

Draft minutes of the Governing Body meeting held on 16 September 2020

Microsoft Teams Video Conference meeting

Part A

Present	
Dr Asad Ali	Co-Chair / GP Member <i>**Chaired meeting**</i>
Dr Christine Ahmed	GP Member – Starting Well
Dr Kate Hebden	GP Member – Primary Care
Ms Karen Huntley	Lay Member for Public and Patient Involvement
Dr Vinny Khunger	GP Member – Mental Health
Mr Steven Pleasant	Accountable Officer, NHS Tameside and Glossop CCG and Chief Executive, Tameside Metropolitan Borough Council
Dr Ashwin Ramachandra	Co-Chair / GP Member – Living Well
Mrs K Roe	Director of Finance
Mr D Swift	Lay Member for Governance
Ms Clare Todd	Governing Body Nurse
In attendance	
Dr Jeanelle DeGruchy	Director of Public Health
Mrs Gill Gibson	Director of Quality and Safeguarding
Mrs Joanne Keast	Executive Support Manager
Ms V Leonard	Lead Designated Nurse Safeguarding
Mr Ali Rehman	Business Intelligence
Mrs Jayne Somerville	Executive Support - Note taker
Mrs Julie Speakman	Head of Executive Support
Mrs Jessica Williams	Director of Commissioning
Apologies	
Dr T Hendra	Secondary Care Consultant
Ms Carole Prowse	Lay Member for Commissioning

1 WELCOME AND APOLOGIES

A Ali welcomed the Governing Body members to the September meeting which was taking place virtually. He advised members that given it was a public meeting, the meeting was being webcast.

Apologies were received from Dr T Hendra and C Prowse.

2 DECLARATIONS OF INTEREST

The Governing Body **received** the Register of Interests as at September 2020.

The Chair invited colleagues to advise of any amendments to the Register of Interest over and above those already formally notified to the CCG. There were no items raised.

3 CONSIDERATION OF ANY ITEMS OF URGENT BUSINESS

A Ali asked the Governing Body if there were any urgent items of business for today's meeting. No items of urgent business were put forward.

4 CHAIR'S INTRODUCTION

A Ali thanked the Governing Body for their valuable contribution during such unprecedented times.

He made reference to the rate for the number of Covid-19 cases for Tameside which has risen to 107 cases per 100,000 people.

He reminded colleagues that the public can continue to access health services from Tameside and Glossop Integrated Care NHS Foundation Trust and from all GP practices across Tameside and Glossop. He confirmed that the key aim is to protect the vulnerable members of the population and to continue working to deal with the Covid-19 cases as they arise.

5 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 24 JUNE 2020

A Ali invited the Governing Body members to comment upon the accuracy of the draft minutes of the meeting held on 24 June 2020.

The Governing Body approved the minutes of the Governing Body meeting held on 24 June 2020.

6 ACTIONS ARISING

The Governing Body members reviewed the action log:

010420: Governing Body Assurance Framework - Next iteration to include lessons learnt under each migrating factor and the effect it is having on patients – to be presented to the Governing Body at its May meeting.

D Swift presented members with the Governing Body Assurance Framework which had been discussed at the Audit Committee earlier that day.

The Governing Body was advised that the CCG has now updated the Governing Body Assurance Framework and Risk Register to include Covid-19 and reference to command and control, and that Covid-19 will be taken into consideration as standard when updating all risks. The Audit Committee will continue to monitor the updates on the risk register and report to the Governing Body accordingly.

The Governing Body approved the Governing Body Assurance Framework and *subsequent to the meeting, this was uploaded to the CCG Website.*

It was agreed to remove this action from the list.

020420: Single Risk Register to be expanded to include Covid-19 related risks. An updated list of risks to be presented to the Audit Committee at its next meeting and subsequently to Governing Body

K Roe confirmed that the CCG's risk register continues to be reviewed by the CCG's Audit Committee and now includes Covid-19 as standard.

D Swift as chair of the CCG's Audit Committee confirmed that he was happy for this action to be removed from the list.

