

## Minutes of the Part 1 Governing Body

**Date and time of Meeting:** Friday 21 May 2021, 9:30 – 10:30

**Venue:** Virtual Meeting - via Zoom and will be live streamed on YouTube

<https://www.youtube.com/NHSHMRCCG>

<b>Present:</b>	
Dr Chris Duffy	CCG Clinical Chair
Mrs Denise Dawson	Lay Member for Patient and Public Engagement (Vice 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
Dr Sonal Sharma	Clinical Board Member

<b>In Attendance:</b>	
Mrs Helen Chapman	Corporate Affairs and Governance Manager
Mrs Stacey Comer	Minutes
Mrs Pam Dickinson	Communications & Engagement Manager
Mrs Nadia Baig	Assistant Director of Commissioning (on behalf of Kuiama Thompson)

<b>Apologies:</b>	
Ms Kate Jones	CEO, Healthwatch Rochdale
Mrs Kuiama Thompson	Public Health Registrar HMR CCG
Dr Vijay Tandle	Secondary Care Clinician
Mrs Andrea Fallon	Director of Public Health

<b>Minutes ratified on:</b>

<b>Public Open Forum</b>	<b>ACTION:</b>
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 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>It was confirmed that no public questions have been received since end of March 2021.</p> <p>Public Questions and responses can be found via this link:</p> <p><a href="#">Governing Body Public Questions and Responses</a></p>	
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**SECTION 1 – GOVERNANCE**

<b>21/05/21/1.1 Apologies</b>	<b>ACTION:</b>
Apologies as noted above.	

<b>21/05/21/1.2 Committee Business</b>	<b>ACTION:</b>
<p>1.2.1 It was highlighted that this will be Andrea Fallon, Director of Public Health last Governing Body as she is leaving her role at Rochdale Borough Council at the end of June 2021. Formal thanks was noted to Andrea for her work and support particularly during the Covid 19 pandemic.</p> <p>1.2.2 Members were reminded to set their speaker to mute and raise their hand should they wish to comment or raise a question.</p> <p>1.2.3 Jonathan Evans was welcomed to his first Governing Body as Chief Finance Officer and Alison Kelly was welcomed to her first Governing Body in her new role as Chief Nurse / Associate Director of Quality and Safeguarding.</p> <p>1.2.4 The Annual General Meeting (AGM) will take place virtually on Friday 16 July 2021. Consideration had been made for this to take place face to face but on reflection it was agreed that it would be more appropriate for it to take place virtually.</p> <p>1.2.5 There will be a change to the order of the agenda as Paper 3.4 Opening Budgets requires approval and will therefore take place after item 2.3 Governing Body Terms of Reference (ToR) Update under Section 2 – Items for Approval.</p> <p>1.2.6 It was highlighted to members that some of the Lay Member contracts are due to expire within the next 6 months. In light of the CCG ceasing at the end of March 2022 it is proposed that these contracts be extended for the remainder of the CCG. As lay members were conflicted, the Chair sought approval from all other voting members. It was agreed to approve this proposal and for this to be progressed with HR</p> <p>1.2.7 <b>The Governing Body agreed to note the verbal updates provided and the extension of the Lay Members contracts.</b></p>	CD

<b>21/05/21/1.3 Declarations and Register of Interests</b>	<b>ACTION:</b>
<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: <a href="#">Declarations of Interest Register</a></p> <p>1.3.3 The Chair requested any declarations of interests relating to today's agenda.</p> <p>1.3.4 Joanne Newton declared that she is now an Associate Non-Executive Director at Stockport NHS Foundation Trust.</p> <p>1.3.5 Members noted that this has been formally recorded on the Declaration of Interest Log and uploaded on to the CCG website and agreed that this will only be declared at future meetings if there is a conflict with an item on the agenda.</p> <p>1.3.6 <b>The Governing Body agreed to note the declaration of interest received.</b></p>	
<b>21/05/21/1.4 Minutes of the CCG Governing Body Meeting held on 15 January 2021</b>	<b>ACTION:</b>
<p>1.4.1 The minutes of the meeting on Friday 15 January 2021 were agreed as a true and accurate record with one amendment to attendance with regards to Dr Sonal Sharma who was present.</p>	
<b>21/05/21/1.5 Matters Arising / Action Log</b>	<b>ACTION:</b>
<p>1.5.1 The action log was reviewed and updated.</p>	
<b>21/05/21/1.6 Use of Chairs Actions</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
<p>1.6.1 It was noted that Chairs Actions had been used to approve the following:</p> <ul style="list-style-type: none"> <li>- Code of Conduct and Accountability Policy</li> <li>- Modern Slavery and Human Trafficking Statement</li> </ul> <p>1.6.2 <b>The Governing Body noted the use of Chairs Action.</b></p>	
<b>21/05/21/1.7 Chair's Report</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	

