

**Minutes of the Clinical Commissioning Group (CCG) Governing Body**

**FORMAL – Part 1**

<b>Date and time of Meeting:</b>	Friday 20 November 2020 09:34 – 10:20 hrs
<b>Venue:</b>	Virtual Meeting - via Zoom and will be live streamed on youtube <a href="https://www.youtube.com/NHSHMRCCG">https://www.youtube.com/NHSHMRCCG</a>

<b>Present:</b>	<p>Dr Chris Duffy Mrs Denise Dawson</p> <p>Mrs Sam Evans</p> <p>Mr Peter Riley Dr Bodrul Alam Mrs Joanne Newton Mrs Sally McIvor</p> <p>Dr Sonal Sharma Dr Vijay Tandle Mrs Karen Hurley Mr Steve Rumbelow Mrs Alison Kelly</p> <p>Mrs Andrea Fallon Dr Imran Ghafoor Cllr Daalat Ali</p>	<p>CCG Clinical Chair Lay Member for Patient and Public Engagement (Vice Chair) Chief Finance Officer – Health and Social Care Integration Lay Member for Integrated Risk Clinical Board Member Lay Member for Governance Director of Commissioning &amp; Director of Adult Social Services (DASS) Clinical Board Member Secondary Care Clinician Director of Operations and Executive Nurse Accountable Officer Head of Quality &amp; Safeguarding and Deputy Executive Nurse Director of Public Health Clinical Locality Lead - Heywood and Middleton Portfolio Holder for Healthy Lives Rochdale Borough Council</p>
<b>In Attendance:</b>	<p>Mrs Sarah Kershaw Mrs Pam Dickinson Mrs Nadia Baig</p> <p>Ms Helen Chapman</p>	<p>Minutes Communications &amp; Engagement Manager Assistant Director of Commissioning (on behalf of Kuiama Thompson) Corporate Affairs and Governance Manager</p>
<b>Apologies:</b>	<p>Dr Aggy York Mrs Kuiama Thompson Ms Kate Jones</p>	<p>Clinical Locality Lead – Rochdale Public Health Registrar HMR CCG CEO, Healthwatch Rochdale</p>

<b>Minutes ratified on:</b>	15 January 2021
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AGENDA ITEM	ITEM	ACTION
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	<b>Public Open Forum</b>	
	In line with Government, and NHS England guidelines regarding social distancing and meetings held in public; the CCG is working hard to provide the best virtual format to enable Governing Body to deliver on business, whilst ensuring Heywood Middleton and Rochdale patients and residents are 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>Thanks, were noted to the CCG Corporate Administration and Communications Teams for supporting Governing Body with technology for today's meeting.</p> <p>The CCG did not receive any public questions in advance of the meeting. Previous public questions and responses can be found via this link:</p> <p style="text-align: center;"><a href="#">Governing Body Public Questions and Responses</a></p>	
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<b>1 - GOVERNANCE</b>
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	<b>Apologies</b>	
	Apologies as noted above.	

<b>20/11/20/1.1</b>	<b>Committee Business</b>	
	<p>1.1.1 The Chair reiterated that for the safety of members of the public, patients, and Governing Body, meetings would be taking place virtually for the foreseeable future. Live streamed on youtube and available for 3 months to view at a later date.</p> <p>1.1.2 The Chair welcomed Councillor Daalat Ali to the meeting. Following recent changes to the cabinet structure, Councillor Ali now oversees the portfolio for Healthy Lives and will represent the Rochdale Borough Council Leader replacing Councillor Rowbotham as a member of Governing Body.</p> <p>1.1.3 Members formally thanked Councillor Rowbotham for the support and contribution to CCG Governing Body meetings to date.</p> <p>1.1.4 Following the Governing Body strategy session in October members delegated authority to the Accountable Officer, CCG Chair and Lay Member for Governance, to approve the CCG's National Finance submission. Members noted that whilst there is likely to be a system deficit it is not likely this will sit with CCG's.</p> <p>1.1.5 An update was provided in relation to member practice engagement. An event took place 10 November 2020 in line with the CCG statutory duties, which was well attended and received positive feedback. A further engagement event will be arranged for December 2020.</p> <p>1.1.6 Members were advised of an additional item to be recorded under Any Other Business (AOB). Members are asked to ratify the Treatment Advisory Group (TAG) Terms of Reference approved at the TAG meeting held on 17 November 2020. As this is an item that requires Governing</p>	