01062020: The Governing Body to receive a paper at its next meeting which details the progress and actions of the Living With Covid Task Group

J Williams confirmed that a large amount of work is now taking place around the Living with Covid agenda. She reported that a new Living with Covid Board has been established with meetings now scheduled.

She agreed to provide the Governing Body with a progress update at the next meeting.

The Governing Body **noted** the updates provided.

7 FOR GOVERNING BODY ACTION:

7a Safeguarding and Looked After Children Annual Report

V Leonard presented the Governing Body with the Safeguarding and Looked After Children Annual Report for 2019/20.

She confirmed that the CCG is fulfilling its statutory responsibility as Commissioner to promote the safety and welfare of children and adults in all of the services it commissions.

The Governing Body was advised that the report provides a summary of the work and achievements undertaken during 2019/20 and highlights specific areas requiring development during this period.

V Leonard made reference to the CCG's completion of an annual assessment; she confirmed that assurance visits take place where required, and that the CCG actively contributes to the preparation of quality and audit reports.

The Governing Body was advised that the Quality Team is currently working with the CCG's Human Resources team to enhance the training records matrix which is in place.

D Swift highlighted that the report did not specify a standard target in relation to training.

G Gibson confirmed this standard to be 85% and agreed to update the report to reflect this.

D Swift made reference to NHS Tameside and Glossop CCG being accountable to the Greater Manchester Health and Social Care Quality Board. He clarified with the CCG's Director of Quality and Safeguarding that Glossop is recognised and included within that overall accountability. In view of this, he proposed that a statement be included in the report which states that "... In 19/20 NHS Tameside and Glossop CCG met its legal obligations in Tameside and Glossop". The Governing Body supported this proposal.

The Governing Body approved the Safeguarding and Looked After Children Annual Report for 2019/20 subject to the report being updated as per the discussion.

7b Integrated Economy Finance Report – Month 3

The Governing Body received the Integrated Economy Finance Report as at 30 June 2020 (Month 3).

K Roe informed members that NHS Tameside and Glossop CCG continues to operate under a Command and Control regime during the Covid-19 pandemic.

She advised the Governing Body that the economy's financial position is extremely volatile at present. She reported an £8.3m pressure and advised that approximately £4.3m relates to forecast costs for socially distanced home to school transport for vulnerable / special educational needs children within Tameside and Glossop.

K Roe informed the Governing Body that Greater Manchester, within the last twenty four hours, has received its NHS Phase 3 allocation for October 2020 to March 2021. She confirmed that this information is currently being reviewed to see what this will mean for the Tameside and Glossop economy and agreed to update the Governing Body in due course.

The Governing Body:

- **Noted** the forecast outturn position and associated risks for 2020/21 as set out in *Appendix 1*
- **Noted** the significant pressures facing Council Budgets as set out in *Appendix 2*
- **Noted** the Council's Capital Programme 2020/21 forecast and the re-profiling of capital budgets as set out in Table 2 of *Appendix 3*
- **Noted** the funding pressures facing the Council's Capital Programme as set out in *Appendix 4* of the report.

7c Learning Disabilities Mortality Review (LEDAR) Programme Tameside and Glossop Annual Report

The Governing Body received Learning Disabilities Mortality Review (LEDAR) Programme Tameside and Glossop Annual Report.

G Gibson highlighted that this report is the first annual report completed by NHS Tameside and Glossop Clinical Commissioning Group (CCG) on the learning from deaths of those with learning disabilities within Tameside and Glossop. She confirmed that the report covers the period January 2019 to March 2020.

C Todd advised colleagues that she was pleased to see Learning Disabilities on the Governing Body agenda and that it is to be included in the CCG's priorities.

7d Governing Body Assurance Report

This report was captured within *Agenda Item 6 - Actions Arising* (Action Number 010420).

8 COVID-19 RESPONSE:

8a Accountable Officer Update

S Pleasant made reference to the detailed update he had provided earlier today within the CCG's Annual General Meeting in public. He advised the Governing Body that he had nothing further to report.

Subsequent to the Governing Body meeting, it was agreed that the presentation from today's Annual General Meeting be made available on NHS Tameside and Glossop CCG's website for information.