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	<b>The Governing Body noted the content of the report provided.</b>	

## SECTION 2 – ITEMS FOR DECISION

21/05/21/2.1 Business Continuity and Incident Response Plan	ACTION:
<b>Declaration of Interest: None</b>	
2.1.1	The content of the report was outlined.
2.1.2	It was noted that there is a requirement for all NHS organisations to demonstrate that they can plan for an effective response to a wide range of incidents and emergencies.
2.1.3	The plan has been revised following the Covid 19 pandemic and the policy has been reviewed and updated. The Toolkit has been completed in a different format this year and requires each department to complete an assessment on their criticality.
2.1.4	It was noted that not all the information is included within the public papers. Elements which included personal contact details have been redacted, however members were assured that these will be available in the final plan.
2.1.5	Members were asked for any comments or questions, and it was emphasised that the Covid 19 pandemic has highlighted the need for the plan to be as flexible as possible to allow for reactions to be as appropriate as necessary.
2.1.6	A query was raised regarding the Communications and Engagement Directorate being rated as moderate within the Impact Assessment as they are vital in sharing messages with our population.
2.1.7	It was emphasised that those areas deemed as most critical are IM&T, Medicines Optimisation, Quality and Safeguarding, elements of Continuing Healthcare and the On-Call function. However, this will be reviewed depending on the incident.
2.1.8	<b>The Governing Body agreed to approve the Business Continuity Plan.</b>

21/05/21/2.2 Annual Engagement Plan	ACTION:
<b>Declaration of Interest: None</b>	
2.2.1	The content of the report was outlined.
2.2.2	It was highlighted that this is a working document and will be subject to change as integrated commissioning progresses.

<p>2.2.3 The Plan will be reviewed at the next Patient and Public Engagement Committee (PPEC) on the 10 June 2021 and will focus on a place perspective rather than a commissioning perspective.</p> <p>2.2.4 All intelligence gathered will be available to all parts of the system moving forward.</p> <p>2.2.5 Members were asked for any comments or questions.</p> <p>2.2.6 Following a question, it was confirmed that the membership of PPEC allows links to the Bridging Team and the work on the Locality Construct therefore covers all aspects of the system.</p> <p>2.2.7 It was confirmed that as part of the Locality Construct, work will take place over the next 12 months to ensure more joined up conversations with residents and patients.</p> <p>2.2.8 <b>The Governing Body agreed to approve the Annual Engagement Plan.</b></p>	
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<b>21/05/21/2.3 Governing Body Terms of Reference (ToR) Update</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
<p>2.3.1 The content of the report was summarised, and it was noted that the updates have been highlighted within the document for ease and mainly relate to changes in titles.</p> <p>2.3.2 Members were asked for any comments or questions. No further discussions took place.</p> <p>2.3.3 <b>The Governing Body agreed to:</b></p> <ul style="list-style-type: none"> <li>- <b>approve the updated Governing Body ToR</b></li> <li>- <b>approve the update to titles for the Governing Body Sub Committee ToR via Chairs Action and update to titles within the Constitution and Committee Governance Handbook</b></li> </ul>	HC

<b>21/05/21/3.4 Opening Budgets Report 2021/22</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
<p>3.4.1 The content of the report was outlined.</p> <p>3.4.2 It was highlighted that rather than quarters the different periods are now referred to as half years.</p> <p>3.4.3 For H1 NHS organisations were required to submit draft financial plans on the 6 May 2021 with the final submission on 3 June 2021. From the draft submissions across GM a deficit of £62.9 million has been identified once system funding has been allocated. This equates to £25.7 million for CCGs which has been further reduced to £23 million.</p>	

