

Decision Notice

Public Section of the meeting of NHS Calderdale CCG Governing Body held on Thursday 22 October 2020 at 2pm via Video Conference.

Due to the COVID 19 public health emergency this meeting was not held in public.

Present

Dr Steven Cleasby (SC) CCG Chair

Robin Tuddenham (RT) Accountable Officer

Neil Smurthwaite (NS) Chief Operating Officer

Caroline Taylor (CT) Clinical Vice Chair, Governing Body Member

John Mallalieu (JM) Deputy Chair, Lay Member (Finance and Performance)

Dr Farrukh Javid (FJ) GP Member

Dr James Gray (JG) GP Member

Lesley Stokey (LS) Director of Finance

Penny Woodhead (PW) Chief Quality and Nursing Officer

Alison MacDonald (AM) Lay Member (Patient and Public Engagement)

Prof Peter Roberts (PR) Lay Member (Audit)

Dr Rob Atkinson (RA) Secondary Care Specialist

Prof Rob McSherry (RM) Registered Nurse

In attendance

Denise Cheng-Carter (DCC) Lay Advisor

Deborah Harkins (DH) Advisor to the Governing Body, Director of Public Health,
Calderdale Metropolitan Borough Council

Iain Baines (IB) Advisor to the Governing Body, Director of Adult Services,
Calderdale Metropolitan Borough Council

Andrew O'Connor (AOC) Senior Corporate Governance Officer (Minutes)

Jill Duffton (JD) Engagement Manager (for items 6 and 8)
Debbie Graham (DG) Head of Integration and Partnerships (for item 7)
Rob Gibson (RG) Corporate Systems Manager (for items 8 and 12)
Rhona Radley (RR) Deputy Head of Service Improvement and Kym Brearley (KB)
Project Co-ordinator (for item 16) (accompanied by young people and providers)

Observing

Steven Reed (SR) – Communications Officer

Agenda Items and Decisions

Item 1 – Accountable Officer Appointment

Decision:

The Governing Body:

1. **Received** the report and **noted** that, following NHS England approval, the current Calderdale Metropolitan Borough Council (CMBC) Chief Executive had been appointed as the Accountable Officer for Calderdale CCG as part of a shared role with CMBC with effect from 16th October.
2. **Recognised** the leadership provided by the current Interim Accountable Officer, Interim Chief Financial Officer, and the CCG's Senior Management Team during the intervening period.

Item 2 - Apologies for absence

There were no apologies.

Item 3 - Declaration of interest

Alison MacDonald (AM) declared a direct professional interest in item 16 (Patient Story). She had been involved in supporting the Autism Spectrum Disorder summit around the time she joined the CCG as a Governing Body Member.

AM also declared an indirect personal interest in item 16 as her daughter had been and continued to be involved in the CCG's work on services for young people with Autism Spectrum Disorder on a voluntary basis and would be present to present to the Governing Body later in the meeting.

The Governing Body **agreed** that AM could take part in the item without restriction.

There were no further conflicts of interest declared.

The CCG's Registers of Interest can be obtained from the CCG's website.

Item 4 - Minutes

Decision:

The minutes of the public section of the Governing Body meeting and the CCG's Annual General Meeting held on 23 July 2020 were **received** and **adopted** as a correct record.

Item 5 - Interim Accountable Officer's Report

Decision:

The Governing Body **received** and **noted** the content of the report.

Item 6 - Healthwatch Calderdale Covid-19 Engagement

Decision:

The Governing Body:

1. **Noted** and considered the Healthwatch engagement reports.
2. **Noted** the CCG response letter.
3. **Noted** that the response letter would be published on the CCG website once Healthwatch have received the formal response.

Item 7 - CCG Stabilisation, Reset and Planning

Decision:

The Governing Body:

1. **Received** and **noted** the contents of report;
2. **Identified** any areas for further assurance;
3. **Requested** regular updates on reset and planning.

