

<b>Meeting: Governing Body (Virtual Meeting)</b>			
<b>Meeting Date</b>	27 May 2020	<b>Action</b>	Receive
<b>Item No.</b>	9	<b>Confidential</b>	No
<b>Title</b>	Summary of routine Governing Body business		
<b>Presented By</b>	Dr Jeff Schryer, CCG Chair / Geoff Little, Accountable Officer		
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<b>Clinical Lead</b>	-		

### Executive Summary

The Governing Body is responsible for the leadership and governance of the CCG. Notwithstanding the level and pace of change required, in the current emergency response to Covid19, the Governing Body must remain mindful of the statutory duties that apply, whilst balancing this with the need to support the strategic and operational response.

The aim of this report is to provide a written narrative of those items that would ordinarily have been presented to the Governing Body should the current business continuity/emergency planning arrangements in response to Covid-19 not have been in place.

### Recommendations

- It is recommended that the Governing Body
- note the items that would ordinarily have been presented at the May Governing Body meeting should the CCG have not been responding to Covid-19.
  - note the supportive narrative on how these items of business will be progressed.

### Links to CCG Strategic Objectives

<p><b>SO1 People and Place</b> 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><b>SO2 Inclusive Growth</b> 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><b>SO3 Budget</b> To deliver a balanced budget</p>	☒
<p><b>SO4 Staff Wellbeing</b> To increase the involvement and wellbeing of all staff in scope of the OCO.</p>	☒

Links to CCG Strategic Objectives
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:
GBAF N/A

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 type="checkbox"/>
Has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is an 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 checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome
N/A		

## Summary of routine Governing Body business

### 1. Introduction

- 1.1 The Governing Body is responsible for the leadership and governance of the CCG. Notwithstanding the level and pace of change required in the current emergency response to Covid19, the Governing Body must remain mindful of the statutory duties that apply, whilst balancing this with the need to support the strategic and operational response.

### 2. Background

- 2.1 At the Governing Body Briefing session on the 27<sup>th</sup> March 2020, the Governing Body supported the establishment of an Urgent Decision Group, as permitted through the CCG Constitution and supporting Standing Orders, to take urgent decisions quickly, on behalf of the Governing Body and or its committees and sub-committees, where these were required to respond appropriately to the Covid-19 pandemic.
- 2.2 Support was also given to the increased implementation, including recording of operational decision making as delegated through the Scheme of Reservation and Delegation and associated Financial Delegations.
- 2.3 On 28th March 2020, NHS England and Improvement issued guidance to Reduce the Burden and releasing capacity to manage the COVID-19 pandemic which set out a range of measures that should be implemented to enable this.
- 2.4 Specifically, in respect to Governance, the guidance referenced:
- Using emergency and urgent decisions powers in line with internal and Constitutional arrangements;
  - Continuing to hold Governing Body meetings but not on a face-to-face basis, with focused agendas, streamlined papers and no sanctions for breaching technical quorum requirements; and
  - Streamlining of sub-committees but maintaining a focus on quality.
- 2.5 In light of the above guidance, and as the focus starts to shift towards potential recovery options, virtual Governing Body meetings commenced in April 2020, and will take place on a monthly basis, as required, with agendas being split into two parts as follows:
- Covid-19 – which will consist of an overview from the Accountable Officer of the local pandemic and associated response appropriate for the public record and the record of urgent and operation decisions taken; and
  - Core Business and the New Normal – which will consider key assurance requirements, which in part will be driven by the Governing Body Assurance Framework, reflecting on risks, which should include any emerging quality or control issues and concerns, whether Covid or non-Covid related and any mandatory requirements that must be maintained, however there will also be considerable focus on exploration and evaluation of the opportunities that have emerged in respect to new ways of working across the system. Developed to enable an appropriate response to the pandemic, there are opportunities to embed much of this as a new business as usual going forwards.

- 2.6 Following the initial virtual Governing Body meeting, there has been a further discussion in respect to re-starting formal governance and management arrangements within both the CCG and Council.
- 2.7 In light of this a Strategic Commissioning Board was convened at the beginning of May 2020.
- 2.8 Initially the CCG's statutory committees – Audit , Remuneration and Primary Care Commissioning - will be established. Sub-committees of the Governing Body have not been formally stood-up, however there have been extraordinary meetings scheduled where it has been appropriate to do so.
- 2.9 The Urgent Decision Group will cease meeting from 1<sup>st</sup> June 2020, however authority to make urgent decisions in respect to Covid-19 matters, in accordance with the provisions set out in the CCG Constitution, between formal meetings will remain until 30 June 2020. The Urgent Decision Group will have authority to act in respect to any delegations to groups of the CCG, its Governing Body and sub-committees.
- 2.10 Recognising that whilst governance and management arrangements are being re-established, the full scope of work across the CCG remains in accordance with arrangements agreed through Business Continuity as the CCG moves from crisis response into recovery. In order to ensure the Governing Body is assured that the CCG continues to fulfil its Statutory responsibilities and delegated functions, a summary forward plan is presented. This report considers those items of business that the Governing Body should have received, noted and taken decisions on to support discharge of its duties.

