

Minutes of the Clinical Commissioning Group (CCG) Governing Body

FORMAL – Part 1

Date and time of Meeting:	Friday 19 July 2019 10:35 – 12:30
Venue:	Training and Conference Suite, Number One Riverside

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

Minutes ratified on:	20 th September 2019
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AGENDA ITEM	ITEM	ACTION
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	Public Open Forum	
	The Chair welcomed everyone to the meeting and introductions were made.	
	No questions were submitted in advance and no questions were raised by those in attendance.	

1 - GOVERNANCE

	Apologies	
	Apologies as noted above.	
19/07/19/1.1	Committee Business 1.1.1 Following the NHS England Assurance process, members were advised that HMR CCG maintained our official rating as good. 1.1.2 The CCG was congratulated on behalf of the Greater Manchester Health & Social Care Partnership on this achievement. 1.1.3 Governing Body conveyed sincere thanks to all of the staff whose efforts have contributed to the attainment of the rating and had such a positive impact for HMR residents. 1.1.4 The Governing Body agreed to note the verbal update provided.	
19/07/19/1.2	Declarations and Register of Interests 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.	
19/07/19/1.3	Minutes of the CCG Governing Body Meeting held on 17 May 2019 1.3.1 The minutes of the meeting on Friday 17 May 2019 were agreed as a true and accurate record with the following amendments: 1.2 Declarations and Register of Interest "1.2.5.... It was agreed that Dr Duffy, Dr York, Dr Sharma, Dr Ghafoor, and <u>Dr Alam</u>"	

	<p>3.2 Quality Premium Report “3.2.3 It was noted that there is a risk share gain share agreement...”</p> <p>4.3i Heywood and Middleton Locality Reports “4.3i.4 -To include an action; Meeting to be arranged for KP and IG to work with the Family Action Group and Healthy Gems course work.”</p>	
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19/07/19/1.4	Matters Arising / Action Log / Use of Chairs Actions	
	<p>1.4.1 The action log was reviewed and updated.</p> <p>1.4.2 Members were informed that No Chairs actions have taken place since the last meeting.</p> <p>1.4.3 The Governing Body agreed to note the use of Chair’s Actions.</p>	

19/07/19/1.5	Chair’s Report	
	Declaration of Interest: None	
	<p>1.5.1 The content of the report was summarised</p> <p>1.5.2 Following the HMR CCG Annual General Meeting (AGM) in June 2019 positive feedback was received and members commended the colleagues that had taken part in presenting on the day.</p> <p>1.5.3 The Governing Body agreed to note the content of the report.</p>	

2 - ITEMS FOR DECISION

19/07/19/2.1	CCG Constitution	
	Declaration of Interest: None	
	2.1.1 Item deferred.	

3 - ITEMS FOR DISCUSSION

19/07/19/3.1.1	Quality and Safeguarding Report	
	Declaration of Interest: None	
	<p>3.1.1.1 The key elements within the report were summarised.</p> <p>3.1.1.2 No further comments or questions were received.</p> <p>3.1.1.3 The Governing Body agreed to note the content of the report.</p>	

19/07/19/3.1.2	Quality and Safeguarding Annual Report	
	Declaration of Interest: None	
	<p>3.1.2.1 The content of the report was summarised, and key areas highlighted.</p> <p>3.1.2.2 A raft of information is currently being gathered from GPs and recorded on to the datix system. This will be included in the next report.</p> <p>3.1.2.3 The Governing Body agreed to note the content of the report.</p>	

19/07/19/3.2	Quality Premium Report	
	Declaration of Interest: None	
	<p>3.2.1 The content of the report was outlined.</p> <p>3.2.2 The expected award of monies for HMR CCG 2018/19 is circa £48k, however potential further monies could be awarded following receipt of outstanding data which is expected mid July 2019.</p> <p>3.2.3 The scheme is under review for 2019/20 and there may be a requirement for a joint agreement with the Local Care Organisation moving forward. An update has been requested from NHS England.</p> <p>3.2.4 The Governing Body agreed to note the content of the report and the update provided.</p>	

