

Meeting: Governing Body (Virtual Meeting)			
Meeting Date	23 September 2020	Action	Approve
Item No.	3	Confidential	No
Title	Minutes of the Last Meeting and Action Log		
Presented By	Dr Jeff Schryer, CCG Chair		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Clinical Lead	-		

Executive Summary
<p>The minutes of the Public meeting held on 22 July 2020 are presented as an accurate reflection of the previous meetings of the Governing Body reflecting the discussion, decision and actions agreed.</p> <p>Updates against the actions have been provided for information.</p>
Recommendations
<p>It is recommended that the Governing Body:</p> <ul style="list-style-type: none"> • Approve the minutes of the Public meeting held on the 22 July 2020 as an accurate record; and • Note the updates provided against the actions

Links to CCG Strategic Objectives	
<p>SO1 People and Place To enable the people of Bury to live in a place where they can co-create their own good health and well-being and to provide good quality care when it is needed to help people return to the best possible quality of life</p>	☒
<p>SO2 Inclusive Growth To increase the productivity of Bury's economy by enabling all Bury people to contribute to and benefit from growth by accessing good jobs with good career prospects and through commissioning for social value</p>	☒
<p>SO3 Budget To deliver a balanced budget</p>	☒
<p>SO4 Staff Wellbeing To increase the involvement and wellbeing of all staff in scope of the OCO.</p>	☒
<p>Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:</p>	
<p>GBAF N/A</p>	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has a Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is a Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks including Conflicts of Interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome
N/A		

Title	Minutes of the Governing Body (Virtual Meeting) held on the 22 July 2020		
Author	Lisa Featherstone, Deputy Director - NHS Bury CCG and Bury Council Corporate Core - Governance and Assurance		
Version	0.1		
Target Audience	Public Members/Governing Body Members		
Date Created	July 2020		
Date of Issue	July 2020		
To be Agreed	23 September 2020		
Document Status (Draft/Final)	Draft		
Description	Minutes of the Governing Body meeting in Public 22 July 2020		
Document History:			
Date	Version	Author	Notes
	0.1	Lisa Featherstone	Forwarded to the CCG Chair for review
Approved:			
Signature:			
		 Dr Jeff Schryer, CCG Chair

Governing Body

Virtual Meeting

MINUTES OF VIRTUAL MEETING VIA MICROSOFT TEAMS

Governing Body, 22 July 2020, 3.00pm

Chair – Dr Jeff Schryer, CCG Chair

ATTENDANCE

Members	
Dr Jeff Schryer	CCG Chair (Chair)
Will Blandamer	Executive Director of Strategic Commissioning
Mrs Fiona Boyd	Registered Lay Nurse of the Governing Body
Mr Peter Bury	Lay Member
Dr Daniel Cooke	Clinical Director
Mr Howard Hughes	Clinical Director
Mr Peter Thompson	Secondary Care Clinician
Mr Geoff Little	Chief Officer
Mr David McCann	Lay Member for Patient and Public Involvement
Mr Chris Wild	Lay Member – Finance
Mr Mike Woodhead	Joint Chief Finance Officer
Others in attendance	
Ms Catherine Jackson	Director of Nursing & Quality Improvement
Ms Lesley Jones	Director of Public Health
Lisa Featherstone	Deputy Director - NHS Bury CCG and Bury Council Corporate Core - Governance and Assurance – Minutes
Public Members/Observers	
Ms Barbara Barlow	Healthwatch Chair
Joseph Timan	Bury Times

Was there anybody from the Communications Team in attendance?

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	Dr Schryer welcomed those present and commented that this was Mr Blandamer's first Governing Body meeting since taking up the role of Executive Director of Strategic Commissioning. Mr Blandamer introduced himself to the Governing Body
1.2	Dr Schryer noted that apologies for absence had been received from: - <ul style="list-style-type: none">• Dr Cathy Fines, Clinical Director
1.3	Dr Schryer advised that the quoracy requirements had been satisfied in accordance with the CCG's Constitution. The meeting was therefore declared quorate.

