

Meeting: Strategic Commissioning Board			
Meeting Date	04 November 2019	Action	Approve
Item No	3	Confidential / Freedom of Information Status	No
Title	Minutes of Last meeting and Action Log		
Presented By	Cllr D Jones, Chair		
Author	Emma Kennett, Head of Corporate Affairs and Governance		
Clinical Lead	-		
Council Lead	-		

Executive Summary
<p><b>Introduction and background</b></p> <p>The attached minutes reflect the discussion from the Strategic Commissioning Board held on 2<sup>nd</sup> October.</p>
<p><b>Recommendations</b></p> <p>It is recommended that the Strategic Commissioning Board:</p> <ul style="list-style-type: none"> <li>Approve the Minutes of the Meeting held on 2 October 2019 and an accurate record; and</li> <li>Note progress in respect to agreed actions captured on the Action Log.</li> </ul>

Links to Strategic Objectives/Corporate Plan	Choose an item.
Does this report seek to address any of the risks included on the Governing Body / Council Assurance Framework? If yes, state which risk below:	N/A
<i>Add details here.</i>	

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	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

<b>Implications</b>						
requested?						
Are there any financial implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any legal implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any health and safety issues?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
How do proposals align with Health & Wellbeing Strategy?	N/A					
How do proposals align with Locality Plan?	N/A					
How do proposals align with the Commissioning Strategy?	N/A					
Are there any Public, Patient and Service User Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
How do the proposals help to reduce health inequalities?	N/A					
Is there any scrutiny interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
What are the Information Governance/ Access to Information implications?	N/A					
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 /Council/ Strategic Commissioning Board's Risk Register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Additional details						

<b>Governance and Reporting</b>		
<b>Meeting</b>	<b>Date</b>	<b>Outcome</b>

<b>Title</b>	<b>Minutes of the Strategic Commissioning Board on 2 October 2019</b>		
<b>Author</b>	Emma Kennett, Head of Corporate Affairs and Governance		
<b>Version</b>	0.2		
<b>Target Audience</b>	Strategic Commissioning Board Members / Members of the Public		
<b>Date Created</b>	7 <sup>th</sup> October 2019		
<b>Date of Issue</b>	October 2019		
<b>To be Agreed</b>	4 <sup>th</sup> November 2019		
<b>Document Status</b> (Draft/Final)	Draft		
<b>Description</b>	Minutes of the Strategic Commissioning Board on 2nd October 2019		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
18/10/19	0.1	Emma Kennett	Forwarded to Chair for review.
23/10/19	0.2	Lisa Featherstone	Action log updated
<b>Approved:</b>			
<b>Signature:</b>			
			..... <b>Dr J Schryer, Chair</b>

# Strategic Commissioning Board Meeting

## DRAFT MINUTES OF MEETING

Strategic Commissioning Board Meeting, 2 October 2019 16:00-17.30

Chair – Dr J Schryer

### Voting Members

Dr Jeff Schryer, CCG Chair (Chair)  
Cllr David Jones, Leader of the Council, Cabinet Member for Economic Growth, Skills & Transport  
Dr Daniel Cooke, Clinical Director, Bury CCG  
Dr Cathy Fines, Clinical Director, Bury CCG  
Mr Howard Hughes, Clinical Director, Bury CCG  
Mr Chris Wild, Lay Member – Finance & Audit, Bury CCG  
Mr Geoff Little, Chief Executive, Bury Council / Accountable Officer, Bury CCG  
Mr Mike Woodhead, Joint Chief Finance Officer  
Cllr Andrea Simpson, Deputy Leader, Cabinet Member Health & Wellbeing  
Cllr Eamonn O'Brien, Cabinet Member Finance & Housing  
Cllr Alan Quinn, Cabinet Member Environment  
Cllr Jane Black, Cabinet Member Corporate Affairs & HR

### Non-Voting Members

Mrs Fiona Boyd, Registered Lay Nurse of the Governing Body, Bury CCG

### Others in attendance

Ms Margaret O'Dwyer, Director of Commissioning and Business Delivery, Bury CCG  
Cllr Tim Pickstone, Council Opposition Member  
Mr Peter Bury, Lay Member Quality & Performance, Bury CCG  
Ms Nicky O'Connor, Director of Transformation  
Ms Lynne Ridsdale, Deputy Chief Executive, Bury Council  
Ms Lesley Jones, Director of Public Health, Bury Council  
Mrs Julie Gonda, Interim Executive Director – Communities and Wellbeing, Bury Council  
Mrs Jayne Hammond, Assistant Director of Legal and Democratic Services, Bury Council  
Mrs Emma Kennett, Head of Corporate Affairs and Governance, Bury CCG/Business Support Unit Representative– minutes

