1.1 The report was shared with members for information.	
3.1.2 Members were asked for any comments or questions.	
3.1.3 No further discussions took place.	
3.1.4 The Governing Body agreed to note the content of the report.	

16/07/21/3.2 Performance Report	ACTION:
Declaration of Interest: None	
3.2.1 The content of the report was outlined.	
3.2.2 It was noted that the impact of the pandemic continues to be a challenge.	
3.2.3 Waiting lists are currently at the highest the CCG have experienced. There are over 1000 patients waiting over 52 weeks for a number of different specialties. These include General Surgery, Gynaecology and Trauma and Orthopaedics. Pre pandemic the number of patients waiting over 52 weeks was minimal.	
3.2.4 Clinical Reference Groups have been established across Greater Manchester to look at developing alternative pathways for patients.	
3.2.5 There have been a number of instances where patients have highlighted their concerns regarding the amount of time that they are waiting for appointments. A Waiting Well framework is being developed at GM and locally which will provide guidance for GP practices to help them advise and update patients should there be any concerns.	
3.2.6 Pressure has increased on diagnostic testing, cancer particularly in relation to breast and Mental Health Services for both adults and children.	
3.2.7 Attendance at the Urgent Treatment Centre (UTC) has also significantly increased.	
3.2.8 In relation to Health checks the position is very positive particularly regarding Learning and Disabilities (LD) and Serious Mental Illness (SMI).	
3.2.9 Members were asked for any comments or questions.	
3.2.10 Concerns were raised regarding waiting times increasing in hospital and community settings. It was clarified that there are trajectories and plans in place. Once these are finalised they will be shared, however	

<p>there are a number of complexities that are being worked through prior to them being shared.</p> <p>3.2.11 It was emphasised that it is anticipated that the waiting lists will continue to increase before they start to reduce.</p> <p>3.2.12 The level of demand currently on the UTC is extremely high as is the pressure on GP practices.</p> <p>3.2.13 Members were advised that a piece of work has been completed at GM to look at Accident and Emergency (A&E) attendance, which has shown that the increase in demand is not just due to Covid 19 but is a return to the forecast levels expected prior to the pandemic.</p> <p>3.2.14 It was emphasised that delivering a clear message to patients and keeping them up to date on the current situation is key.</p> <p>3.2.15 Concerns were raised regarding the risks relating to waiting lists and that there are currently gaps in assurance. Clarity was provided that there are a number of mitigating actions that have been put in place. It was recognised that the assurance that is provided is up to date and that a robust review of the assurance will take place.</p> <p>3.2.16 The Governing Body agreed to note the content of the report.</p>	<p>NB</p> <p>NB</p>
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16/07/21/3.3 Corporate Risk Register and Assurance Framework	ACTION:
Declaration of Interest: None	
<p>3.3.1 The content of the report was outlined.</p> <p>3.3.2 It was highlighted that a new risk has been included relating to a surge in respiratory tract infections for paediatrics. The number of cases in the North West is increasing and there have been a number of cases in GM. The Strategic Clinical Network is working to draft a Standard Operating Procedure for all GPs.</p> <p>3.3.3 Discussions took place and it was noted that information will be shared with members of the public as the symptoms are similar to those for Covid 19.</p> <p>3.3.4 Members were asked for questions or comments. No further discussions took place.</p> <p>3.3.5 The Governing Body agreed to note the content of the report.</p>	

16/07/21/3.4 Finance Report	ACTION:
Declaration of Interest: None	
<p>3.4.1 The content of the report was outlined.</p> <p>3.4.2 The CCG has received its allocations for the first half of 2021/22 (H1) of £204,143k. It is expected that the CCG will break even against this budget.</p>	

<p>3.4.3 The Hospital Discharge Programme (HDP) budget is not within the CCG budgets. As per last year, any spend against HDP will be monitored and funded retrospectively.</p> <p>3.4.4 At month 3 the CCG is reporting an overspend of £500k with a forecast overspend at month 6 of £1 million. This is for HDP and when funded, the CCG will be reporting breakeven.</p> <p>3.4.5 The year to date overperformance of £138k is mainly due to increased elective referrals to Independent Sector providers, particularly Practice Plus Group (previously Care UK), Durnford Dermatology and SpaMedica.</p> <p>3.4.6 Mental Health Services are reporting an overspend position of £11k year to date and a projected overspend of £106k by the end of month 6.</p> <p>3.4.7 A useful finance webinar took place for Chief Finance Officers which provided a lot of information, but there was no update on whether the hospital discharge programme will be extended into H2.</p> <p>3.4.8 Members were asked for any comments or questions.</p> <p>3.4.9 Concerns were noted regarding allocations not being confirmed until H2 and the difficulty in managing this.</p> <p>3.4.10 The ambition to manage locally was recognised and it was noted that financial planning work is taking place.</p> <p>3.4.11 The Governing Body agreed to note the content of the report.</p>	
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16/07/21/3.5 Functions Update	ACTION:
Declaration of Interest: None	
<p>3.5.1 A verbal update was provided.</p> <p>3.5.2 It was highlighted that all changes agreed have taken place, and at present the following is being progressed to support locality and Integrated Care System (ICS) programmes of work.</p> <p>3.5.3 The CCG Admin Hub and the Integrated Commissioning Directorate (ICD) Admin Hub have integrated, this took place on the 1 July 2021. CCG duties will continue to be fulfilled whilst supporting the local developments as they evolve.</p> <p>3.5.4 Integration of the Medicines Optimisation Team with the Local Care Organisation (LCO) continues, with a stakeholder event taking place at the end of June to consider all the options, as this is progressed and supported via the respective governance arrangements, members will be kept up to date and all formal requirements will be fulfilled.</p> <p>3.5.5 Continuing Health Care (CHC) and Complex Care continue to link in</p>	