	<p>Body approval/ratification; the item will be brought forward on the agenda to follow the other items for decision.</p> <p>1.1.7 <b>The Governing Body agreed to note the verbal updates provided.</b></p>	
20/11/20/1.2	<b>Declarations and Register of Interests</b>	
	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: <a href="#">Declarations of Interest Register</a>	
	1.2.3 The Chair requested any declarations of interests relating to today's agenda.	
	1.2.4 None were received.	
	1.2.5 <b>The Governing Body agreed to note that no declarations of interest were received.</b>	
20/11/20/1.3	<b>Minutes of the CCG Governing Body Meeting held on 18 September 2020</b>	
	1.3.1 The minutes of the meeting on Friday 18 September 2020 were agreed as a true and accurate record	
20/11/20/1.4	<b>Matters Arising / Action Log / Use of Chairs Actions</b>	
	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 <b>The Governing Body agreed to note there have been no use of Chair's Actions since the last meeting.</b>	
20/11/20/1.5	<b>Chair's Report</b>	
	<b>Declaration of Interest: None</b>	
	1.5.1 The Chairs report was provided. Members were asked for any comments or questions. None were received.	
	1.5.2 <b>The Governing Body noted the content of the report provided.</b>	

## 2 - ITEMS FOR DECISION

20/11/20/2.1	<b>Governing Body Terms of Reference (ToRs) for Annual Review</b>	
	<b>Declaration of Interest: None</b>	
	2.1.1	The report was shared for annual review, and updates were highlighted for ease of reference.
	2.1.2	Members were asked for comments, none were received.
	2.1.3	Members agreed to approve the Terms of Reference including amending the Joint Director of Commissioning's title to Director of Strategic Commissioning.
	2.1.4	A request was made for the amended title to be updated in the Terms of Reference for all committees without these having to return to Governing Body for formal individual approval.
	2.1.5	All members approved the title amendment to each committees ToRs.
2.1.6	<b>The Governing Body approved the Terms of Reference and agreed that the Joint Director of Commissioning's title could be amended to the Director of Strategic Commissioning in all the committee ToRs without these having to return to a formal Governing Body meeting for individual approval.</b>	
20/11/20/2.2	<b>Remuneration Committee Terms of Reference (ToRs)</b>	
	<b>Declaration of Interest: None</b>	
	2.2.1	The report was shared for annual review, and updates were highlighted for ease of reference. Members were asked for comments none were received.
	2.2.2	Members agreed to ratify the Terms of Reference
2.2.3	<b>The Governing Body agreed to ratify the Terms of Reference</b>	
20/11/20/2.3	<b>Workforce Race Equality Standard (WRES)</b>	
	<b>Declaration of Interest: None</b>	
	2.3.1	The report was shared; key areas were highlighted, and governance route outlined.
	2.3.2	It was noted that this is the first joint report with the Local Authority and members noted thanks to all colleagues involved in producing the report.
2.3.3	Recommendations included within the report, reflect the learning from the work that had taken place and continual improvement.	

	<p>2.3.4 The CCG is required to publish the report on the website and 6 monthly updates/reviews will take place to reflect any changes, and reported to GMHSCP.</p> <p>2.3.5 Members were asked for endorsement and approval.</p> <p>2.3.6 Members approved the Joint Workforce Race Equality Standards.</p> <p>2.3.7 <b>The Governing Body approved the Joint Workforce Race Equality Standards.</b></p>	
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20/11/20/2.4	<b>Freedom of Information Act Policy</b>	
	<b>Declaration of Interest: None</b>	
	<p>2.4.1 The Freedom of Information Policy was shared and updates were highlighted for ease of reference.</p> <p>2.4.2 Assurance was provided that the policy had been updated and reviewed by the CCG Policy Development Task and Finish Group to ensure that the CCG is compliant with its responsibilities, as outlined in the Freedom of Information Act 2000.</p> <p>2.4.3 Members agreed to approve the amendments highlighted and to ratify the Freedom of Information Act policy</p> <p>2.4.4 <b>The Governing Body agreed to approve the amendments highlighted and to ratify the Freedom of Information Act policy</b></p>	