3.4.4	All CCGs have agreed to include an additional unidentified Quality, Innovation, Productivity and Prevention (QIPP) on a fair shares basis to enable the GM position to breakeven. HMRs fair share means that overall savings of £1.6 million are required to achieve a balanced position in H1.	
3.4.5	No guidance has been received for H2.	
3.4.6	Members were asked for any comments or questions.	
3.4.7	Thanks, was noted to Jonathan Evans and his team for the significant amount of work that has taken place.	
3.4.8	Assurance was provided to members that detailed discussions have taken place between the Chief Finance Officer and the Lay Member for Governance regarding the current position.	
3.4.9	It was requested that in future reports information regarding the budgets that the CCG controls and those under command and control would be useful.	JE
3.4.10	A question was raised regarding how achievable the savings target is for H1. Assurance was provided that we are confident that this will be achieved.	
3.4.11	<b>The Governing Body agreed to approve the H1 2021/22 Opening Budget recognising the opening £1.6 million savings target.</b>	

### SECTION 3 – ITEMS FOR DISCUSSION

<b>21/05/21/3.1 Quality and Safeguarding Report</b>		<b>ACTION:</b>
<b>Declaration of Interest:</b> None		
3.1.1	The report was shared for information and it was noted that the Quality and Safeguarding work is progressing well and that the GP training has continued throughout the Covid 19 pandemic.	
3.1.2	Members were asked for any comments or questions.	
3.1.3	It was highlighted that the work of the Quality and Safeguarding Team should continue as integration progresses.	
3.1.4	Assurance was provided that the team is working across the system.	
3.1.5	<b>The Governing Body agreed to note the content of the report.</b>	

<b>21/05/21/3.2 Performance Report</b>		<b>ACTION:</b>
<b>Declaration of Interest:</b> None		
3.2.1	The content of the report was outlined, and it was noted that this is a bridged performance report due to restrictions around current arrangements. A full report will be provided at future meetings.	NB

<p>3.2.2 Key issues were summarised.</p> <p>3.2.3 Waiting list numbers have increased and it is anticipated that the numbers will continue to increase as services return to Business as Usual (BAU). Significant work is taking place across the system to support the position. Patients are being regularly updated and where appropriate alternative pathways to waiting lists are being considered.</p> <p>3.2.4 In terms of urgent care there has been a significant increase in activity. Demand levels are higher than usual for this time of year which is difficult but is currently manageable.</p> <p>3.2.5 The NHS 111 'Call Before You Go' scheme is working well and where appropriate patients are being directed to alternative pathways.</p> <p>3.2.6 There is also a lot of work to move Rochdale patients back to Rochdale wherever possible.</p> <p>3.2.7 Following a question, it was confirmed that those attending the Urgent Care centre need to be seen, there haven't been a high number of people attending inappropriately.</p> <p>3.2.8 In terms of Mental Health, the fantastic work of the Learning Disability Health Checks was highlighted, and it was noted that the current position exceeds the national and CCG planning targets. More work is still required regarding Health Checks for the seriously mentally ill.</p> <p>3.2.9 Members were asked for any comments or questions.</p> <p>3.2.10 Concerns were raised regarding 52 week waits and it was confirmed that draft plans have been submitted to NHSE and the GM Health and Social Care Partnership (GMHSCP) around activity for the next year. It was recognised that it is not acceptable that patients are having to wait so long to be seen and that there is the potential for this to increase before it decreases.</p> <p>3.2.11 Assurance has been provided regarding Cancer waits. There has been significant improvement and there is an action plan in place.</p> <p>3.2.12 Members recognised the significant impact Covid 19 has had on performance and noted that this could be impacted further due to the new variant. Work continues to take place to vaccinate the local population and there are a number of drop-in clinics over the weekend to vaccinate all eligible residents over the age of 18.</p> <p>3.2.13 It was noted that volunteers are still required for the weekend if anyone is available.</p> <p>3.2.14 <b>The Governing Body agreed to note the content of the report.</b></p>	
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<p><b>21/05/21/3.3 Corporate Risk Register and Assurance Framework</b></p> <p><b>Declaration of Interest: None</b></p>	<p><b>ACTION:</b></p>
<p>3.3.1 The report was outlined, and it was noted that there are three risks</p>	