### **3.0 Summary of routine Governing Body business**

- 3.1 A number of adjustments have been made to the agenda for the May Governing Body meeting due to the impact of Covid19 on the wider processes and work programme of the CCG.
- 3.2 Table 1 below details the items that were due to considered at the May 2020 Meeting, including the supporting rationale as to why these are not being presented, any alternative arrangements for progressing these and any potential concerns that the Governing Body should be mindful of.

### **4.0 Recommendations**

- 4.1 The Governing Body is required to
- note the items that would ordinarily have been presented at the May 2020 meeting; and
  - note the supportive narrative on how these items of business will be progressed.

**Table 1 –Governing Body items – 27<sup>th</sup> May 2020**

<b>Agenda Item</b>	<b>Purpose</b>	<b>Rationale/Next steps</b>
Minutes of the last Meeting and Action Log	Approval	Included on agenda for Virtual meeting on the 27 <sup>th</sup> May 2020
CCG Chair and Chief Officer Update	Information	Routine updates have been provided through the weekly Governing Body briefing sessions. This arrangement will continue and will also be included on the agenda for future virtual Governing Body meetings
Coronavirus	Information	Routine updates have been provided through the weekly Governing Body briefing sessions. This arrangement will continue and will also be included on the agenda for future virtual Governing Body meetings
Finance Report	Information	Finance will feature as a standing item on the virtual Governing Body meetings. An update will be provided and accompanied by a written report where appropriate to do so.
Public Questions in relation to the agenda	Consideration	<p>In recognition of the legislative requirements to hold Governing Body meetings in public, the CCG initially determined that in the first instance, whilst the scope of virtual technologies is explored, the Chair of Healthwatch Chair and a Bury Times representative will be invited to attend the virtual Governing Body. This arrangement was in place for the meeting in April 2020 and has been extended to the meeting on 27<sup>th</sup> May 2020.</p> <p>Work to progress utilisation of technology to make the virtual Governing Body meeting more accessible to the public, including allowing them to join the meeting and if this is not possible, to live stream and or record meetings is still being considered. It is anticipated that this will be in place for the June 2020 meeting.</p> <p>Until these arrangements are confirmed, the public will be invited through the usual route to submit questions for consideration at the Governing Body meeting in relation to agenda items.</p>
Quality and Performance Committee Chair's Report	Assurance	Included on the agenda.
Performance Report	Assurance	A full performance report, reflecting data from February is included on the agenda.
Quality Report	Assurance	The Quality and performance meeting was held in preparation for the Q4 assurance

		visit from GMHSCP which will focus on quality. This is scheduled for the 1 <sup>st</sup> June 2020. The minutes of the meeting are included for information.
Primary Care Commissioning Committee Chair report	Assurance	The Primary Care Commissioning Committee has been stood-up and the first meeting following Covid-19, will be undertaken virtually on 27 <sup>th</sup> May 2020, prior to the Governing Body. A verbal update from the Chair of the Committee will be provided to the Governing Body.
Clinical Cabinet Chair report	Assurance	At this time, the Clinical Cabinet and also joint meetings of the Clinical Cabinet and Professional Congress have been paused. Clinical Engagement is in place with clinical directors and leads embedded into all the pandemic response governance arrangements. There is also a requirement for all urgent and operation decisions to seek a view and supporting statement from a clinician prior to approval. Routine reports from the Chair will therefore not be prepared until such time that a level of business as usual returns. The Governing Body is reminded that a Professional Reference Board was being established as a system-wide Board to replace both the Clinical Cabinet and Professional Congress, with a view to bringing clinicians and other professionals together to ensue clinical and professional engagement through all commissioning arrangements and improvement schemes.
Annual Accounts and Letter of Representation	Approval	<p>The National Health Service Act 2006 (as amended) requires Clinical Commissioning Groups to prepare their Annual Accounts in accordance with Directions issued by NHS England.</p> <p>In light of the Covid-19 position, there have been some changes at national level to the timescales associated with this process, including some delays in guidance being issued to support the audit process.</p> <p>The extraordinary Audit Committee meeting on the 22<sup>nd</sup> May 2020 has now been cancelled to allow additional time for the accounts to be finalised. The Annual Accounts and Letter of Representation will now be submitted to the Audit Committee meeting on the 5<sup>th</sup> June 2020. The Governing Body will need to approve the accounts at their next meeting scheduled to take place on the 24<sup>th</sup> June 2020 ahead of the submission deadline to NHS England on the 25<sup>th</sup> June 2020.</p> <p>A further update on this process will be provided as part of the Finance, Contracting</p>

		& Procurement Chair's update included on today's meeting agenda.
Annual Report and Annual Governance Statement	Approval	<p>The CCG is required to publish an Annual Report in accordance with statutory and regulatory guidance. Further work has been undertaken to present a comprehensive annual report which reflects the achievements of the CCG over the reporting period.</p> <p>In light of the Covid-19 position, there have been some changes at national level to the timescales associated with this process.</p> <p>The extraordinary Audit Committee meeting on the 22<sup>nd</sup> May 2020 has now been cancelled to allow additional time for the accounts to be finalised. The Annual Report and Annual Governance Statement will now be submitted to the Audit Committee meeting on the 5<sup>th</sup> June 2020. The Governing Body will need to approve the Annual Report, including the Annual Governance Statement at their next meeting scheduled to take place on the 24<sup>th</sup> June 2020, ahead of the submission deadline to NHS England on the 25<sup>th</sup> June 2020.</p>