2	Declarations Of Interest
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2.1	Dr Schryer reminded Governing Body members of their obligation to declare any interest they may have on any issues arising from agenda items which might conflict with the business of NHS Bury Clinical Commissioning Group.		
2.2	Declarations made by members of the Governing Body are listed in the CCG's Register of Interests which is presented under this agenda and also available from the CCG's Corporate Office or via the CCG website here .		
2.3	<ul style="list-style-type: none"> • Declarations of interest from today's meeting There were no declarations of interest for today's meeting raised.		
2.4	<ul style="list-style-type: none"> • Declarations of Interest from the previous meeting There were no declarations of interest from the previous meeting raised.		
ID	Type	The Governing Body:	Owner
D/07/01	Decision	Noted the published register of interests.	

3 Minutes of the last Meetings and Action Log

3.1	a) Minutes The minutes of the Governing Body meeting held on 24 June 2020 were considered and agreed as a correct record.		
3.2	b) Action Log The Action log was discussed and the following update was provided: - <ul style="list-style-type: none"> • A/06/01 - Health and Care Recovery Plans were the subject of a Development Session following on from this meeting and there would be further discussion at the Strategic Commissioning Board Meeting on 3 August 2020. This action could therefore be removed from the Action Log. 		
ID	Type	The Governing Body:	Owner
D/07/02	Decision	Approved the minutes of the meeting held on the 24 June 2020.	
D/07/03	Decision	Noted the Health and Care Recovery Plans would be discussed at the Strategic Commissioning Board Meeting on 3 August 2020	

4. CCG Chair and Chief Officer Update

4.1	Mr Little welcomed Mr Blandamer, Executive Director of Strategic Commissioning for the CCG and Council.		
4.2	Mr Little provided an update on key activities that had taken place since the last meeting which included the <ul style="list-style-type: none"> i) Ongoing work within Greater Manchester and making services accessible; ii) health and care recovery; and iii) Ongoing work to control Covid-19 infection in light of the risk of a second wave. 		
4.3	It was reported that: - <ul style="list-style-type: none"> • Recovery planning was ongoing in terms of lifting the lockdown, learning to 		

live with Covid-19 and planning to build back better from Covid-19. At Greater Manchester level, governance systems were back up and running. The Greater Manchester Joint Commissioning Board met this week to oversee bringing back services to Greater Manchester and how to take this opportunity to reset health care services and manage the risk of further waves as well as that of the widening health, inequality and economic issues. It was about what we have learned, how we build from this for a stronger digital base especially in primary care. There was a need to build on the tremendous work of the residential and care homes and the greater awareness of the task of these providers as part of the system of support for patients and residents, backing the work to create more access. There was a need to look at how to build to strengthen access to mental health and include this as an integrated package of care and social support services. We are in the process of developing an approach to population health in Greater Manchester, especially in light of the Marmot Review.