<p>that score 16 or more following mitigating actions/controls being put in place. These relate to:</p> <ul style="list-style-type: none"> <li>- Future years financial modelling and controls</li> <li>- Covid 19 Outbreak</li> <li>- 52 Week Waits – Constitutional Performance</li> </ul> <p>3.3.2 Members were asked for questions or comments.</p> <p>3.3.3 Following a question, and the update provided under item 3.4 Opening Budgets Report 2021/22 it was proposed that the score of the future years financial modelling and controls risk be reviewed. It was agreed that this risk be revised.</p> <p>3.3.4 <b>The Governing Body agreed to note the content of the report.</b></p>	JE
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21/05/21/3.5 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 a report was provided at the March 2021 Part 2 Governing Body. An update was provided on the following recommendations.</p> <p>3.5.3 <b>Approve the approach to be taken in relation to integration/transition of the functions within the portfolio of the Exec Nurse/Director of Op's</b> - The agreed approach and time scales have been progressed, and the teams/workforce will continue to be supported within principles/frameworks agreed with the locality, following receipt of national/GM directive.</p> <p>3.5.4 All committees and meetings have identified representation to ensure the CCG fulfils its governance and statutory requirements.</p> <p>3.5.5 <b>Approve the changes to the Deputy Exec Nurse portfolio, to support the flexible retirement of the current Exec Nurse, and ensure the CCG fulfils its statutory duties</b> - Following discussions at the March Governing Body meeting, it was agreed this role would be Associate Director of Quality and Safeguarding/Chief Nurse – this function transitioned to the Integrated Commissioning Directorate (ICD) on the 1 May 2021.</p> <p>3.5.6 <b>Approve the changes to the Head of Patient Services role, which will include being Head of Corporate, and ensure the CCG fulfils its statutory duties</b> - This has been progressed and a review is in place to arrange permanent support to Patient Services, to support the head of service role, this is within the financial envelope of the service, to ensure no negative impact on the budget.</p> <p>3.5.7 <b>If all recommendations supported and approved for the report to be added to Part 1 of the next Governing Body agenda to enable access via the website and shared with staff, also shared as part of the monthly staff brief arrangements planned from March 2021</b> - The report presented to part 2 of the March Governing Body is</p>	KH

<p>attached for information.</p> <p>3.5.8 At the staff brief meeting staff were informed of the changes, and further detail has been shared at the Director of Operation's monthly meeting, and individual team meetings.</p> <p>3.5.9 Further updates will be shared with Governing Body, should any further details be required.</p> <p>3.5.10 Members were asked for any comments or questions. No further discussions took place.</p> <p>3.5.11 <b>The Governing Body agreed to note the verbal update provided.</b></p>	
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<b>21/05/21/3.6 DRAFT Annual Accounts</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
<p>3.6.1 The content of the report was outlined.</p> <p>3.6.2 Draft Annual Accounts were presented and approved at the Audit Committee on 22 April 2021 and were subsequently submitted to NHSE on 26 April 2021.</p> <p>3.6.3 The draft accounts are currently with external audit and the final audited accounts will be submitted to the Audit Committee on 10 June 2021 for final approval prior to submission on 15 June 2021.</p> <p>3.6.4 <b>The Governing Body agreed to note the content of the report.</b></p>	

<b>21/05/21/3.7 DRAFT Annual Report / Annual Governance Statement</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
<p>3.7.1 The content of the report was outlined.</p> <p>3.7.2 Draft Annual Report / Annual Governance Statement were presented and approved at the Audit Committee on 22 April 2021.</p> <p>3.7.3 The Draft Annual Report / Annual Governance Statement are currently with external audit and the final audited Annual Report / Annual Governance Statement will be submitted to the Audit Committee on 10 June 2021 for final approval prior to submission.</p> <p>3.7.4 As the Annual Report looks back on the last year it was highlighted that it is important to pay tribute to CCG staff and to all providers and partners across the system for how they have responded to the Covid 19 pandemic. It has demonstrated how the system has pulled together.</p> <p>3.7.5 As a result of the Covid 19 pandemic 500 residents have died, and whilst the Annual Report references recovery the CCG is very aware that there is still a virus that needs to be managed. It is planned that 5,000 vaccinations will take place this weekend to limit the new variants impact on Rochdale.</p>	