### Public Members/Officers

Mr J Timan, Bury Times  
Mrs Lisa Featherstone, Deputy Director of Business Delivery  
Ms Julie Gallagher, Democratic Services

## MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies and Quoracy
1.1	<p>The Chair welcomed everybody to the inaugural meeting of the Strategic Commissioning Board (SCB). The Chair outlined the general principles in which the SCB should be operating which included: -</p> <ul style="list-style-type: none"><li>• Ensuring that all members have a voice as part of meeting discussions.</li><li>• The need to minimise the use of acronyms within reports and where used the need to detail these in full.</li><li>• Powerpoint Presentations to be avoided at meetings where possible.</li><li>• Meeting papers being circulated in advance of meetings in line with the Terms of Reference. Presenters of reports should aim to detail three salient points</li></ul>

	<p>assuming members have fully read the reports.</p> <ul style="list-style-type: none"> <li>• The Business Support Unit having a key role in supporting the SCB governance requirements.</li> <li>• Finance and Performance being included as a Standing Item on each month's agenda.</li> </ul>
1.2	The Leader of the Council commented that this was an innovative occasion for the Health and Social Care agenda in Bury and looked forward to working together as One Commissioning Organisation (OCO).
1.3	<p>Apologies for absence were received from: -</p> <p><u>Members:</u></p> <ul style="list-style-type: none"> <li>• Cllr Sharon Briggs, Cabinet Member Communities</li> <li>• Cllr Tamoor Tariq, Cabinet Member Children &amp; Families</li> </ul> <p><u>Non-voting / Attendance</u></p> <ul style="list-style-type: none"> <li>• Mr Peter Thompson, Secondary Care Clinician</li> <li>• Ms Karen Dolton, Executive Director of Children and Young People, Bury Council</li> <li>• Mrs Catherine Jackson, Executive Nurse</li> </ul>
1.4	The meeting was declared quorate in line with its Terms of Reference.
1.5	It was noted that the CCG was awaiting formal confirmation from NHS England that the CCG's Constitution and supporting governance arrangements, including the formation of the SCB had been approved hence today's meeting would operate in good faith until this confirmation is received. It was noted that there were no items requiring a decision on today's agenda. <i>NB</i> – Confirmation of the Constitution changes and new governance arrangements was received from NHS England on the 3 <sup>rd</sup> October 2019.

ID	Type	The Strategic Commissioning Board:	Owner
D/10/01	Decision	Noted the information	

2	Declarations of Interest
2.1	The Chair reported that the CCG and Council both have statutory responsibilities in relation to the declarations of interest as part of their respective governance arrangements.
2.2	It was reported that the CCG had a statutory requirement to keep, maintain and make publicly available a register of declarations of interest under Section 14O of the National Health Service Act 2006 (as inserted by Section 25 of the Health and Social Care Act 2012). The Local Authority has statutory responsibilities detailed as part of Sections 29 to 31 of the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
2.3	The Chair commented that a declaration of interest register would be made available at each Strategic Commissioning Board (SCB) meeting. Declarations would still need to be made in the usual way via the respective CCG and Council governance arrangements and the Business Support Unit would ensure this joint register is kept fully up to date.
2.4	A number of additions were required to the register for the next meeting for the

	<p>following members: -</p> <ul style="list-style-type: none"> <li>• Cllr Quinn – two new interests in respect of family working in NHS.</li> <li>• Mrs Boyd – a new interest to reflect new role at Tameside.</li> <li>• Dr Schryer, Dr Cooke and Dr Fines – Primary Care Networks to be declared.</li> </ul>
2.5	<p>The Chair reminded Strategic Commissioning Board 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 the Strategic Commissioning Board.</p> <p><b>Declarations of interest from today’s meeting</b></p>
2.6	<p>There were no declarations raised.</p> <p><b>Declarations of Interest from the previous meeting</b></p>
2.7	N/A

ID	Type	The Strategic Commissioning Board:	Owner
D/10/02	Decision	Noted the published register of interests.	