- In Bury, there had been a focus on getting health care services back up and running. Phase 3 guidance from NHS England was awaited,
- Risk assessments have been carried out for staff who are vulnerable whether because of Covid-19, they are shielded, BAME or long term health conditions. It was essential key staff are protected. The performance on the take up of the risk assessments was being closely monitored and a further update on this would be reported back at the next Governing Body meeting.
- In terms of wider work, a multi agency GOLD Command Group met every Friday to discuss the programme of health, care and recovery which has 7 key components. There were two phases, the immediate phase was focused on helping to ensure Bury people, communities and businesses can be protected from infection and to help people through the recession. This was manifested in a 10 point action plan developed with partners, and had health and care as its key components along with providing access to planned, urgent and acute care where needed. This sat alongside health inputs into other aspects of the plan e.g. work being considered around rough sleepers as more and more people come under pressure as the economy is affected by the recession. Health services were also involved with mental health as well as support for people with debt and other aspects of poverty. There was also health support services for vulnerable children going back to school in September. Health and care was woven throughout the 10 point plan which would come into fruition in the next few weeks and a report on the mobilisation of this would be presented at the next Governing Body meeting. The second phase was the Bury 2030 Strategy Plan, the first two years of which will be the recovery plan for the borough, and would connect with the health and care and wider plan in getting through Covid-19.
- in terms of controlling the Covid-19 infection, the biggest risk was that of a second wave. So far the borough's performance had improved since the peak which was around 17 April 2020 when the borough was 13th out of 152, we are now 30th worst. Cases and deaths were down to very small levels. There was however still the risk of facing a second wave which could come about as a result of the impact of lifting the lockdown. It is still unknown if this will have an effect. There is also the fact that neighbouring areas have a higher risk of infection, there are key events coming up e.g. Eid at the end of the month and schools returning in September. We need to be prepared for an increase in infection. There is also the challenge in winter with an increase in flu, the normal pressures on the health system,

we have to be ready for worse case scenario which could be as bad as spring. Action is being taken to further strengthen the outbreak plan, localising local testing sites, expanding capacity and rapid response for testing and dealing with outbreaks at a community level. Minority communities and deprived areas are suffering more than others, we are targeting these and working with them to understand how we engage with them. More resources are being put in place to support work on infection process at a local level. Councils have been given additional powers to deal with local outbreaks. We need to work with the government to improve the quality of data and the success rate for testing at national level that that we get all the support we need to support Bury. We are working with the Asian community on Eid at the end of the month and with schools to ensure there is no increase when they return in September. Further plans will be produced next week and the Governing Body will be kept updated in between meetings.

- 4.4 The Chair thanked Mr Little and his team for the amount of effort and time put into this, the impressive way they are helping the people of Bury.
- 4.5 Mrs Jones reported a scenario testing of the Outbreak plan had taken place which had gone well and provided good assurance. The Chair advised he was involved in the first half of the session which he thought had been very challenging and that the external people involved had been very supportive of this.
- 4.6 Mr Bury asked if we were still waiting for information identifying local spikes as he was getting conflation reports that local authority and public health officers were getting this information, but the same people were saying that they were not getting this information. Mr Little said it was a mixture of both, that we were getting data from tier 2 testing system which was a national call based system, but it was not always the case that the necessary fields of information were filled in e.g. ethnicity, occupation and postcodes. These fields were crucial in getting enough information to find the correct people to talk to and check on. We are talking to national colleagues on this. The second part of this is that the success of contact tracking at a national level is not anywhere near as good as it should be. It is being worked on at national level which will make our job here in Bury easier. This will only work if all the systems work in tandem together.
- 4.7 Mr McCann advised he had attended the Primary Care Commissioning Committee meeting earlier today where they had been looking at the recovery phase and strategic phase moving forward which he thought appeared to be a strategy borne out of one area of primary care rather than the wider health providers. Mr McCann sought clarification in relation to the community / secondary / primary care components and where these sat, under the appropriate leadership. It was highlighted, that there was a need to be assured that we were going to step forward to look at change across all systems and bring the different organisations / sectors of health together and appropriate leadership was in place
- 4.8 Mr Little responded saying that in terms of health and social care the leadership would come from working through the Strategic Commissioning Board. He assured the Governing Body that primary care was at the heart of urgent care, adult social care, mental health and planned care. The wider recovery plan had a completely joined up approach, with each of the programmes mentioned being focused on bringing services back safely and better. This requires us to capitalise on gains in digital

