

Minutes of the Part 1 Governing Body

Date and time of Meeting: Friday 18 March 2022, 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 (Chair), NHS HMR CCG
Mr Steve Rumbelow	Accountable Officer, NHS HMR CCG (<i>from 9:40 -10:00 only</i>)
Mr Jonathan Evans	Chief Finance Officer – Health and Social Care Integration, NHS HMR CCG / RBC
Mrs Alison Kelly	Chief Nurse / Associate Director of Quality and Safeguarding, NHS HMR CCG
Mr Peter Riley	Lay Member for Integrated Risk, NHS HMR CCG
Mrs Joanne Newton	Lay Member for Governance, NHS HMR CCG
Dr Bodrul Alam	Clinical Board Member, NHS HMR CCG
Dr Aggy York	Clinical Locality Lead – Rochdale, NHS HMR CCG
Dr Imran Ghafoor	Clinical Locality Lead - Heywood and Middleton, NHS HMR CCG
Mrs Denise Dawson	Lay Member for Patient and Public Engagement (Vice Chair), NHS HMR CCG
Mrs Karen Hurley	Director of Operations, NHS HMR CCG
Mrs Nadia Baig	Assistant Director of Commissioning, NHS HMR CCG (<i>and on behalf of Claire Richardson</i>)
Dr Vijay Tandle	Secondary Care Clinician, NHS HMR CCG
Mrs Kuiama Thompson	Director of Public Health, Rochdale Borough Council (RBC)
Cllr Daalat Ali	Portfolio Holder for Healthy Lives Rochdale Borough Council

In Attendance:	
Mrs Stacey Comer	Minutes, NHS HMR CCG
Mrs Pam Dickinson	Communications & Engagement Manager, NHS HMR CCG
Ms Helen Chapman	Corporate Affairs and Governance Manager, NHS HMR CCG

Apologies:	
Dr Sonal Sharma	Clinical Board Member, NHS HMR CCG
Mrs Claire Richardson	Director of Strategic Commissioning, NHS HMR CCG / RBC
Ms Kate Jones	CEO, Healthwatch Rochdale

Minutes ratified on:

Public Open Forum	ACTION:
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>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 there are no public questions.</p> <p>All questions and responses are 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

18/03/22/1.1 Apologies	ACTION:
Apologies as noted above.	

18/03/22/1.2 Committee Business	ACTION:
<p>1.2.1 It was highlighted that the meeting will be live streamed and saved on the CCG YouTube channel for 3 months.</p> <p>1.2.2 Members were reminded to raise their hand to ask a question and to remain on mute.</p> <p>1.2.3 The next meeting will be on Friday 20 May 2022 and will take place face to face.</p> <p>1.2.4 Confirmation has not yet been received regarding the Annual General Meeting (AGM), once this has been received members will be updated.</p> <p>1.2.5 It was highlighted that although not a member of Governing Body Dr Keith Pearson, Head of Medicines Optimisation is retiring from the CCG at the end of March 2022. Dr Pearson has been a part of the CCG since the start and has ensured safe and effective prescribing for over 10 years, as well as being part of the work nationally regarding antibiotic prescribing.</p> <p>1.2.6 It was also noted that Karen Hurley, Director of Operations will be retiring from the CCG at the end of March 2022, after 37 years of service in the NHS. Karen has undertaken a variety of different roles in HMR including nursing and management and will be greatly missed.</p> <p>1.2.7 Members thanked both Karen and Keith for all their work over the years and wished them well in their future endeavours.</p> <p>1.2.8 As part of the Annual Report and Annual Governance Statement the CCG is required to review and update the Modern Slavery and Human Trafficking Statement on the website. It was proposed that the</p>	<p>HC</p> <p>HC</p>

<p>updated statement is shared with members following the meeting for approval via Chairs Action.</p> <p>1.2.9 The Governing Body agreed to note the verbal update provided and agreed to the use of chairs action for the approval of the Modern Slavery and Human Trafficking Statement.</p>	
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Steve Rumbelow joined the meeting at 9:40

18/03/22/1.3 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 Nadia Baig, Associate Director of Commissioning advised that she has recently been appointed as governor at her local primary school. Although it is not expected that this will create any conflicts it was declared as it is a new position.</p> <p>1.3.5 The Governing Body agreed to note the declarations of interest received.</p>	

18/03/22/1.4 Minutes of the CCG Governing Body Meeting held on 21 January 2022	ACTION:
<p>1.4.1 The minutes of the meeting on Friday 21 January 2021 were agreed as a true and accurate record.</p>	

18/03/22/1.5 Matters Arising / Action Log	ACTION:
<p>1.5.1 The action log was reviewed and updated.</p>	