<b>3</b>	<b>Public Questions</b>
3.1	No questions raised

ID	Type	The Strategic Commissioning Board:	Owner
D/10/03	Decision	Noted that there were no questions raised.	

<b>4.</b>	<b>Chief Executive and Accountable Officer Update</b>
4.1	<p>The Chief Executive, Bury Council / Accountable Officer, Bury CCG provided an update on the latest developments across the CCG and Council. It was reported that there were three key elements associated with the development of the Strategic Commissioning Board which included the development of Pooled Budgets, the development of the OCO linked to the consultation running until December 2019 and the coming together of clinical and political leaders of both the CCG and Council. It was noted that there was strong leadership in place within Bury which provided a strong position within Greater Manchester in terms of health and social care.</p>

ID	Type	The Strategic Commissioning Board:	Owner
D/10/04	Decision	Noted the update	

<b>5.</b>	<b>SCB Governance</b>
5.1	<p>The Chief Executive, Bury Council / Accountable Officer, Bury CCG submitted a report that set out the governance and supporting administration arrangements that have been developed to enable the Strategic Commissioning Board to operate efficiently and effectively in discharging the duties delegated to it from the Council Cabinet and CCG Governing Body.</p>
5.2	<p>As mentioned by the Chair as part of the introduction to the meeting, a virtual Business Support Unit had been established across the CCG Corporate Office and Council Democratic Services to support the administration of the Strategic Commissioning Board. The remit of the Business Support Unit, which would be empowered and</p>

authorised to manage the flow of business agreed was to: -

- review all papers received and scrutinise for quality, ensuring all requirements have been fulfilled before they are released into the public domain and onto SCB members;
- ensure that papers are presented to the SCB for the most appropriate action, whether decision or recommendation onto the Governing Body or Cabinet, in accordance with matters reserved and key decisions;
- work in a way that supports and manages on a Political (Council) and Clinical (CCG) context;
- support elected members, clinical directors and officers to navigate the system in the best interest of partnership working to achieve desired outcomes;
- utilise and adopt a critical friend approach that provides professional guidance both prior to and during meetings, prompting, raising concerns and keeping the business of the SCB on track and aligned to the core priorities as set out.

5.3 The Chief Executive, Bury Council / Accountable Officer, Bury CCG paid tribute to the work of the Business Support Unit for all the hard work undertaken to date in ensuring that the governance arrangements are in place for the Strategic Commissioning Board.

5.4 In terms of Organisational Development (OD) to support the SCB, it was proposed that appropriate OD support be provided over the coming months to ensure that the different cultures and responsibilities of each organisation are fully understood amongst SCB members.

5.5 The following comments/queries were made in relation to the SCB Governance paper: -

- OD support for the SCB would be important in terms of members getting time to know one another and understanding different roles. This would aid understanding around the key issues being faced in Bury in terms of the wider determinants of health.
- Clarification sought on how the voting arrangements for the SCB had been defined including the implications of having a vacant position from a CCG perspective. The Chief Executive, Bury Council / Accountable Officer, Bury CCG explained the rationale behind these arrangements in ensuring that equal votes are attributed to CCG and Council members.
- There was a need for the governance sub structure for the SCB to be fully defined however there were a number of existing CCG Committees that were statutorily required and would still need to report into the Governing Body (Audit Committee and Remuneration Committee). Other Committees such as the Finance, Contracting and Procurement Committee and Quality and Performance would need to continue in their current guise until such time that any joint arrangements are defined. It was requested that the Business Support Unit undertake a further piece of work in relation to the Governance Sub Structure for the SCB and the outcome of this be brought back to the November SCB Meeting. As part of this work, there would be a need to define the priority/key performance areas that need to be appropriately addressed by the Governance Sub Structure. The outcome measures associated with the Bury 2030 Strategy would need to link into this work. The level of detail required by the Sub Structure linked to exception reporting requirements to the SCB would be covered as part of the report to the SCB in November 2019.
- It would be helpful for the Business Support Unit to produce a glossary of terminology to help explain some of the common abbreviations used in the NHS and Local Government. An organogram of the existing CCG and Council

structures would also be helpful, and it was requested that this be produced.