<p>with GM regarding the potential arrangements, to date no confirmation has been received, it is anticipated this will be within the HR Framework.</p> <p>3.5.6 Communications and Engagement continue to work closely with Rochdale Borough Council (RBC) and LCO colleagues to support integration, the arrangements will be reviewed on receipt of the HR Framework and as local arrangements evolve.</p> <p>3.5.7 Patient Services continue to fulfil the CCG statutory duties and support our population in these challenging times, with an increasing demand on the service. Arrangements will be reviewed on receipt of the HR Framework.</p> <p>3.5.8 Corporate Services continue to ensure the CCGs statutory duties are fulfilled whilst supporting the ICS developments, any changes required at a local level will reflect the requirements within the awaited HR Framework.</p> <p>3.5.9 Assurance was provided in relation to the transition over the next 8 months and it was noted that all staff within the CCG/ICD have received regular updates and support associated with ICS developments, within individual 121s, team meetings and monthly ICS Staff Briefings, led by the Accountable Officer, with all documents within a dedicated file for ease of access for staff and a FAQ link.</p> <p>3.5.10 Members were asked for any comments or questions. No further discussions took place.</p> <p>3.5.11 It was noted that a further update will be provided to staff next week.</p> <p>3.5.12 The Governing Body agreed to note the verbal update provided.</p>	
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16/07/21/3.6 System Development – ICS and Locality Construct Update	ACTION:
Declaration of Interest: None	
<p>3.6.1 The content of the report was outlined.</p> <p>3.6.2 Further guidance is expected regarding staffing and workforce and work is taking place within teams to ensure that assurance is provided and that as much as possible is local.</p> <p>3.6.3 Members were asked for any comments or questions.</p> <p>3.6.4 It was emphasised that the integration work that has been taking place prior to the ICS was in the right direction.</p> <p>3.6.5 The Governing Body agreed to note the content of the report.</p>	

**SECTION 4 - REPORTS PROVIDED FOR INFORMATION ONLY
(INCLUDING SUB-COMMITTEE UPDATES)**

16/07/21/4.1 Clinical and Professional Advisory Panel <i>(from 25 May 2021 meeting)</i>	ACTION:
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.	
16/07/21/4.2 Quality and Safeguarding Committee <i>(from 18 June 2021 meeting)</i>	ACTION:
Declaration of Interest: None	
4.2.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.2.2 The Governing Body agreed to note the content of the report.	
16/07/21/4.3 Patient and Public Engagement Committee <i>(from 10 June 2021 meeting)</i>	ACTION:
Declaration of Interest: None	
4.3.1 Item deferred.	
16/07/21/4.4 Audit Committee <i>(from the 10 June 2021 meeting)</i>	ACTION:
Declaration of Interest: None	
4.4.1 A verbal update was provided.	
4.4.2 The main items on the agenda were the Annual Accounts, Annual Report and Annual Governance Statement.	
4.4.3 Changes to the process for Value for Money (VFM) were noted and it was emphasised that this is a national process.	
4.4.24 The Governing Body agreed to note the verbal update provided.	
16/07/21/4.5 Integrated Commissioning Board	ACTION:
Declaration of Interest: None	
4.5.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.5.2 The Governing Body agreed to note the content of the report.	
16/07/21/4.6 Primary Care Commissioning Committee <i>(from 11 June 2021 meeting)</i>	ACTION:
Declaration of Interest: None	

4.6.1	Members were asked for any comments or questions on the report. No further discussions took place.	
4.6.2	The Governing Body agreed to note the content of the report.	

16/07/21/4.7 Primary Care Commissioning Committee Ratified Minutes <i>(from 10 December 2020 meeting)</i>		ACTION:
Declaration of Interest: None		
4.7.1	Members were asked for any comments or questions on the report. No further discussions took place.	
4.7.2	The Governing Body agreed to note the content of the report.	

16/07/21/4.8 Information Governance Management Group (IGMG) <i>(from 28 May 2021 meeting)</i>		ACTION:
Declaration of Interest: None		
4.8.1	Members were asked for any comments or questions on the report. No further discussions took place.	
4.8.2	The Governing Body agreed to note the content of the report.	

16/07/21/4.9 Locality Engagement Group (LEG) <i>(from 18 May 2021 meeting)</i>		ACTION:
Declaration of Interest: None		
4.9.1	A verbal update was provided.	
4.9.2	The main discussions focussed on the mandates that have been created as part of the Local Care Organisation (LCO) development. The mandates discussed were: <ul style="list-style-type: none"> • Children and Young People • Mental Health • Integrated Neighbourhood Teams 	
4.9.3	Discussions also took place regarding, waiting lists, sickness certification, Covid 19 Hot Hubs and return to business as usual.	
4.9.4	The Governing Body agreed to note the verbal update provided.	

16/07/21/4.10 Anti Fraud, Bribery and Corruption Policy and Response Plan		ACTION:
Declaration of Interest: None		
4.10.1	Members were asked for any comments or questions on the report. No further discussions took place.	
4.10.2	The Governing Body agreed to note the content of the report.	

SECTION 5 - ANY OTHER URGENT BUSINESS

16/07/21/5.1 Any other Business (AOB) – Declaration of Interest: None	ACTION:
5.1.1 No items were discussed.	

OTHER USEFUL LINKS:

- [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

Date: Friday 17 September 2021

Time: 9:30 – 10:30

Venue: Virtual via Zoom