<p>3.7.6 Thanks was noted to Helen Chapman, Corporate Affairs and Governance Manager and Pam Dickinson, Communications and Engagement Manager and colleagues across the CCG for the amount of work that has taken place, and it was requested that any comments be submitted to Helen Chapman.</p>	ALL
<p>3.7.7 <b>The Governing Body agreed to note the content of the report and the update provided.</b></p>	

<p><b>21/05/21/3.8 System Development – ICS and Locality Construct Update</b></p>	<b>ACTION:</b>
<p><b>Declaration of Interest:</b> None</p>	
<p>3.8.1 The content of the report was outlined, and it was noted that it provides a high-level overview of the White Paper, NHS planning requirements for 2021/22 and the progress towards establishing the Locality Construct within Rochdale.</p>	
<p>3.8.2 Work on the locality construct has been progressing well. The first meeting of the System Board Development Forum took place at the end of April 2021 and considered the role of the System Board.</p>	
<p>3.8.3 The System Board will meet again at the end of May 2021 to consider the impact of the development of the GM Integrated Care System (ICS) on the locality.</p>	
<p>3.8.4 It was highlighted that Rochdale are in an excellent position and are continuing to work to improve outcomes and reduce inequalities for the people of Rochdale.</p>	
<p>3.8.5 <b>The Governing Body agreed to note the content of the report.</b></p>	

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

<p><b>21/05/21/4.1 Clinical and Professional Advisory Panel</b> <i>(from 28 April 2021 meeting)</i></p>	<b>ACTION:</b>
<p><b>Declaration of Interest:</b> None</p>	
<p>4.1.1 Members were asked for any comments or questions on the report. No further discussions took place.</p>	
<p>4.1.2 <b>The Governing Body agreed to note the content of the report.</b></p>	

<p><b>21/05/21/4.2 Quality and Safeguarding Committee</b> <i>(from 19 February and 16 April 2021 meetings)</i></p>	<b>ACTION:</b>
<p><b>Declaration of Interest:</b> None</p>	
<p>4.2.1 Members were asked for any comments or questions on the report. No further discussions took place.</p>	
<p>4.2.2 <b>The Governing Body agreed to note the content of the report.</b></p>	

<b>21/05/21/4.3 Patient and Public Engagement Committee</b> <i>(from 8 April 2021 meeting)</i>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
4.3.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.3.2 <b>The Governing Body agreed to note the content of the report.</b>	

<b>21/05/21/4.4 Audit Committee</b> <i>(from the 22 April 2021 meeting)</i>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
4.4.1 A verbal update was provided.	
4.4.2 The key items on the agenda were the Draft Annual Accounts and the Draft Annual Report and Annual Governance Statement.	
4.4.3 Positive feedback was received from External and Internal Audit regarding the work that has taken place.	
4.4.2 <b>The Governing Body agreed to note the verbal update provided.</b>	

<b>21/05/21/4.5 Integrated Commissioning Board</b> <i>(from 26 January, 23 February and 30 March 2021 meetings)</i>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
4.5.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.5.2 <b>The Governing Body agreed to note the content of the report.</b>	

**SECTION 5 - ANY OTHER URGENT BUSINESS**

<b>21/05/21/5.1 Any other Business (AOB) – CCG Annual Assurance Process</b>	<b>ACTION:</b>
<b>Declaration of Interest: None</b>	
5.1.1 It was highlighted to members that the Assurance meetings previously took place on a quarterly basis. Following the Covid 19 pandemic they now take place as a phone call between the GM HSCP, Dr C Duffy and Steve Rumbelow.	
5.1.2 Members who had received an email regarding the Key Lines of Enquiries (KLOE) were asked to respond to Helen Chapman by Wednesday 27 May 2021 so that the information can be collated and approved via Execs prior to submitting to GM.	
5.1.3 It was noted that a separate email has been sent direct to Cllr Daalat Ali from the GM HSCP regarding the Health and Wellbeing Board / Strategic Place Board, and that if support was required regarding this	Cllr Ali

to contact Helen Chapman.

**5.1.4 The Governing Body agreed to note the verbal update provided.**

#### **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 16 July 2021

**Time:** 9:30 – 10:30

**Venue:** Virtual via Zoom