ID	Type	The Strategic Commissioning Board:	Owner
D/10/05	Decision	Approved the governance and administration arrangements for the Strategic Commissioning Board as presented.	
A/10/01	Action	Governance Sub Structure for the SCB to be further defined and a report be produced for the November SCB Meeting	Mrs Featherstone/Mrs Hammond
A/10/02	Action	Business Support Unit to produce a glossary of terminology to help explain some of the common abbreviations used in the NHS and Local Government.	Mrs Featherstone/Mrs Hammond
A/10/03	Action	An organogram of the existing CCG and Council structures	Mrs Featherstone/Mrs Hammond

## 6. Overview of Health Need in Bury

- 6.1 The Deputy Leader of the Council introduced a report that set out the overarching health needs in Bury and identifies strategic priorities for improving health and reducing health inequalities.
- 6.2 The key messages for Bury were outlined as detailed in Section 2 of the report which included people living longer with poorer health and there being a 15-year gap in healthy life expectancy between the most and least deprived areas of Bury.
- 6.3 The Director of Public Health, Bury Council reported that life expectancy and healthy life expectancy were the two overarching measures which tell us about the health of our population. Life expectancy measures the average time a population is expected to live based on when they were born and where they live. Healthy life expectancy was a measure of how long on average a population can expect to live in good health. Other measures/details included within the report included Mortality, Morbidity, Modifiable Risk factors, determinants of health and the need for strategic priorities for improving health and reducing inequalities.
- 6.4 The following comments/queries were made in relation to the report: -
- Whether there would be an impact in terms of MMR vaccination rates in Bury in light of Brexit implications. It was noted that Public Health England would be closely monitoring this area. From a CCG perspective, it was reported that daily reporting to NHS England would soon be recommencing which included metrics in relation to workforce and medicine supplies.
  - The need to commission services in an appropriate way to meet the needs of the local population and address health inequalities. The need for more targeted interventions with clear outcome measures was discussed. The differences in approaches that could be implemented from a public health perspective were outlined. A partnership approach would be key in order for benefits to be realised in Bury.
  - The need for change in Bury in order to make improvements in terms of health inequalities given the variation being seen compared to the national average for tobacco and diet. This may require difficult choices however acting now would be key in making improvements for the future.
  - The need for more autonomy within communities to make health

	<p>improvements.</p> <ul style="list-style-type: none"> <li>In terms of next steps, there was a need for this work to link in with the refresh of the Locality Plan, 10 Year Strategy for Bury and there was a need for the SCB to agree which strategic priorities contained within the report it would wish to initially focus on. It was agreed that a proposal would be developed for submission to the SCB meeting in December 2019.</li> </ul>
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ID	Type	The Strategic Commissioning Board:	Owner
D/10/06	Decision	Noted the report;	
D/10/07	Decision	Consider the identified strategic priorities; and	
D/10/08	Decision	Agree improving and reducing inequalities in life expectancy, healthy life expectancy as central to the goals of the Bury Strategy and agreed that a further proposal would be submitted to the SCB meeting in December 2019 for action.	
A/10/04	Action	It was agreed that a proposal in relation to the Public Health strategic priorities would be developed for submission to the SCB meeting in December 2019.	Mrs Jones

7.	Bury Strategy Update / 10 Year Plan
7.1	The Deputy Chief Executive, Bury Council presented a report to provide an update on the approach to developing the Bury Strategy including engagement activity with the public and partnership Boards during September as well as desk top reviews of existing strategies.
7.2	It was reported that this was an exciting time for our Borough as it looked to develop its vision over the next 10 years. There was an opportunity to consider what is great about the Borough, what our local people’s hopes and aspirations are, how Bury would play a key role within Greater Manchester – all to improve outcomes and the life chances for its residents. It was noted that there was a need to make the best use out of the capacity and resources that exist within the community and draw upon the different skills and levels of expertise.
7.3	It was highlighted that the previous ‘Community Strategy’ for Bury has run its course and is due for a refresh having been developed in 2008 and this provides an opportunity to develop a new strategy for the Borough. The Bury Strategy would be a 10-year vision for the place, rather than a plan just for any given organisation – this is a plan for the Borough of Bury, by the people of Bury. It was envisaged that the initial draft of this plan would be available for early in 2020
7.4	<p>The following comments/queries were made in relation to the report:</p> <ul style="list-style-type: none"> <li>As part of the development of the strategy, there was a need to appropriately target ‘hard to reach’ groups within the communities given the significant variations/pockets of deprivation that can be seen in particular communities. It was reported that as part of the initial work, the Council has been engaging within its available resources and there was a need for all partners to be on board with this work in order to obtain the required levels of information.</li> <li>There was a need to be prepared for what issues may be raised by members of the public as part of this work.</li> <li>The views obtained in the Town Centre may be very different to what Sedgley Park resident views are hence how the diversity of views are aligned with priorities would be a key element of the process.</li> </ul>