20/11/20/2.5	<b>Emergency Preparedness Resilience and Response (EPRR)</b>	
	<b>Declaration of Interest: None</b>	
	<p>2.5.1 The report was shared seeking Governing Body approval of the EPRR Core Standards updates and assurance process for 2020/21.</p> <p>2.5.2 Members noted the update provided and approved the EPRR Core Standards and Assurance Process.</p> <p>2.5.3 <b>The Governing Body approved the EPRR Core Standards and Assurance Process.</b></p>	

20/11/20/2.6	<b>Easy Read Annual Report</b>	
	<b>Declaration of Interest: None</b>	
	<p>2.6.1 The report was shared, and members were asked for comments and questions.</p> <p>2.6.2 Members acknowledged the work involved and thanks were noted to the CCG Engagement Lead for producing the report, and to the Lay Member for Public and Patient Engagement for their support. Thanks, was also noted to colleagues involved in</p>	

	<p>producing the original Annual Report including the Corporate Affairs and Governance Manager, Communications Manager and the Finance Team.</p> <p>2.6.3 A correction was noted on page 212 to include all 3 Lay members in the membership for Audit Committee.</p> <p>2.6.4 The Governing Body agreed to ratify the Annual Engagement Report Easy Read Version with the amendment noted above.</p> <p>2.6.5 <b>The Governing Body agreed to ratify the Annual Engagement Report Easy Read Version with the requested amendment to page 212 to include all Lay members in the Audit Committee membership.</b></p>	
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20/11/20/2.7	<b>GM EUR Policy – Communication Aids</b>	
	<p><b>Declaration of Interest:</b> None</p> <p>2.7.1 The report was shared for information and members were asked for comments and questions.</p> <p>2.7.2 Discussions took place regarding the usual process for approval, and that the CCG has delegated authority to the Directors of Commissioning to approve the policies.</p> <p>2.7.3 Assurance was provided the appropriate clinical and governance engagement had taken place for both GM EUR Policies.</p> <p>2.7.4 Governing Body agreed to ratify the GM EUR Policy</p> <p>2.7.5 <b>The Governing Body agreed to ratify the GM EUR Policy – Communication Aids.</b></p>	

20/11/20/2.8	<b>GM EUR Policy – Cough Assist</b>	
	<p><b>Declaration of Interest:</b> None</p> <p>2.8.1 The report was shared for information and members were asked for comments and questions.</p> <p>2.8.2 See agenda Item 2.8 regarding the discussions which took place.</p> <p>2.8.3 Governing Body agreed to ratify the GM EUR Policy</p> <p>2.8.4 <b>The Governing Body agreed to ratify the GM EUR Policy – Cough Assist.</b></p>	

20/11/20/2.9	<b>Scheme of Reservation and Delegation</b>	
	<p><b>Declaration of Interest:</b> None</p> <p>2.9.1 The report was shared for annual review.</p> <p>2.9.2 Members were asked to note the updates and amendments</p>	

	<p>highlighted which had been approved at Audit Committee.</p> <p>2.9.3 Members ratified the Scheme of Reservation and Delegation.</p> <p>2.9.4 <b>The Governing Body agreed to ratify the Scheme of Reservation and Delegation</b></p>	
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20/11/20/2.10	<b>Prime Financial Policies (Standing Financial Instructions)</b>	
	<b>Declaration of Interest: None</b>	
	<p>2.10.1 The report was shared for annual review.</p> <p>2.10.2 No amendments have been made to the policy ratified in 2019 and no further updates were requested by Audit Committee following the annual review.</p> <p>2.10.3 Members ratified the Prime Financial Policies (Standing Financial Instructions).</p> <p>2.10.4 <b>The Governing Body agreed to ratify the Prime Financial Policies (Standing Financial Instructions).</b></p>	

