

Meeting: Locality Board			
Meeting Date	05 June 2023	Action	Approve
Item No.	3	Confidential	No
Title	Minutes of the Locality Board meeting held on 3 rd April 2023		
Presented By	Dr Cathy Fines, Associate Medical Director and Chair of the Locality Board		
Author	Lindsay Johnson, Committee Secretary		
Clinical Lead			

Executive Summary
The minutes of the Locality Board meeting held on 3 rd April 2023 are presented as an accurate reflection of the previous meeting, reflecting the discussion, decisions and actions agreed.
Recommendations
It is recommended that the Locality Board:- <ul style="list-style-type: none"> • Approve the minutes of the previous meeting held on 3rd April 2023 as an accurate record; • Review and receive an update on the actions captured.

OUTCOME REQUIRED (Please Indicate)	Approval <input checked="" type="checkbox"/>	Assurance <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
APPROVAL ONLY ; (please indicate) whether this is required from the pooled (S75) budget or non-pooled budget	Pooled Budget <input type="checkbox"/>	Non-Pooled Budget <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

Links to Strategic Objectives	
SO1 - To support the Borough through a robust emergency response to the Covid-19 pandemic.	<input checked="" type="checkbox"/>
SO2 - To deliver our role in the Bury 2030 local industrial strategy priorities and recovery.	<input checked="" type="checkbox"/>
SO3 - To deliver improved outcomes through a programme of transformation to establish the capabilities required to deliver the 2030 vision.	<input checked="" type="checkbox"/>
SO4 - To secure financial sustainability through the delivery of the agreed budget strategy.	<input checked="" type="checkbox"/>
Does this report seek to address any of the risks included on the NHS GM Assurance Framework?	<input checked="" type="checkbox"/>



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"/>
Is an Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If yes, has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If yes, please give details below:						
If no, please detail below the reason for not completing an Equality, Privacy or Quality Impact Assessment:						
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 NHS GM risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome
N/A		



Minutes

Date: Locality Board, 3rd April 2023

Time: 4.00 pm

Venue: Microsoft Teams

Title	Minutes of the Locality Board		
Author	Lindsay Johnson		
Version	1a		
Target Audience	Locality Board		
Date Created	April 2023		
Date of Issue			
To be Agreed	June 2023		
Document Status (Draft/Final)	Draft		
Description	Locality Board Minutes		
Document History:			
Date	Version	Author	Notes
5/4/2023	1	Lindsay Johnson	Draft Minutes produced
12/4/2023	1	Lindsay Johnson	Submitted to Mr Blandamer for review.
19/4/2023	1a	Will Blandamer	Minor amendments incorporated.
Approved:			
Signature:			
		 Add name of Committee/Chair

Locality Board

MINUTES OF MEETING

Locality Board
Inaugural Meeting in Public
3rd April 2023
4.00 pm until 6.00 pm
Chair – Cllr O’Brien

ATTENDANCE

Voting Members

Cllr Eamonn O’Brien, Leader of Bury Council (**Chair**)
Dr Cathy Fines, Senior Clinical Leader in the Borough
Cllr Tamoor Tariq, Executive Member of the Council for Adult Care and Health (joined at 4.30 pm)
Cllr Lucy Smith, Executive Member of the Council for Children and Young People
Mr Warren Heppolette, Chief Officer for Strategy and Innovation (GMIC)
Ms Lynne Ridsdale, Place Based Lead
Mr Simon O’Hare, Deputy Locality Finance Lead (**Deputising for Ms Sam Evans**)
Ms Heather Caudle, Group Chief Nursing Officer, NCA
Ms Joanna Fawcus, Director of Operations, NCA
Mr Donan Kelly, Chief Officer, Pennine Care Foundation Trust
Ms Catherine Jackson, Associate Director of Nursing, Quality and Safeguarding
Ms Helen Tomlinson, Chief Officer, Bury VCFA (Voluntary, Community, Faith & Social Enterprise)
Mr Will Blandamer, Deputy Place Based Lead, Executive Director of Health and Care

Non-Voting Members

Ms Jeanette Richards, Director of Children’s Services
Mr Adrian Crook, Director of Adult Social Services and Community Commissioning
Ms Kath Wynne-Jones, Chief Operating Officer, IDCB

Invited Members

Cllr Mike Smith, Radcliffe Opposition Party
Cllr Russell Bernstein, Conservative Opposition Party

Mr Rob Bellingham, Director of Primary Care and Strategic Commissioning for Agenda item 9

Ms Philippa Braithwaite, Democratic Services, Bury Council
Ms Jacqui Dennis, Head of Legal Services, Bury Council
Mrs Lindsay Johnson, Committee Secretary (**Minutes**)

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
1.1	The Chair welcomed all to the meeting.
1.2	Apologies were received from Dr Vicki Howarth, Ms Sophie Hargreaves, Mr Jon Hobday, Ms Catherine Wilkinson and Ms Sam Evans.
1.3	The meeting was declared quorate and commenced.

