

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

**FORMAL – Part 1**

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| <b>Date and time of Meeting:</b> | Friday 18 September 2020<br>09:30 – 10:20  |
| <b>Venue:</b>                    | Virtual Meeting - via Zoom and will be live streamed on youtube<br><a href="https://www.youtube.com/NHSHMRCCG">https://www.youtube.com/NHSHMRCCG</a> |

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

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| <b>Minutes ratified on:</b> | 20 November 2020 |
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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. |  |

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|  | <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 todays meeting.</p> <p>The CCG have received a question prior to the meeting from Mr M - a Pharmaceutical representative:</p> <p><b>How has the CCGs focus in dealing with Covid impacted on the implementation of prescribing savings work programmes run by medicines management?</b></p> <p>The Director of Operations/Executive nurse responded;</p> <p>Covid has impacted on prescribing savings work programmes as you would expect and nationally there has been an increase in prescribing costs - initially this is thought to have been patients stock piling medication due to anxieties around lockdown.</p> <p>Throughout the pandemic the focus has been on direct patient care, and savings based medication reviews have not taken place as per the national directive to cease savings programmes during this period.</p> <p>The Medicines Optimisation team has worked closely with the practices to support any prescribing issues and ensure best practice - as and when appropriate the savings programme will commence again.</p> <p>The Chair thanked members of the public for their questions and engagement with the CCG and explained that, a full formal response will be published on the CCG website, alongside all other public questions received in due course.</p> <p>Public Questions and responses can be found via this link:<br/> <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. |  |

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| <b>18/09/20/1.1</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, that meetings would be taking place virtually for the foreseeable future.</p> <p>1.1.2 Heywood Middleton and Rochdale CCG Annual General Meeting will take place at 10:30 following todays meeting. The AGM will also be live streamed on youtube for members of the public to view.</p> |  |

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|              | 1.1.3 <b>The Governing Body agreed to note the verbal updates provided.</b>   |  |
| 18/09/20/1.2 | <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>  |  |
| 18/09/20/1.3 | <b>Minutes of the CCG Governing Body Meeting held on 17 July 2020</b>   |  |
|              | 1.3.1 The minutes of the meeting on Friday 17 July 2020 were agreed as a true and accurate record with the following amendments:<br><br><b>Public Open Forum</b><br><b>17/07/20/3.1 Quality and Safeguarding Report</b><br><b>17/07/20/3.4 Finance Report</b><br><b>17/07/20/3.5ii Covid-19 - Capacity and Demand</b><br><b>17/07/20/3.5iii Covid-19 – Health and Social Care Recovery Plan</b><br><b>17/07/20/4.2 Patient and Public Engagement Committee Report</b><br>All references to Covid-19-19 amended to “.... Covid-19” |  |
| 18/09/20/1.4 | <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>  |  |
| 18/09/20/1.5 | <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  |  |

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|  | 1.5.2 <b>The Governing Body noted the content of the report provided.</b> |  |
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| <b>2 - ITEMS FOR DECISION</b> |
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| <b>18/09/20/2.1</b> | <b>Patient and Public Engagement Committee (PPEC) Terms of Reference</b>  |  |
|                     | <b>Declaration of Interest: None</b>  |  |
|                     | 2.1.1 The report was shared for information and members were asked to note a further amendment to be included. This was to add the title of the Health and Social Care act in the sections that Patient and Public Engagement relates to. |  |
|                     | 2.1.2 Members agreed to ratify the Terms of Reference including the additional amendment.   |  |
|                     | 2.1.3 <b>The Governing Body agreed to ratify the Terms of Reference including the additional amendment.</b>   |  |

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| <b>18/09/20/2.2</b> | <b>Information Governance Management Group (IIGMG) Terms of Reference</b>                      |  |
|                     | <b>Declaration of Interest: None</b>   |  |
|                     | 2.2.1 The report was shared for information and members were asked for comments and questions. |  |
|                     | 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>                        |  |