7.5	<ul style="list-style-type: none"> <li>• The need to ensure that individuals with Learning Disabilities are provided with the opportunity to have their say. It was noted that local carers groups had been included as part of the engagement process.</li> <li>• There was the need to initially capture enough information to formulate a strategy, however the quality and quantity of information would need to continually grow as part of the consultation.</li> <li>• There was a need to encourage people to think long term and be considering factors such as more cycle paths and the impact of Bury having declared a Climate Change Emergency.</li> <li>• There was a need to have further discussion in relation to the Locality Plan at the November SCB meeting and ensure that that the Health and Wellbeing Board are appropriately sighted.</li> </ul> <p>The Chair enquired about the next steps to drive this work forward. The Deputy Chief Executive, Bury Council commented that it would be useful to understand the SCB's priorities in the first instance which would inform the strategy within this area. It was reported that a thematic analysis of the work to date linked to the SCB priority areas would be submitted to the SCB meeting in December 2019.</p>
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ID	Type	The Strategic Commissioning Board:	Owner
D/10/09	Decision	Noted the activity to develop the Bury Strategy to-date;	
D/10/10	Decision	Agreed to complete the partnership survey at <a href="http://www.onecommunitybury.co.uk/Bury2030">www.onecommunitybury.co.uk/Bury2030</a> and for respective Board members to complete the survey if not already done so;	
D/10/11	Decision	Considered the degree to which the Bury Strategy acts as the basis of the Bury Locality Plan refresh.	
A/10/05	Action	A thematic analysis of the Bury Strategy work to date linked to the SCB priority areas would be submitted to the SCB meeting in December 2019.	Mrs Ridsdale
A/10/06	Action	The Locality Plan refresh to be submitted to the November SCB meeting for comments/discussion.	Mr Little

<b>8</b>	<b>Urgent Care Review</b>
8.1	<p>Members received copies of a report that included a scoping paper that has been developed in order to take forward the Bury System Urgent Care Review. The paper includes further details in relation to: -</p> <ul style="list-style-type: none"> <li>• Review Objectives</li> <li>• Services in Scope</li> <li>• Proposed Project Teams</li> <li>• Project Sub Structure</li> <li>• Required outputs</li> <li>• Key Local Reviews to be considered</li> <li>• Governance</li> <li>• Key Inter-relationships</li> </ul>
8.2	<p>The following comments/queries were made in relation to the report: -</p> <ul style="list-style-type: none"> <li>• What the timescales would be for having firm plans in place for any proposed changes. It was noted that some firm proposals were anticipated for December 2019 once the review had been undertaken in readiness for changes being implemented for April 2020.</li> </ul>

- The need to review patient activity figures as part of the review across all urgent care service.
- The review would need to be undertaken from a clinical, quality and financial perspective.
- The need for the review to focus on the current urgent care position in Bury as the position had moved on from when this area was reviewed a few years ago. For example, the Urgent Care Treatment Centre was now open at the Fairfield General Hospital site, extended hours , Primary Care appointments were now available.
- There was a need to publicise what urgent care services were available for patients in what locations and at what times. There was also a need to eradicate any misconceptions i.e. not being able to get a GP appointment etc. It was noted that the CCG's Governing Body at their meeting in September 2019 had agreed to undertake an engagement/publicity campaign with the public over the winter months to raise awareness of what services were available.

ID	Type	The Strategic Commissioning Board:	Owner
D/10/12	Decision	Considered the Scoping Paper in relation to the Bury System Urgent Care Review.	