Item 8 - Involving People strategy

Decision:

The Governing Body:

1. **Approved** the Involving People Strategy.
2. **Approved** governance structure for system wide engagement and communication across Calderdale.
3. **Adopted** and **agreed** to publish the joint strategy and governance structure as a vision and shared set of principles and approach for involving people across Calderdale.

Item 9 - Emergency Preparedness, Resilience and Response (EPRR) - Annual Update

Decision:

The Governing Body:

1. **Received** and **noted** the arrangements in place to support Emergency Preparedness (EP) and activities undertaken throughout the year.
2. **Approved** the CCG's Emergency Planning Framework (2020)

Item 10 – Performance Report

a. Interim Chief Finance Officer's Report (Including Performance Report)

Decision:

The Governing Body **noted**

1. the new temporary financial regime for the period April - September 2020.
2. the forecast overspend for the period April – September 2020.
3. new planning guidance due for the period October 2020– March 2021.

4. the contacting update.
5. the impact of COVID-19 on the progress being made towards achieving the standards set out in the NHS Constitution.
6. the indicators available and reporting arrangements to support the mental health programme for Calderdale. The latest developments to support system oversight and assurance across the West Yorkshire and Harrogate Partnership.

b. Quality and Safety Report

Decision:

The Governing Body:

- **Received** the update on Quality and Safety information to provide assurance regarding its main providers, plus the following information:
 - Friends and Family Test guidance
 - Children Looked After – Annual report 2019 -20
 - Learning Disability Mortality Review Annual report 2019-20

Item 11 – Committee Terms of Reference

Decision:

The Governing Body:

- **Approved** the proposed amendments to the following committee Terms of Reference:
 - a. Commissioning Primary Medical Services Committee
 - b. Quality, Finance and Performance Committee
 - c. Audit Committee
 - d. Remuneration and Nomination Committee

Item 12 – High Level Risk Log and Report - Risk Cycle 3 2020/21

Decision:

The Governing Body:

- **Confirmed** that it was **assured** that the High Level Risk Register represents a fair reflection of the risks being experienced by the CCG at the end of Risk Cycle 3 of 2020-21. This is following a review of the risks at the combined Quality, Finance and Performance Committee meeting on 24 September 2020.

Item 13 – Committees

a) Audit Committee Annual Report

Decision:

The Governing Body **received** the Audit Committee's Annual Report.

b) Minutes

Decision:

The Governing Body **received** the following:

- i. The minutes of the Audit Committee meeting held on 18 June 2020
- ii. The minutes of the Quality, Finance and Performance Committee meeting held on 25 June 2020
- iii. The minutes of the Commissioning Primary Medical Services Committee meeting held on 23 July 2020.
- iv. A Commissioning Primary Medical Services Committee Decision Notice dated 3 September 2020.

Item 14 – External Meetings

Decision:

The Governing Body **received** the minutes of the meeting of the West Yorkshire and Harrogate Joint Committee of CCGs held on 7 July 2020

Item 15 – Key Messages for Practices

Decision:

The Governing Body **agreed** the following key messages for member practices:

- Healthwatch report and response

- Involving People Strategy

Item 16 – Patient Story - THRIVE and Autism Spectrum Disorder Update

Decision:

The Governing Body:

1. **Received** the patient story and report.
2. **Noted** the significant contribution made by all the children and young people involved in shaping how mental health and emotional wellbeing services are designed and delivered for them. This included those who designed and led the '*Find Your Brave*' Summit in February 2020 and who helped create the video shown at the meeting.
3. **Noted** the key issues arising from the impact of COVID-19 and **received assurance** of how these were being managed as a system by the Open Minds Partnership.

Item 17 – Date and time of the next meeting in public:

Decision:

The Governing Body **noted** that the next meeting would take place as follows:

Governing Body Meeting

Thursday 28 January 2020

2.00pm

Via Video Conference