Action: J Keast

8b Oversight of Quality during Covid-19

G Gibson presented the Governing Body with the *Oversight of Quality during Covid-19* report.

She confirmed that the CCG's Quality team continues to work with the CCG's providers to ensure that there are robust quality assurance mechanisms in place to monitor the quality of the services commissioned by the CCG, and to highlight any quality concerns and advise of the action being taken to address any such concerns.

The Governing Body thanked G Gibson and **noted** the content of the Oversight of Quality during Covid-19 report.

8c Covid Response Board: Minutes of the meetings held on 20 May, 3 June, 10 June, 17 June, 1 July, 8 July, 15 July and 22 July 2020

The Governing Body **received** for information the ratified minutes of the Covid Response Board meetings held on 20 May, 3 June, 10 June, 17 June, 1 July, 8 July, 15 July and 22 July 2020. These minutes set out the Strategic Commission's plans and decisions being made in light of the Coronavirus Pandemic.

D Swift made reference to the Covid Response Board minutes of 3 June 2020 and highlighted *Agenda Item 169: Parental Bereavement Leave Scheme*.

He expressed his opinion in that he did not consider approval for such leave to be within the Executive Leader's remit for CCG staff and requested clarification of this.

S Pleasant advised that this information was in fact inaccurate and that as Head of Paid Services, it should be himself who authorises such leave for Tameside MBC colleagues, and as Accountable Officer for CCG staff.

It was agreed to request for this information to be corrected.

Action: J Speakman

9 APPROVED MINUTES OF COMMITTEES:

The Governing Body **received** the ratified minutes of the following Committees and **noted** their content. Dr A Ali invited questions and comments pertaining to these minutes:

9a Strategic Commissioning Board: 24 June and 29 July 2020

No questions or comments were raised pertaining to the minutes.

9b Items recommended to GB by SCB

A Ramachandra confirmed that there had been no decisions made at the Strategic Commissioning Board meeting on either 24 June or 29 July 2020 which required the Governing Body's approval.

9c Primary Care Committee: 3 June, 1 July and 5 August 2020

No questions or comments were raised pertaining to the minutes.

9d Finance and QIPP Assurance Group: 22 April, 27 May, 24 June and 22 July 2020

No questions or comments were raised pertaining to the minutes.

9e Audit Committee: 20 May 2020

D Swift highlighted that the Audit Committee, at its meeting earlier today, had considered the extension of contracts for both internal and external audit providers.

10 PARTNERSHIP AND GREATER MANCHESTER MEETINGS

10a Greater Manchester Joint Commissioning Board: 21 January 2020

The Governing Body received the ratified minutes of the Greater Manchester Joint Commissioning Board meeting held in public on 21 January 2020 and noted their content.

10b Tameside Health and Wellbeing Board: 5 March 2020

The Governing Body received the ratified minutes of Tameside's Health and Wellbeing Board meeting held on 5 March 2020 and noted their content.

11 ANY ITEMS OF URGENT BUSINESS

11a Access to Covid-19 Tests

K Hebden asked the Director of Population Health whether or not Tameside Metropolitan Borough Council would be permitted to commission its own private Covid-19 testing facility?

J DeGruchy responded in that although it would be possible, she did not consider this would assist the situation. She confirmed that capacity has not reduced; albeit there has been a national increase in demand for testing which has created challenges in relation to laboratory capacity and re-agents. She did however recognise that a long term sustainable solution is required nationally.

11b GP Letters for Schools

K Hebden informed the Director of Population Health that GP practices are receiving requests from parents asking for letters for schools in relation to their children being absent from school due to self-isolating.

J DeGruchy confirmed that Population Health colleagues have been working with head teachers across Tameside to support them in this respect. She advised for GP colleagues to report any specific issues via the Population Health Covid19 email address: Covid-19@tameside.gov.uk.

A Ali also advised that colleagues could forward any concerns of this nature to himself for him to raise via the Covid Health Protection Board which meets on a fortnightly basis.

12 DATE AND TIME OF NEXT MEETING:

The next meeting in public of the Governing Body is scheduled for Wednesday 9 December 2020.

A Ali closed the public meeting at 13:55 hours.