2	Declarations Of Interest		
2.1	NHS GM has responsibilities in relation to declarations of interest as part of their governance arrangements (details of which can be found outlined in the NHS Greater Manchester Integrated Care Conflict of Interest Policy version 1.2).		
2.2	NHS GM (Bury Locality) therefore, has a requirement to keep, maintain and make available a register of declarations of interest for all employees and for a number of boards and committees.		
2.3	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. For other partners and providers, we understand that conflicts of interest are recorded locally and processed within their respective (employing) NHS and other organisations as part of their own governance and statutory arrangements too.		
2.4	Taking into consideration the above, a register of Interests has been included detailing Declaration of Interests for the Locality Board.		
2.5	In terms of agreed protocol, the Locality Board members should ensure that they declare any relevant interests as part of the Declaration of Interest Standing item on the meeting agenda or as soon as a potential conflict becomes apparent as part of meeting discussions.		
2.6	The specific management action required as a result of a conflict of interest being declared will be determined by the Chair of the Locality Board with an accurate record of the action being taken captured as part of the meeting minutes.		
2.7	There is a need for the Locality Board members to ensure that any changes to their existing conflicts of interest are notified to NHS GM (Bury Locality) Corporate Office within 28 days of a change occurring to ensure that the Declarations of Interest register can be updated.		
2.8	Declarations of interest from last meeting held on 6th February 2023 No declarations to note.		
2.9	Declarations of interest from today's meeting 3rd April 2023 None to declare other than what was detailed on the Declarations of Interest register submitted within the meeting pack.		
ID	Type	The Locality Board	Owner
D/04/01	Decision	Received the declaration of interest register.	

3 Minutes Of The Last Meeting And Action Log			
3.1	The minutes from the Locality Board meeting held on 6 th February 2023 were considered as a true and accurate reflection of the meeting.		
3.2	In regard to the outstanding action, this was confirmed as closed for the Locality Board as the action had been assigned to the Strategic Finance Group to take forward. The Locality Board was informed that discussions had taken place at the Strategic Finance Group meeting and that a number of partners were reviewing in order to try and build capacity within the voluntary sector.		
ID	Type	The Locality Board	Owner
D/04/02	Decision	Accepted the minutes from the previous meeting as a true and accurate reflection of the meeting and agreed the outstanding action could be closed.	

4 Public Question			
4.1	There were no public questions received or members of the public present at the meeting.		
ID	Type	The Locality Board	Owner
D/04/03	Decision	Noted that there had been no public questions received and no members of the public were present at the meeting.	

5 Locality Board Formalisation			
5.1	Mr Blandamer advised that at the Integrated Care Board meeting held on 15 th March 2023, the Bury Locality Board was formally constituted as a decision making board from 1 st April 2023. The Bury Locality Board would be a hybrid arrangement as outlined in the submitted documents and summarised as below:-		
5.2	In respect of the Integrated Health and Care Fund (£75, Pooled Budget), the Locality Board will sit as a joint committee (of the ICB and Local Authority), established under Regulation 10(2) of the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000 ("the 2000 Regulations").		
5.3	In respect of the NHS GM Aligned Budget (non-pooled) element of the Integrated Health and Care Fund (Aligned Budgets), the Locality Board will sit as a Committee of the Integrated Care Board (ICB) of NHS GM on which there is Council and wider partner representation. The Locality Board will fulfil the requirements as outlined in the NHS GM Scheme of Reservation and Delegation.		
5.4	The Locality Board would hold one meeting with all members present in which both elements would be discussed and received in a collaborative way and the agenda/report coversheet would clearly define which remit a decision was to be made under. All voting arrangements are outlined in the Terms of Reference accordingly.		
ID	Type	The Locality Board	Owner
D/04/04	Decision	Received the confirmation of the Locality Board being formally constituted as a decision board from 1 st April 2023.	

6 Place Based Lead Update			
6.1	Ms Ridsdale introduced her item and thanked colleagues for the warm welcome received as she commenced in her role as Place Based Lead for NHS GM (Bury) and also as Bury Council Chief Executive. Ms Ridsdale stated that since being in the role of (Place Based Lead) she had visited a number of health and care services in the borough and met with senior leaders and therefore thanked everyone for their time.		