20/11/20/2.11	<b>Standing Orders</b>	
	<b>Declaration of Interest: None</b>	
	<p>2.11.1 The report was shared for annual review.</p> <p>2.11.2 Members were asked to note the updates and amendments highlighted which were approved by the Audit Committee.</p> <p>2.11.3 Members ratified Standing Orders.</p> <p>2.11.4 <b>The Governing Body agreed to ratify Standing Orders.</b></p>	

20/11/20/5.1	<b>Any other Business (AOB)</b>	
	<ul style="list-style-type: none"> <li><b>Treatment Advisory Group (TAG) Terms of Reference for ratification.</b></li> </ul>	
	<b>Declaration of Interest: None</b>	
	<p>5.1.1 The report was provided for approval and apologies noted for the lateness of the paper; this was due to the timings of the meetings.</p> <p>5.1.2 The Terms of Reference were approved by TAG on the 17 November, members were asked to review the updates/amendments and ratify.</p> <p>5.1.3 A suggestion was raised on behalf of Healthwatch Rochdale for the organisation to be referenced in the ToRs for patient support.</p> <p>5.1.4 Following discussions regarding confidentiality, and patient choice, it was agreed this would not be necessary. The references to patient support already included in the ToRs</p>	

	<p>were deemed sufficient.</p> <p>5.1.5 Members were advised that Healthwatch Rochdale details can be provided on request and that a leaflet outlining support available to patients accompanies all correspondence relating to TAG.</p> <p>5.1.6 <b>Governing Body agreed to ratify the Treatment Advisory Group Terms of Reference.</b></p>	
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**3 - ITEMS FOR DISCUSSION**

<b>20/11/20/3.1</b>	<b>Quality and Safeguarding Report</b>	
	<b>Declaration of Interest: None</b>	
	3.1.1 The report was shared for information and key elements highlighted.	
	3.1.2 Members were asked for comments and questions. None were received.	
	3.1.3 <b>The Governing Body agreed to note the content of the report.</b>	

<b>20/11/20/3.2</b>	<b>Performance Report</b>	
	<b>Declaration of Interest: None</b>	
	3.2.1 The report was shared with members and key elements highlighted. Members noted the report refers to September's performance due to the delay in receiving data.	
	3.2.2 The report reflects that in September significant improvement is evident in elective care (children's and adults), however, this may differ for November due to the pressures of Covid-19.	
	3.2.3 The report demonstrates that the systems in HMR can recover when they are able to do so.	
	3.2.4 Discussions took place that all providers are trying to work hard to improve the situation for patients under very difficult circumstances whilst keeping patients safe.	
	3.2.5 <b>The Governing Body agreed to note the content of the report.</b>	



20/11/20/3.3	<b>Corporate Risk Register and Assurance Framework</b>	
	<b>Declaration of Interest:</b> None	
	3.3.1	The report was provided, and key points highlighted.
	3.3.2	Members noted that the risks associated with the bookable urgent care appointments requires updating on the register as this service is now live.
	3.3.3	Assurance was provided that the risks included in the register have been scrutinised by Finance Performance and Risk Group, and Audit Committee and are considered understandable risks given the current circumstances.
3.3.4	<b>The Governing Body agreed to note the content of the report.</b>	

20/11/20/3.4	<b>Finance Report</b>	
	<b>Declaration of Interest:</b> None	
	3.4.1	The content of the report was summarised, and key elements highlighted including 3 areas of risk.
	3.4.2	The first relates to the Month 1- 6 break even position. The CCG has received a top up adjustment each month, except for month 6. HMR is expecting the month 6 instalment of £1.2m next week.
	3.4.3	The second risk is an error that was reported in the allocations. An adjustment of £1.3m expected at the end of this month, will rectify this.
	3.4.4	The third outstanding risk is the forecast increase in independent sector activity. The CCG is waiting for confirmation from the national team how this process will operate.
	3.4.5	HMR are still expected to break even at year end, considering the current circumstances.
	3.4.6	<b>The Governing Body agreed to note the content of the report.</b>