9	Finance Report Including Commissioning Reviews
9.1	The Joint Chief Finance Officer, Bury Council and CCG presented the latest finance report for the CCG and Council which included details in relation to a number of commissioning reviews that were being undertaken. Comments on the format of the report were welcomed given this was the first time that CCG and Council finances had been brought together into the one report.
9.2	<p>A general discussion took place regarding the format of the report and following suggestions were made: -</p> <ul style="list-style-type: none"> <li>• It would be useful to have an occasional deep dive into particular areas of financial performance on a quarterly basis. In terms of the next deep dives, it would be useful to have a 6 month and 9-month focus. It was agreed that an extra half hour should be added to meetings where a deep dive features on the agenda.</li> <li>• The need for the report to cover strategic finance issues for both the CCG and Council including value for money, the medium-term financial strategy and the distinct differences in accounting practices between both organisations. It was agreed that the Joint Chief Finance Officer, Bury Council and CCG, the Cabinet Member Finance &amp; Housing, Bury Council and Cabinet Member Finance &amp; Housing, Bury Council should meet to develop a plan of the key strategic finance issues that need to be captured as part of the SCB governance reporting structures. It may also be useful for the Cabinet Member Finance &amp; Housing, Bury Council to attend the CCG's Finance, Contracting &amp; Procurement Committee in the future.</li> <li>• There was a need to ensure that future finance reports meet the requirement of the SCB in addition to ensuring that the appropriate level of detail continues to be reported via the CCG's Governing Body and Council's Cabinet meetings.</li> </ul>
9.3	The Joint Chief Finance Officer, Bury Council and CCG advised members that he would be happy to conduct a development session about CCG and Council Finances for SCB members if required.

ID	Type	The Strategic Commissioning Board	Owner
D/10/13	Decision	Noted the Finance Report	
A/10/07	Action	It was agreed that the Joint Chief Finance Officer, Bury Council and CCG, the Cabinet Member Finance & Housing, Bury Council and the Lay Member Finance & Audit, CCG should meet to develop a plan of the key strategic finance issues that need to be captured as part of the SCB governance reporting arrangements going forward	M Woodhead / Cllr O'Brien / Mr Wild

10	Minutes of Meetings		
10.1	Members received copies of the minutes from the Greater Manchester Joint Commissioning Board Minutes held on the 16th July 2019.		
ID	Type	The Strategic Commissioning Board:	Owner
D/10/14	Decision	Noted the information.	

11	AOB and Closing Matters		
11.1	The Chair summarised the main discussion points from today's meeting and thanked members for their contributions.		
ID	Type	The Strategic Commissioning Board:	Owner
D/10/15	Decision	Noted the information.	

<b>Next Meeting</b>	Monday, 4 November 2019, 4.30 p.m., Committee Room A and B, Bury Town Hall (Chair – Cllr Jones)
<b>Enquiries</b>	Emma Kennett, Head of Corporate Affairs and Governance. <a href="mailto:Emma.kennett@nhs.net">Emma.kennett@nhs.net</a>

## Strategic Commissioning Board Action Log – October 2019

**Status Rating**  - In Progress  - Completed  - Not Yet Due  - Overdue

Ref	Action	Lead	Status	Timeline	Update
A/10/01	Governance Sub Structure for the SCB to be further defined and a report be produced for the November SCB Meeting	Mrs Featherstone/ Mrs Hammond		November 2019	Included as a substantive agenda item for the 4 <sup>th</sup> November SCB meeting.
A/10/02	Business Support Unit to produce a glossary of terminology to help explain some of the common abbreviations used in the NHS and Local Government.	Mrs Featherstone/ Mrs Hammond		December 2019	Not yet due
A/10/03	An organogram of the existing CCG and Council structures	Mrs Featherstone/ Mrs Hammond		December 2019	Not yet due
A/10/04	It was agreed that a proposal in relation to the Public Health Strategic priorities be developed for submission to the SCB meeting in December 2019.	Mrs Jones		December 2019	Not yet due
A/10/05	A thematic analysis of the Bury Strategy work to date linked to the SCB priority areas would be submitted to the SCB meeting in December 2019.	Mrs Ridsdale		December 2019	Not yet due
A/10/06	The Locality Plan refresh to be submitted to the November SCB meeting for comments/discussion.	Mr Little		November 2019	Included as a substantive agenda item for the 4 <sup>th</sup> November SCB meeting.
A/10/07	It was agreed that Mr Woodhead, Cllr O'Brien and Mr Wild should meet to develop a plan of the key strategic	Mr Woodhead / Cllr O'Brien / Mr Wild		November 2019	A meeting has been convened and an approach agreed which is summarised within the Governance Sub-Structure on how to move forward.

	finance issues that need to be captured as part of the SCB governance reporting arrangements going forward.				
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