6.2	Ms Ridsdale made reference to the NHS GM 64 day staff consultation which had been launched on 29 th March 2023 by the NHS GM Chief Executive, Mr Mark Fisher. Ms Ridsdale commented on the complexities involved in establishing structures and said that it was important for all to be mindful of the sensitivities surrounding this with NHS GM (Bury) colleagues.		
6.3	In terms of Children’s Services and SEND, Ms Ridsdale reiterated the need for a collective, concerted contribution from all partners in this in order to recognise and prioritise and build for the future services for children, young people and families for the whole system.		
6.4	The Chair requested that formal thanks be recorded in the minutes for Mr O’Gorman on behalf of the Locality Board acknowledging that Mr O’Gorman had been a wise and inspirational leader in the system and as such we are grateful for all of his work.		
ID	Type	The Locality Board	Owner
D/04/05	Decision	Received the update.	

7 Feedback from Development Session			
7.1	Mr Blandamer presented the agenda item which gave an update from the Development Session held 6 th March 2023, facilitated by external consultant, Mike Farrar.		
7.2	Mr Blandamer gave thanks to colleagues for their contribution at the workshop and advised that there had been some key areas of focus/activity along with some priorities identified which had been detailed in the report.		
7.3	Mr Blandamer proposed that as Locality Board members have the opportunity of working with Carnall Farrar (CF) (as part of the NHS GM wide review of governance and leadership) that the next steps/actions from the workshop be put on hold (for the time being) in order to reflect the work being carried out by CF. The Locality Board members agreed with this approach.		
7.4	The Chair commented on the workshop facilitated by Mike Farrar, stating that he had found it useful.		
ID	Type	The Locality Board	Owner
D/04/06	Decision	Noted the update provided following the development session and that actions and next steps would be placed on “hold” for the time being to reflect the work being carried out by CF.	

8 IDC Update	
8.1	<p>A verbal update was provided to the Locality Board with Ms Wynne-Jones explaining that the following had recently been considered in regard to the IDC;</p> <ul style="list-style-type: none"> • IDC approved programme of work including board development, culture, programmes of care and financial strategy. • Aqua (advancing quality alliance) domains and where we need to get to. • Blueprint, full integration and workshops. • Governance around the Terms of Reference and expanding membership. • Clear reporting arrangements. • Patient engagement and strengthening of that. • Workforce strength based approaches and system leadership. • Realignment of SROs - 2/3 priorities and capacity aligned in the right places. • Key metrics and ensuring each programme has a metric of success that align to the quadruple aims and lets do it strategy. • Risk and performance management, along with building on GM performance dashboard.

8.2	<ul style="list-style-type: none"> Financial strategy and a programme of potential opportunities and focus to drive efficiency as a system as well as budgets and opportunities for continued efficiency. <p>The reduction in the number of priorities was recognised which had been an ask of the Locality Board. It was advised that this would enable collective working when required along with the aim to stop duplication and repetition where possible.</p>		
The Locality Board			
D/04/07	<table border="1"> <tr> <td data-bbox="383 678 534 734">Decision</td> <td data-bbox="534 678 1508 734">Received the update and noted the detailed work that had been undertaken.</td> </tr> </table>	Decision	Received the update and noted the detailed work that had been undertaken.
Decision	Received the update and noted the detailed work that had been undertaken.		

9	Primary Care Blue Print Strategy
9.1	Mr Bellingham, Director of Primary Care and Strategy at NHS GM was present for this agenda item in order to give the Locality Board some information regarding the Greater Manchester Primary Care Blueprint (Strategy).
9.2	It was advised that the GM Primary Care Blueprint was a collective plan for primary care in Greater Manchester which was first discussed in September 2022 at the Primary Care Summit that was attended by over 350 primary care colleagues. The session provided a rich source of ideas, issues and themes to take forward for the blueprint.
9.3	<p>A number of key themes had also been agreed which were as follows:-</p> <ul style="list-style-type: none"> Capacity Integrated working in neighbourhoods Tackling and reducing inequalities Prevention Delivering a sustainable primary care system in GM
9.4	It was also advised that ‘enabler’ themes had been established for digital, workforce, estates, quality and standards.
9.5	Mr Bellingham advised the Locality Board that the aim was for the Blueprint to be completed by the end of June 2023.
9.6	A number of slides were provided to the Locality Board and Mr Bellingham made specific reference to the following:-
9.7	<p>Slide 6</p> <p>This outlined the leadership approach and principles for the development of the Blueprint. It was noted that Ms Alderson, Head of Primary Care was the locality lead for Bury and had inputted into the Blueprint.</p>
9.8	<p>Slide 9</p> <p>This described how the Primary Care Strategy will be delivered as well as detailing aims for access, tackling health inequalities, prevention, early detection, managing long term conditions as well as standards.</p>
9.9	The agenda item was opened up for discussion.
9.10	A comment was raised which enquired if a wider review/stock take on Primary Care as a whole should take place in order to understand the challenges and pressures and in particular those linkages around intervention, prevention, urgent care, demand and reduction, annual health checks and A&E attendances.