19/07/19/3.3	Performance Report	
	Declaration of Interest: None	
	<p>3.3.1 The content of the report was summarised, and key elements highlighted; including Referral to Treatment (RTT), and breaches of patients waiting over 52 weeks.</p> <p>3.3.2 Members questioned what action had been taken to determine the reasons behind the breaches? Members were advised that the CCG is working with providers to improve performance, including:</p> <ul style="list-style-type: none"> • A review of the IECF model and a full system review of planned care services is ongoing. • A new MSK pathway has been agreed. • A review of PAIN activity, spend, and patient experience is taking place. • The Telephone Advice and Guidance Service for GPs is being expanded to include more specialities aiming to further reduce any inappropriate referrals, and admissions. <p>3.3.3 An update was provided in relation to the Breast Screening</p>	

	<p>Service which is now at full capacity with further recruitment planned to focus on reducing waiting times and prioritising urgent referrals.</p> <p>3.3.4 HMR has not achieved the diagnostic performance target. A recovery plan is in place and scanning equipment has been replaced.</p> <p>3.3.5 There has been an increase in non-elective admissions against plan and work is ongoing to understand why.</p> <p>3.3.6 Rochdale Urgent Care Centre (UCC) achieved the 4-hour national target for 2018/19. Although A&E attendance has increased for HMR; it was reported that this is lower than the GM and national figures</p> <p>3.3.7 A request was made for the report to include RAG rating and a summary of key issues, to enable members to easily identify areas of concern and how HMR compares locally and nationally.</p> <p>3.3.8 The Governing Body agreed to note the content of the report.</p>	KT
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19/07/19/3.4	Corporate Risk Register	
	Declaration of Interest: None	
	3.4.1 The content of the report was summarised, and key elements highlighted.	
	3.4.2 An update was provided regarding RR.18.0031 – Lymphoedema Nurse Support for patients. This should no longer be included on the risk register. This service has been strengthened by linking the Lymphedema and non-Lymphedema services and increasing the service at PAHT.	
	3.4.3 Members questioned where risks involving theme three should be recorded? and if these should be included in both HMR and GM Risk Registers?	
	3.4.4 Members agreed that the services which are a risk for the borough should also be included in the HMR Risk Register whereas system risk should be recorded at GM level.	SC
	3.4.5 A further suggestion was made for the Breast Cancer Screening Service to be included in theme three, members agreed this would be fed back to GM.	SC
	3.4.6 Discussions took place regarding the impact on local services as GM models of care are implemented.	
3.4.7 The Governing Body agreed to note the content of the report.		

19/07/19/3.5	Finance Update Report	
	Declaration of Interest: None	

- 3.5.1 The report provided an update on the financial position, and the pressures facing the CCG for 2019/20 were highlighted.
- 3.5.2 Acute services are forecasting to over spend by £1.5m by the end of the year due to over performance. The CCG has a reserve of £1.5m to cover this pressure, but this level of performance is unsustainable.
- 3.5.3 Mental Health is also forecasting to overspend mainly due to increased observations for a long-term LD patient.
- 3.5.4 Additional Acute Mental Health Beds (Pennine Care) and Priory beds were commissioned in 2018/19 to keep patients in the area, and therefore aiming to reduce costs. However, activity was exceptionally high last year, and this has continued in Quarter 1 of 2019/20. Discussions are ongoing with the provider to determine why.
- 3.5.5 The Integrated Elective Care Pathway (IECP) is currently underperforming in elective activity due to staff shortages and waiting lists have increased. The CCG continue to monitor the situation and regular updates have been requested.
- 3.5.6 The North East Sector CCGs are in discussion with the Northern Care Alliance to add a reconciling adjustment in relation to unspecified blood withdrawals.
- 3.5.7 Audits are ongoing to identify procedures that have taken place when they do not meet the Procedure of Limited Clinical Value (PLCV) criteria. CCGs will withhold payment and attempt to stop the activity before the procedures take place.
- 3.5.8 Salford Royal NHS Foundation Trust is underperforming; however, this is not expected to continue and is forecast to break even.
- 3.5.9 The allocations for investment in Primary Care in 2019/20 have been reduced due to indemnity and there are no uncommitted reserves available.
- 3.5.10 Prescribing Quality Innovation Productivity and Prevention (QIPP) and transformation schemes will be monitored closely to ensure delivery.
- 3.5.11 Running costs for the CCG are forecast to underspend with a further reduction in cost required next year. The Executive team are challenging every request received for a new post and the finance team will be working closely with budget holders to identify further savings to plan to manage this reduction.
- 3.5.12 QIPP proposals/schemes will be presented at the July Integrated Commissioning Board meeting along with the early financial model and a medium-term financial model which shows a £33.7m pressure for HMR CCG by 2023/24.
- 3.5.13 A question was raised regarding the financial gap and how this equated with the official rating of good by the NHS England Assurance process? Members were advised the CCG had