4.9	<p>working and the style of working which we had seen during Covid-19 and which we want to continue. The programmes of change have to work financially as well as demanding services for the public. Although we will be well served this current year in getting through the financial challenge, the future is uncertain. The gap before Covid-19 will still be there underlying the current system and we will need an efficiency drive as well as a financial drive. The Chair said this would be discussed at the next meeting as it has already been agreed that risk assessment will be on the agenda.</p> <p>Mrs Barlow advised there was some confusion but a meeting which had been arranged with the Deputy Director of Primary Care via Teams to bring Healthwatch colleagues up to speed had been found to be very useful.</p>		
	Type	The Governing Body:	Owner
D/07/04	Decision	Noted the update.	
D/07/05	Decision	Further plans will be produced next week and the Governing Body will be kept updated in between meetings	G Little
A/07/01	Action	Risk Assessment to be discussed at the next Governing Body meeting	G Little

5	Questions from Public Members in relation to the agenda		
5.1	It was noted that no questions had been received from members of the Public.		
ID	Type	The Governing Body:	Owner
D/07/06	Decision	Noted that there were no questions	

6.	Learning Disabilities Mortality Review (LeDeR) Programme Annual Report 2019/20		
6.1	Director of Nursing & Quality Improvement presented the 2019/2020 Annual Report for the Learning Disabilities Mortality Review (LeDeR) Programme and advised this work had been around since 2016.		
6.2	<p>The review programme was a national programme which gave notification of learning disability deaths within the borough. It looked at good practice and any areas where there was a need to improve or commission services differently. there had been 36 notifications since the beginning of the programme, there were currently 7 outstanding but we were on track to complete these within the timeframe. This area was very heavily monitored and external scrutiny was provided by Mrs Boyd to ensure robust reviews had been carried out. Generally the report shows we provide a good level of care within the borough but there is some learning in respect of vaccination and also dysphasia as this is the highest cause of death. This was the first annual report to be produced. The report had been passed to Mrs Boyd for her consideration who had provided feedback. An easy read version of the report had also been produced. The Director of Nursing & Quality Improvement thanked the staff, Sarah Tomlinson, the learning disability teams and Mrs Boyd for all the work they had put into the report. The programme would continue for a further 12 months. Mrs Boyd advised the reviews were of a high quality with some points that could be followed up in respect to Covid-19 and that some very good learning had come out of this.</p>		
6.3	Dr Cooke queried the ongoing quality work saying there was a quality improvement		

	package for learning disability patients going live in October and asked for co-ordinating CCG work with this. The Director of Nursing & Quality Improvement confirmed this was co-ordinated through the Medicines Management and Learning Difficulties Clinical Lead.		
6.4	Mr McCann said he had found it a fascinating read and thought it put the spotlight on the issue of the disparity in deaths. He went on to say that taking into account Bury's evolving housing strategy, one of the many problems for this cohort of patients was suitable healthy housing and he would like the Strategic Commissioning Board to ensure there is discussion in relation to suitable accommodation. We needed to look at things afresh, look at a village environment, a more supported environment. He was aware someone new was taking up this role and wanted the Strategic Commissioning Board to engage with them to make sure this issue was not missed.		
6.5	The Chair commented there were a lot of things in the report that came up on a regular basis and asked in terms of an action plan, where did this sit and who would implement it. The Director of Nursing & Quality Improvement advised it was important to remember the people in this report had other medical conditions which would effect early death, that the learning feeds automatically into the workstream which covers things like immunisations and that accountability for delivery sits here.		
ID	Type	The Governing Body:	Owner
D/07/07	Decision	Approved the report	
D/07/08	Decision	Recommended the Strategic Commissioning Board to consider the recommendations highlighted in the report	Catherine Jackson
A/07/02	Action	Recommended the Strategic Commissioning Board to consider the recommendations highlighted in the report	Catherine Jackson