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| <b>18/09/20/2.3</b> | <b>HMR CCG Annual Engagement Report 2019/20</b>   |  |
|                     | <b>Declaration of Interest: None</b>  |  |
|                     | 2.3.1 The report was shared for information and key elements highlighted.   |  |
|                     | 2.3.2 The report follows the key line of enquiries for the improvement and assessment framework that the CCG is required to undertake, which is the patient communication and engagement indicator for NHS England. |  |
|                     | 2.3.3 Due to current circumstances engagement has slowed therefore a refreshed engagement plan will be shared with the Patient and Public Engagement Committee in October 2020.                                     |  |
|                     | 2.3.4 Members were asked for comments and questions.  |  |
|                     | 2.3.5 The volume of work undertaken was acknowledged and how this has developed year on year. The report was described as very helpful and comprehensive.   |  |
|                     | 2.3.6 A suggestion was made to include how engagement had   |  |

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|  | <p>impacted on services in future reporting - "you said, we did".</p> <p>2.3.7 Questions were raised if the plan had highlighted any missed opportunities, gaps or areas to improve and how the evaluation is used moving forward?</p> <p>2.3.8 Increased engagement with new and emerging communities has been identified as a focus for future planning.</p> <p>2.3.9 Discussions took place regarding how the dialogue and levels of engagement with the commissioning team had improved and an update was provided regarding an upcoming Commissioning Workshop.</p> <p>2.3.10 Clarity was requested regarding the engagement plans for social care.</p> <p>2.3.11 Members were advised that plans have been delayed due to Covid-19 however HMR is fully committed to engaging with Healthwatch Rochdale, Third Sector Organisations, patients and members of the public. It was noted that the CCG and Local Authority already work very closely as a Health and Social Care resource which is not always recognised.</p> <p>2.3.12 Concerns were raised relating to engagement taking part at the right time with the right organisations or individuals. It was suggested that it would be useful for this to be raised at the newly formed Engagement Board meeting.</p> <p>2.3.13 Members approved the HMR CCG Annual Engagement Report 2019/20.</p> <p>2.3.14 <b>The Governing Body approved the HMR CCG Annual Engagement Report 2019/20.</b></p> | KH/DD/<br>KJ |
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| 18/09/20/2.4 | <b>HMR CCG Annual Engagement Report Easy Read Version</b>                                       |  |
|              | <b>Declaration of Interest: None</b>  |  |
|              | 2.4.1 The report was shared for information and members were asked for comments and questions.  |  |
|              | 2.4.2 See agenda item 2.3 for discussions.  |  |
|              | 2.4.3 Members agreed to ratify the Annual Engagement Report Easy Read Version                   |  |
|              | <b>2.4.4 The Governing Body agreed to ratify the Annual Engagement Report Easy Read Version</b> |  |

### 3 - ITEMS FOR DISCUSSION

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| 18/09/20/3.1 | <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 |  |