18/03/22/1.6 Use of Chairs Actions	ACTION:
<p>Declaration of Interest: None</p> <p>1.6.1 It was noted that no Chairs Actions have taken place since the last meeting.</p> <p>1.6.2 The Governing Body agreed to note that no Chairs Actions has taken place.</p>	

18/03/22/1.7 Chair's Report	ACTION:
Declaration of Interest: None	
<p>1.7.1 The Chairs report was provided.</p> <p>1.7.2 The difficulties in Ukraine were recognised and it was noted that this may have an impact locally.</p> <p>1.7.3 Members were asked for any comments or questions. None were received.</p> <p>1.7.4 The Governing Body noted the content of the report.</p>	

18/03/22/1.8 Committee Effectiveness Self Assessment	ACTION:
Declaration of Interest: None	
<p>1.8.1 The content of the report was summarised.</p> <p>1.8.2 Members were asked for any comments or questions. None were received.</p> <p>1.8.3 The Governing Body agreed to approve the Committee Effectiveness Self-Assessment.</p>	

SECTION 2 – ITEMS FOR DECISION

18/03/22/2.1 CCG Closedown Task and Finish Group Terms of Reference	ACTION:
Declaration of Interest: None	
<p>2.1.1 The content of the report was outlined and it was noted that changes are highlighted within the report for ease.</p> <p>2.1.2 Following the last Governing Body meeting Dr Bodrul Alam, and Sarah Crossley have been included within the membership, and Jonathan Evans will now assume the role of Senior Responsible Officer (SRO).</p> <p>2.1.3 Members were asked for any comments or questions.</p> <p>2.1.4 Thanks were noted to Karen Hurley, Director of Operations and her team for the significant amount of work that has taken place, and the benefit of her experience and lessons learned from the closedown of the PCT were recognised.</p> <p>2.1.5 Specific thanks were also noted to Helen Chapman, Corporate Affairs and Governance Manager and Rob McDougall, Head of Patient and Corporate Services who have provided the detail and made excellent links with GM.</p> <p>2.1.6 Governing Body members were also thanked for their willingness to continue in their roles following the delay of the CCG Closedown to the end of June 2022.</p>	

<p>2.1.7 It was highlighted that there is a risk associated with the closedown taking place mid-year, which was reviewed and discussed at the Audit Committee.</p> <p>2.1.8 The Governing Body agreed to approve the updated Terms of Reference for the CCG Closedown / Transition Task and Finish Group and the plans in place to provide assurance on the delivery of CCG Closedown and Due Diligence.</p>	
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18/03/22/2.2 Finance Allocations / Opening Budgets 2022/23	ACTION:
Declaration of Interest: None	
<p>2.2.1 The content of the report was outlined and it was noted that this is the initial draft financial plan, the final iteration of the plan is due for submission on 28 April 2022.</p> <p>2.2.2 CCG plans have been set in line with national guidance and all national inflationary uplifts have been used for the plan where appropriate.</p> <p>2.2.3 Mental Health Investment Standard (MHIS) has been met and the CCG has a plan to achieve the target.</p> <p>2.2.4 Health Inequalities Funding and Ockenden Funding has been included in the allocation, so the CCG has forecast equivalent spend.</p> <p>2.2.5 The Transforming Community services funding received in 2021/22 will be funded in 2022/23 so that the schemes can continue.</p> <p>2.2.6 The CCG has set aside funding for its fair share of GM patient schemes c£1.4m which cover Cancer, Smoke free pregnancy, Population Health and Clinical Assessment Services (CAS).</p> <p>2.2.7 Members were asked for any comments or questions.</p> <p>2.2.8 A query was raised regarding funding streams from 1 July 2022 and whether any savings from staff leaving will be managed locally. It was confirmed that the guidance to date has stated that most employees will be employed by the ICB therefore funding will be via the ICB. Further guidance is expected regarding what will be retained / managed locally.</p> <p>2.2.9 Following a question, clarification was provided regarding the acute block contract, and it was noted that as a system it was agreed that in order to reduce risk a block contract was the best approach.</p> <p>2.2.10 The Governing Body agreed to approve the draft opening budgets of the CCG for the financial year 2022/23.</p>	

Steve Rumbelow left the meeting at 10:01 due to connection issues.

SECTION 3 – ITEMS FOR DISCUSSION

18/03/22/3.1 Quality and Safeguarding Report	ACTION:
Declaration of Interest: None	
3.1.1 Members were asked for any comments or questions on the report.	
3.1.2 Thanks were noted to the Chief Nurse / Associate Director of Quality and Safeguarding and her team for their work over the years, and it was recognised that members don't raise many questions due to the significant amount of detail and assurance that is provided within the reports.	
3.1.3 The Governing Body agreed to note the content of the report.	