	<p>achieved its financial duties, but now needed to concentrate on changing its contractual relationships to more outcome-based results, which is taking place with the development of the Local Care Organisation (LCO).</p> <p>3.5.14 Clarity was requested in relation to the QIPP schemes; which of the proposed savings are already included in the budget, and what are the legal responsibilities for the CCG commissioning services?</p> <p>3.5.15 Discussions took place regarding the difficult decisions ahead. NHS culture is to always be striving to improve, and the focus may have to be prioritising services as the CCG may not be able to afford to fulfil its mandated requirements. If that was the case, the CCG need to understand the consequences for both the CCG and patients within HMR.</p> <p>3.5.16 Members agreed careful consideration should be given to waiting lists, pathways and the impact on other services including Community Services and Primary Care.</p> <p>3.5.17 Clarity was requested regarding the reduced allocation for Delegated Co-Commissioning due to the GPs indemnity. An outline was provided of the Government's state-backed clinical negligence scheme for general practice (CNSGP) which came into operation in April 2019.</p> <p>3.5.18 Members were advised that the cost for an individual GPs indemnity insurance was in many cases unsustainable. Therefore, new GP contracts had been issued by NHS England (NHSE) which reduced the income for practices but provided indemnity insurance. This will benefit both GPs and CCGs, by enabling GPs to become less risk averse and to help retain some of the experienced workforce.</p> <p>3.5.19 Further discussions took place regarding areas that fall outside of the scheme that are included in the HMR Core+ programme, and the new roles within Primary Care.</p> <p>3.5.20 A student GP who had been observing the meeting posed a question to the Governing Body regarding how the CCG planned to develop Mental Health Services in the borough?</p> <p>3.5.21 A full review of the Mental Health services available within HMR is taking place and commissioners are working with the national i-THRIVE programme to improve outcomes for children and young adults.</p> <p>3.5.22 The Governing Body agreed to note the content of the report and the update provided.</p>	
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19/07/19/3.6.1	CCG Functions Report	
	Declaration of Interest: None	
	3.6.1.1 Item deferred.	

19/07/19/3.6.2	Values and Behaviours	
	Declaration of Interest: None	
	<p>3.6.2.1 The content of the report was summarised, and background provided.</p> <p>3.6.2.2 An independent review of the Values and Behaviours for the CCG and the Council going forward was commissioned and three new Values and associated Behaviours were recommended.</p> <p>3.6.2.3 The proposed values are: Proud, Passionate, and Pioneering & Open.</p> <p>3.6.2.4 Members were asked for any comments or questions on the report.</p> <p>3.6.2.5 Members agreed for HMR CCG to adopt the proposed Values and Behaviours in conjunction with RBC</p> <p>3.6.2.6 The Governing Body approved the proposal to adopt the three new values and associated behaviours.</p>	

4 – GOVERNING BODY SUB-COMMITTEE REPORTS

19/07/19/4.1	Clinical and Professional Advisory Panel (CPAP) <i>(from 7 June 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.1.1 The content of the report was summarised, and no further discussions took place.</p> <p>4.1.2 The Governing Body agreed to note the content of the report.</p>	

19/07/19/4.2	Integrated Commissioning Board (ICB) <i>(from 25 June 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.2.1 The content of the report was outlined.</p> <p>4.2.2 Members confirmed the paper provided adequate assurance, and the Lay members agreed to meet to agree a process for sharing information.</p> <p>4.2.3 The Governing Body agreed to note the content of the report.</p>	DD/PR/JN

19/07/19/4.3i	Heywood and Middleton Locality Report <i>(from 17 May and 11 June 2019 meetings)</i>	
	Declaration of Interest: None	
	<p>4.3i.1 The content of the report was summarised, and key elements</p>	

	<p>highlighted.</p> <p>4.3i.2 Both Locality Engagement Group chairs have now stepped down from their posts and a review is ongoing to agree a suitable format for future meetings.</p> <p>4.3i.3 The Governing Body agreed to note the content of the report and the verbal update provided.</p>	
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19/07/19/4.3ii	Rochdale Locality Report <i>(from 17 May and 11 June 2019 meetings)</i>	
	Declaration of Interest: None	
	<p>4.3ii.1 See agenda item 4.3i</p> <p>4.3ii.2 The Governing Body agreed to note the content of the report and the update provided.</p>	