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|  | <p>3.1.2 The pandemic has highlighted the benefits of integrated working. Health and Social Care teams have worked closely to support patients in the borough and they continue to do so, for example; support for Care Homes, the original Call to action, safeguarding teams working together and LeDeR reviews have continued to be completed within timeframes.</p> <p>3.1.3 An addendum to the report was noted to the update regarding Children’s Community Services. The Northern Care Alliance (NCA) are to share a trajectory today with a breakdown and timescales against the investment in support of reducing waiting lists for Children’s Community Services to ensure school readiness of the children of the Borough.</p> <p>3.1.4 A major focus for the teams is also now encouraging patients to attend outpatients’ appointments face to face or via the telephone.</p> <p>3.1.5 Members were asked for comments and questions.</p> <p>3.1.6 A question was raised relating to the Children’s Physiotherapy appointments, how is HMR responding to the growing waiting lists?</p> <p>3.1.7 Further to the discussions relating to the Northern Care Alliance and Children’s Community Services, it was noted that HMR CCG is aware of the impact on children with special needs and is working closely with the provider services to improve access. An update to be provided at next Governing Body meeting in November 2020.</p> <p>3.1.8 An update was provided by Healthwatch Rochdale in relation to the restrictions on care home visits and the impact on residents. A stakeholder meeting with care home managers has been arranged to discuss the possibility of a virtual enter and view solution.</p> <p>3.1.9 The CCG are also currently investigating alternative solutions to allow residents to receive visits within the infection measures. A request was made for Healthwatch Rochdale to feedback from their discussions with the care homes.</p> <p>3.1.10 <b>The Governing Body agreed to note the content of the report.</b></p> | KJ/SMc |
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| 18/09/20/3.2 | <b>Performance Report</b>  |  |
|              | <b>Declaration of Interest:</b> None   |  |
|              | <p>3.2.1 The Director of Integrated Commissioning provided an outline of how the team has adapted to support each other in response to the pandemic and explained that the Assistant Director of Commissioning will be presenting the Performance report in place of the Public Health Consultant named on the agenda.</p> <p>3.2.2 The report was shared with members and key elements highlighted.</p> |  |

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|  | <p>3.2.3 It was noted that during Covid-19 the CCG is not able to act contractually as they would normally when there is a performance concern, however the CCG is working closely with providers to address any concerns.</p> <p>3.2.4 Waiting lists were highlighted. Providers are working very hard to encourage patients to attend appointments. There are significant capacity constraints, waiting lists are growing and the wait times are increasing therefore it is very important that those patients offered appointments do attend.</p> <p>3.2.5 An update was provided relating to diagnostics and elective care. Providers are working on increasing capacity and HMR CCG is in discussion with all providers including independent sector providers to support.</p> <p>3.2.6 A&amp;E reporting illustrates increased attendance, and is regularly reporting attendance above the national 75% threshold. There is significant work underway to address this including developing 111 first which commences in October.</p> <p>3.2.7 Members were asked for comments and questions.</p> <p>3.2.8 A number of questions were raised regarding the data reported, which included the following'</p> <ul style="list-style-type: none"> <li>• In relation to the high numbers of zero length of stay; what is driving the increase and is it appropriate?</li> <li>• Do we know if the increase in A&amp;E attendance is due to the right patients now attending such as cardiac/stroke patients?</li> <li>• Regarding Mental Health delayed transfers of care data – do we know why this number has also increased?</li> </ul> <p>3.2.9 In relation to the Mental Health delayed transfers of care question an update was provided. Numbers had increased due to Covid-19, and providers are reporting less capacity but increased demand on the services. Hospital based bed provision remains an issue within GM and work is ongoing to support patients back into the community. This is due to be discussed in detail at the next Finance Performance and Risk meeting.</p> <p>3.2.10 It was agreed the remaining questions would be taken away from the meeting and updates would be provided to the members separately</p> <p>3.2.11 <b>The Governing Body agreed to note the content of the report.</b></p> |  |
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| 18/09/20/3.3 | <b>Corporate Risk Register and Assurance Framework</b> |  |
|              | <b>Declaration of Interest: None</b>                   |  |

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|  | <p>3.3.1 The report was provided, and members advised that the Finance report - which follows as the next agenda item - provides more detailed information around the risks identified.</p> <p>3.3.2 Members were asked for questions.</p> <p>3.3.3 Members were advised that the Risk Register had been discussed in detail at the Audit Committee meeting held in July 2020, and it had been noted that even after mitigation HMR has red risks due to the pandemic. The committee had agreed this was not within HMR CCGs control.</p> <p>3.3.4 <b>The Governing Body agreed to note the content of the report.</b></p> |  |
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| <b>18/09/20/3.4</b> | <b>Finance Report</b>  | SE |
|                     | <b>Declaration of Interest: None</b>   |    |
|                     | 3.4.1 The content of the report was summarised, and key elements highlighted.  |    |
|                     | 3.4.2 It was confirmed the CCG is still operating under the national command and control approach that has been adopted for finance until the end of September 2020, |    |
|                     | 3.4.3 A further report will be produced for members information and shared in October outlining the allocations for months 7-12.                                     |    |
|                     | 3.4.4 <b>The Governing Body agreed to note the content of the report.</b>  |    |