7.	Letter of support re: NCA Transaction		
7.1	Mr Blandamer presented the letter of support for the NCA Transaction advising this was for the long standing piece of work to disaggregate Manchester. The letter is proposed to be sent by all CCGs and NHS England. There is no commitment of financial resources but it reflects shared ambition and ground rules to secure clinical transformation across 4 sites. The letter had been presented through many CCG Boards.		
7.2	Mr Woodhead added that the world has moved on since the original letter was instigated. It was emphasised that no additional funding would be put in, that we wanted and expected the transaction to happen. said it was noted that there would be another iteration of the letter which currently states several million, the updated version will state £55m.		
ID	Type	The Governing Body:	Owner
D/07/09	Decision	Approved the Letter of Support re: NCA Transaction	

8.	Finance		
8.1	Mr Woodhead presented the Month 3 Finance Report saying there was still no funding or guidance on what will happen from 1 August 2020. This was expected imminently		

	and it was expected that the deadline be put back to the end of August and current arrangements to the end of September. The Chair suggested that an update on finances and also on performance be delivered to the next Governing Body meeting as he recognised that these had not been focused on over the last few months.		
ID	Type	The Governing Body:	Owner
D/07/10	Decision	Noted the Month 3 Finance Report	
A/07/03	Action	Update on finances to be delivered to the next Governing Body meeting	Mike Woodhead

9. Quality & Performance

9.1	The Governing Body received the following documents: a) The Minutes of the Quality and Performance Committee Meeting held on 10 June 2020 b) Performance Report c) Quality Dashboard Report		
9.2	Mr Blandamer flagged that activity levels across services remained below pre-Covid-19 levels, although there is some rapid catching up in A&E. There were issues to be aware of around the 52 week wait which is a national challenge and likely to have an increased profile due to the impact of Covid-19. A report would be presented to the next Governing Body meeting.		
9.3	Mr Bury agreed with this saying it was important this issue was discussed at the next Governing Body meeting, that it was a mixed bag because of certain procedures having been stood down and now they were all coming back. There are currently about 32 breaches relating to 52 week waits which normally would have a financial contribution of about £80k and could keep rising. Whilst it is unknown at this time whether this will have to be paid back retrospectively, we need to discuss how to get this back on track. It was a challenging position and would be even more so in the future.		

ID	Type	The Governing Body:	Owner
D/07/11	Decision	Noted the Minutes of the Quality and Performance Committee Meeting held on 10 June 2020	
D/07/12	Decision	Noted the Performance Report	
D/07/13	Decision	Noted the Quality Dashboard Report	
A/07/04	Action	Performance report to be presented to the next Governing Body meeting	Will Blandamer

10. Committee Chair Reports

10.1	a) Primary Care Commissioning Committee Mr Bury provided an update from the Primary Care Commissioning Committee that had taken place earlier that day.		
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ID	Type	The Governing Body:	Owner
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D/07/14	Decision	Noted the update	
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11.	Closing Matters		
11.1	Dr Schryer thanked members for their contributions and summarised the main discussion points.		
ID	Type	The Governing Body:	Owner
D/07/15	Decision	Noted the information	

Next Meeting	Wednesday, 23 September 2020, 3.00pm via Microsoft Teams
Enquiries	Emma Kennett, Head of Corporate Affairs and Governance. Emma.kennett@nhs.net

Governing Body Action Log

Status Rating



- In Progress



- Completed



- Not Yet Due



- Overdue

Title	Action	Lead	Status	Due Date	Update
A/07/01	Covid Risk Assessment to be discussed at the next Governing Body meeting	Geoff Little		23 September 2020	Update on latest Covid developments will be provided as part of the Chief Officer and Chair update.
A/07/02	Recommended the Strategic Commissioning Board to consider the recommendations highlighted in the Learning Disabilities Mortality Review (LeDeR) Programme Annual Report 2019/20	Catherine Jackson		TBC	Added to the SCB Forward plan
A/07/03	Update on finances to be delivered to the next Governing Body meeting	Mike Woodhead		23 September 2020	Included on agenda
A/07/04	Performance report to be presented to the next Governing Body meeting	Will Blandamer		23 September 2020	Included on agenda