19/07/19/4.4	Audit Committee <i>(from 22 May 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.4.1 A verbal update was provided.</p> <p>4.4.2 Work completed by the CCG was complimented by both Internal and External Audit colleagues.</p> <p>4.4.3 The CCG Executive team confirmed all issues relating to Internal Audit reporting have now been resolved.</p> <p>4.4.4 The Governing Body agreed to note the content of the report.</p>	

19/07/19/4.5	System Transformation Committee (STC)	
	Declaration of Interest: None	
	<p>4.5.1 A verbal update was provided.</p> <p>4.5.2 Members were advised that STC had not taken place in June and July and that the meeting is currently under review. The governance structure for CPAP and the mechanism to replace STC is yet to be agreed.</p> <p>4.5.3 The Governing Body agreed to note the content of the report.</p>	

19/07/19/4.6	Quality and Safeguarding Committee <i>(from 21 June 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.6.1 A report was provided for information and members were asked for any comments or questions.</p> <p>4.6.2 No further discussions took place.</p>	

	4.6.3 The Governing Body agreed to note the content of the report.	
19/07/19/4.7	Patient and Public Engagement Committee (PPEC) <i>(from 1 July 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.7.1 A report was provided for information and members were asked for any comments or questions.</p> <p>4.7.2 No further discussions took place.</p> <p>4.7.3 The Governing Body agreed to note the content of the report.</p>	
19/07/19/4.8	Corporate Governance Committee (CGC) <i>(from 12 June 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.8.1 A verbal update was provided.</p> <p>4.8.2 Due to the apologies received several policy reviews had been approved via chairs actions.</p> <p>4.8.3 The purpose of the meeting is currently under review. It was felt that there was now lots of duplication due to the other integrated and combined meetings taking place.</p> <p>4.8.4 Membership for other existing committees has been amended to allow for the items usually covered at CGC to be included.</p> <p>4.8.5 The Governing Body agreed to note the verbal update provided.</p>	
19/07/19/4.9	Extraordinary Primary Care Commissioning Committee (PCCC) <i>(from 17 May 2019 meeting)</i>	
	Declaration of Interest: None	
	<p>4.9.1 A verbal update was provided</p> <p>4.9.2 Members were advised the national deadline for the Primary Care Networks submission was Friday 31st May 2019. As a result, the Extraordinary Primary Care Commissioning Committee was scheduled for Friday 17th May 2019 to approve/consider HMR CCG proposal.</p> <p>4.9.3 The networks are expected to deliver extended hours by the 1st July 2019 therefore Rochdale Health Alliance, the Local Medical Committee and HMR CCG have been working together with the practices to help finalise the partnership agreements. The final proposal was agreed via chairs actions on the 31st May 2019.</p> <p>4.9.4 Members were advised the prescribing element of Core+ is currently being developed and that the Medicines Optimisation Team and Primary Care Teams hope for this to be approved</p>	

	via chairs actions this month.	
	4.9.5 The Governing Body agreed to note the verbal update provided.	

5 – ANY OTHER URGENT BUSINESS

19/07/19/5.1	Any other Business (AOB)	
	Declaration of Interest: None	
	5.1.1 A “First 5 Years of GP” event had recently taken place at Number One, Riverside.	
	5.1.2 The event aimed to provide newly qualified GPs with an outline of how the CCG works and how they can become involved in the commissioning process.	
	5.1.3 Thanks, was noted to all those CCG staff involved in the day.	

6 – REPORTS PROVIDED FOR INFORMATION ONLY

19/07/19/6.1	Children and Young People’s Partnership (CYPP) <i>(from 23 May meeting)</i>	
	6.1.1 Members were asked for any comments or questions on the report.	
	6.1.2 No further discussions took place.	
	6.1.3 The Governing Body agreed to note the content of the report.	

19/07/19/6.2	Health Economy Resilience Group (HERG) Minutes <i>(from 17 December 2018 and 1 April 2019 meetings)</i>	
	6.2.1 Members were asked for any comments or questions on the report.	
	6.2.2 No further discussions took place.	
	6.2.3 The Governing Body agreed to note the content of the report.	

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](#)

DATE AND TIME OF NEXT MEETING

Friday 20 September 2019
10:30 – 12:30
Number One Riverside