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| <b>18/09/20/3.5</b> | <b>Functions Update</b>  |  |
|                     | <b>Declaration of Interest: None</b>   |  |
|                     | 3.5.1 The content of the report was summarised, and key elements highlighted.  |  |
|                     | 3.5.2 Work on the plan had commenced in January 2018, and although there had been some delays due to Covid-19, work on integrating teams with the Local Authority is now to resume.  |  |
|                     | 3.5.3 Apologies were noted for the acronyms included in the report, which included: <ul style="list-style-type: none"> <li>• STAR -PU – Specific Therapeutic group Age-sex Related – Prescribing Unit, this is the average daily quantity of hypnotics prescribed per STAR – PU, which reflects not only the number of patients in a practice, but also age and sex, comparisons reflect different prescribing, providing a much better comparison.</li> <li>• CRP – C-Reactive Protein</li> </ul> |  |
|                     | 3.5.3 The Director of Operations formally commended staff in all teams for their continued hard work and dedication under very difficult circumstances. This was echoed by the CCG   |  |

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|       | Chair who also thanked all Health and Social Care workers in all organisations.     |  |
| 3.5.3 | <b>The Governing Body agreed to note the content of the verbal update provided.</b> |  |

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

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| 18/09/20/4.1 | <b>Clinical Professional Advisory Panel (CPAP)</b> <i>(from 28 July and 25 August 2020 meetings)</i>     |  |
|              | <b>Declaration of Interest:</b> None   |  |
|              | 4.1.1 Members were asked for any comments or questions on the report. No further discussions took place. |  |
|              | 4.1.2 <b>The Governing Body agreed to note the content of the report.</b>                                |  |

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| 18/09/20/4.2 | <b>Quality and Safeguarding Committee</b> <i>(from 21 August 2020 meeting)</i>                           |  |
|              | <b>Declaration of Interest:</b> None   |  |
|              | 4.2.1 Members were asked for any comments or questions on the report. No further discussions took place. |  |
|              | 4.2.2 <b>The Governing Body agreed to note the content of the report.</b>                                |  |

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| 18/09/20/4.3 | <b>Information Governance Management Group Update</b>  |  |
|              | <b>Declaration of Interest:</b> None   |  |
|              | 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 provided.</b>                       |  |

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| 18/09/20/4.4 | <b>Audit Committee</b> <i>(from the 21 July 2020 meeting)</i>  |  |
|              | <b>Declaration of Interest:</b> None   |  |
|              | 4.4.1 Members were asked for any comments or questions on the report. No further discussions took place. |  |
|              | 4.4.2 <b>The Governing Body agreed to note the content of the report provided.</b>                       |  |

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| 18/09/20/4.5 | <b>Integrated Commissioning Board (ICB)</b> <i>(from the 30 June 2020 and 28 July meetings)</i> |  |
|              | <b>Declaration of Interest:</b> None  |  |

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|  | <p>4.5.1 Members were asked for any comments or questions on the report. No further discussions took place.</p> <p>4.5.2 <b>The Governing Body agreed to note the content of the report provided.</b></p> |  |
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**5 – ANY OTHER URGENT BUSINESS**

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| <b>18/09/20/5.1</b> | <b>Any other Business (AOB)</b>          |  |
|                     | <b>Declaration of Interest: None</b>     |  |
|                     | 5.1.1 No further discussions took place. |  |

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| <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> |  |

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| <b>DATE AND TIME OF NEXT MEETING</b>                       |
| <p>Friday 20 November 2020<br/>09:30 – 10:30am<br/>tbc</p> |