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

20/11/20/4.1	<b>Clinical Professional Advisory Panel (CPAP)</b> <i>(from 29 September and 28 October 2020 meetings)</i>	
	<b>Declaration of Interest:</b> None	
	4.1.1	The report was provided for information. Members were asked for any comments or questions.
	4.1.2	Members noted thanks to the Committee Support Officer

	<p>for support and innovative work to ensure the meeting was able to continue to take place.</p> <p>4.1.3 <b>The Governing Body agreed to note the content of the report.</b></p>	
20/11/20/4.2	<b>Quality and Safeguarding Committee</b> <i>(from 16 October 2020 meeting)</i>	
	<b>Declaration of Interest:</b> None	
	<p>4.2.1 The report was provided for information. 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>	
20/11/20/4.3	<b>Audit Committee Update</b> <i>(from 5 November 2020 meeting)</i>	
	<b>Declaration of Interest:</b> None	
	4.3.1 A verbal update was provided due to the timing of the meetings.	
	4.3.2 The annual meeting has taken place between the CCG Lay Members and Audit colleagues. The CCG received complimentary feedback from the Auditors, whose only area of concern remains Executive Capacity.	
	4.3.3 A nationally imposed Value for Money Assessment (VMA) was discussed. Although members acknowledged demonstrating value for money as essential for public sector organisations; concerns were raised that this may not be the most appropriate time considering current circumstances.	
	4.3.4 Members were asked for any comments or questions. No further discussions took place.	
4.3.5 <b>The Governing Body agreed to note the content of the verbal update provided.</b>		
20/11/20/4.4	<b>Integrated Commissioning Board (ICB)</b> <i>(from the 25 August and 29 September 2020 meeting)</i>	
	<b>Declaration of Interest:</b> None	
	<p>4.4.1 The report was provided for information. No further discussions took place.</p> <p>4.4.2 <b>The Governing Body agreed to note the content of the report provided.</b></p>	
20/11/20/4.5	<b>Patient and Public Engagement Committee Meeting (PPEC)</b> <i>(from the 8 October meetings)</i>	
	<b>Declaration of Interest:</b> None	

	4.5.1 The report was provided for information. No further discussions took place.	
	4.5.2 <b>The Governing Body agreed to note the content of the report provided.</b>	

20/11/20/4.6	<b>Primary Care Commissioning Committee (PCCC) Terms of Reference</b>	
	<b>Declaration of Interest: None</b>	
	4.6.1 The report was provided for information. No further discussions took place.	
	4.6.2 <b>The Governing Body agreed to note the content of the report provided.</b>	

20/11/20/4.7	<b>Conflicts of Interest Policy</b> <i>(Approved at Audit Committee 5 November 2020 for information)</i>	
	<b>Declaration of Interest: None</b>	
	4.7.1 The report was provided for information and is available on CCG website.  <a href="#">Conflicts of Interest Policy</a>	
	4.7.2 No further discussions took place.	
	4.7.3 <b>The Governing Body agreed to note the content of the report provided.</b>	

**5 – ANY OTHER URGENT BUSINESS**

20/11/20/5.2	<b>Any other Business (AOB)</b>	
	<b>Declaration of Interest: None</b>	
	5.2.1 No further discussions took place.	

<b>Other useful link:</b>
<ul style="list-style-type: none"> <li>• <a href="#">RBC - Health, School and Care Overview and Scrutiny Committee minutes</a></li> <li>• <a href="#">RBC - Health and Wellbeing Board</a></li> <li>• <a href="#">NHS HMR CCG and RBC Integrated Commissioning Board</a></li> <li>• <a href="#">NHS HMR CCG Primary Care Commissioning Committee</a></li> <li>• <a href="#">NHS HMR CCG Patient and Public Engagement Committee</a></li> </ul>

<b>DATE AND TIME OF NEXT MEETING</b>
Friday 15 January 2021 09:30 – 10:30am tbc