18/03/22/3.2 Performance Report	ACTION:
Declaration of Interest: None	
3.2.1 The content of the report was outlined.	
3.2.2 Due to Omicron a number of procedures were cancelled in January 2022 which has caused the waiting lists to increase. Details of the while you wait website https://whileyouwait.org.uk have been provided to patients.	
3.2.3 A question was raised as to whether it was possible for practices to review a live view of the waiting list in order to update patients on their current position and expected wait time.	
3.2.4 It was agreed that in theory this would be very useful, however it would require a significant amount of work to validate the information, and also the information that patients require relates specifically to them rather than any averages.	
3.2.5 Following a suggestion it was clarified that the while you wait website advises patients to contact the PALS team should they have any concerns. Feedback was provided from the clinicians that in many circumstance patients have contacted PALS who have then directed the patient to their GP. It was agreed that the process be confirmed.	NB
3.2.6 Members were informed that discussions have taken place at the System Finance, Performance and Risk Committee, and a request has been made to review the waiting lists via population type to fully understand the impact on health inequalities.	
3.2.7 There has been a focus on diagnostics for cancer as there has been a significant increase in the number of referrals received and improvements have been made regarding Serious Mental Illness (SMI) Health Checks.	
3.2.8 Following a question, it was confirmed that there has been unprecedented attendance at A&E. The Urgent Treatment Centre (UTC) at Rochdale Infirmary had over 200 attendances, which demonstrates that there is increased pressure across the system.	

3.2.9 The Governing Body agreed to note the content of the report.	
18/03/22/3.3 Corporate Risk Register and Assurance Framework Declaration of Interest: None	ACTION:
<p>3.3.1 The content of the report was outlined.</p> <p>3.3.2 It was highlighted that since the last report two new risks have been added which relate to CCG Closedown.</p> <p>3.3.3 Members were asked for any comments or questions.</p> <p>3.3.4 The Governing Body agreed to note the content of the report.</p>	
18/03/22/3.4 Finance Report Declaration of Interest: None	ACTION:
<p>3.4.1 The content of the report was summarised.</p> <p>3.4.2 It was highlighted that funding for the hospital discharge fund will be received after the funding has been utilised.</p> <p>3.4.3 Overall, the CCG is expecting to break even for the full year.</p> <p>3.4.4 Members were asked for any comments or questions.</p> <p>3.4.5 A query was raised regarding the efficiency targets and concerns were raised that efficiencies in one part of the system may impact others.</p> <p>3.4.6 Clarity was provided that efficiency is now being monitored via the System Finance Performance and Risk Committee which will avoid any efficiencies impacting other organisations within the system.</p> <p>3.4.7 It is anticipated that efficiencies will eventually be managed across GM.</p> <p>3.4.8 The Governing Body agreed to note the content of the report.</p>	
18/03/22/3.5 CCG Closedown and Transition Update Declaration of Interest: None	ACTION:
<p>3.5.1 A verbal update was provided.</p> <p>3.5.2 Assurance was provided that a robust governance process is being followed. Internal Audit now attend all meetings and to date they have not identified any concerns or issues.</p> <p>3.5.3 Members were asked for any comments or questions.</p> <p>3.5.4 Discussions took place regarding ensuring staff remain updated and it</p>	

was confirmed that monthly staff briefs are in the diary for the next 6 months.	
3.5.5 The Governing Body agreed note the verbal update provided.	

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

18/03/22/4.1 Clinical and Professional Advisory Panel (CPAP) (from 22 February 2022 meeting)	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.	

18/03/22/4.2 Quality and Safeguarding Committee (from 18 February 2022 meeting)	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.	

18/03/22/4.3 Integrated Commissioning Board (from 25 January and 22 February 2022 meetings)	ACTION:
Declaration of Interest: None	
4.3.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.3.2 The Governing Body agreed to note the content of the report.	

18/03/22/4.4 Primary Care Commissioning Committee (PCCC) Ratified Minutes (from 10 December 2021 meeting)	ACTION:
Declaration of Interest: None	
4.4.1 Members were asked for any comments or questions on the report. No further discussions took place.	
4.4.2 The Governing Body agreed to note the content of the report.	

SECTION 5 - ANY OTHER URGENT BUSINESS

18/03/22/5.1 Any other Business (AOB) – Retirement Celebration	ACTION:
Declaration of Interest: None	

5.1.1 Members were informed that to celebrate the Director of Operations retirement there will be a cake and coffee gathering on 21 April 2022.	
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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 20 May 2022

Time: 9:30 – 10:30

Venue: TBC

DRAFT