9.11	In order to address some elements of the above, the Locality Board was informed that the Bury locality Primary Care Strategy that was in development, described some of those measurable steps as well as identifying prioritisations, enabling work programmes and also asks of the wider system partners.
9.12	Mr Bellingham also advised that the Blueprint would set the standards and provide a model for Primary Care, however it would not promote uniformity across localities and that was where further detail should be sought from the locality primary care strategies.
9.13	It was advised that the aim of the Blueprint would be to consider capacity along with intent and the clustering of systematic challenges. In regard to capabilities it would be important to ensure that those were operating at the right scale and level.
9.14	Cllr Lucy Smith made specific reference to the engagement of the strategy and the importance of engaging with people and communities around their health and their choices. She said that it was essential engagement took place at a grass roots level.
9.15	Mr Bellingham agreed and advised that he was keen for the engagement to be sought through existing channels and mechanisms already in situ in Bury. He said he would welcome the locality's involvement in identifying those networks.
9.16	The Chair thanked Mr Bellingham for his presentation and suggested that the Locality Board members share the draft GM Primary Care Blueprint across wider system forums (where possible and appropriate) for feedback and comments.

ID	Type	The Locality Board	Owner
D/04/08	Decision	Received the Primary Care Blueprint Strategy and noted that once the draft was available that this should be shared across the system for feedback and comments.	
A/04/01	Action	To share the draft GM Primary Care Blueprint within their networks.	

10	Retrospective Approval of Urgent and Emergency Care Pressures Submission
10.1	Mr O'Hare advised that all localities would be receiving an allocation to provide additional support to support winter pressures, discharge to access and adult social care.
10.2	The Locality Board was informed that a submission would be provided by the locality and in order to achieve that submission a series of meetings with all system partners (including statutory and non-statutory partners along with those delivering the services) had taken place for that collective input. It was also confirmed that this had been shared in a number of other meetings including the Urgent Care Board.
10.3	The aim had been that this would be shared with the Locality Board at today's meeting, however due to a clarification matter, the paper would be issued to all members off line outside of the meeting.
10.4	The Locality Board would be asked the following;
10.5	<ol style="list-style-type: none"> 1. To note process 2. To support overall provision 3. To support the elements as described in relation to the Better Care Fund.
10.6	Mr O'Hare advised that if any of the Locality Board members had any questions, they could contact him directly.



ID	Type	The Locality Board	Owner
D/04/09	Decision	Noted the verbal update and that a report would be issued offline outside of the meeting.	

11 SEND Graduated Approach Toolkit

11.1 This item was deferred to the next meeting in June.

ID	Type	The Locality Board	Owner
D/04/10	Decision	Noted that this agenda item would be presented at a future meeting.	

12 NHS Operating Planning Round for 23/23

12.1 The paper was introduced to the Locality Board which described to them the key priorities for 2023/24.

12.2 The paper submitted was a very comprehensive and detailed paper that pertained to the Bury Integrated Care Partnership with the intent of ensuring each programme in the partnership was very clear on the targets and priorities required. Mr Blandamer acknowledged the amount of work that had taken place in describing all the key planning and metrics and of the alignment to the programmes of work (as captured below)

- Elective care, cancer and diagnostics;
- Urgent Care;
- Community Services;
- Primary Care;
- Maternity Services;
- Mental Health (MH);
- Learning Disabilities (LD);
- Children and Young People; and
- Health Inequalities and Population Health.

12.3 Mr Blandamer gave thanks to Susan Sawbridge for her tremendous work on this and confirmed also that all providers had made contributions in this submission too.

12.4 As detailed in the report the 2023/24 NHS Planning Guidance that can be found here: [NHS Priorities and Planning Guidance 2023/24](#).

ID	Type	The Locality Board	Owner
D/04/11	Decision	Received the report and acknowledged the work of the programme areas to ensure alignment with the NHS operating plan for 2023-24.	

13 Strategic Finance Group

13.1 Mr O'Hare gave a brief update in relation to the budget setting describing the key points as follows:-

- Challenging QIPP target
- Bury Council have a balanced position and a testing savings target
- Providers face difficult challenges
- NHS GM and NHSE continue to have weekly meetings

13.2 Mr O'Hare informed the Locality Board that a report would be provided to them outlining the position.

13.3 Mr Blandamer commented on the role of the Strategic Finance Group and of the work that NHSE are carrying out in line with PWC in order to understand the drivers in relation to the financial challenges.





13.4	He said that it would be important to bring forward a report to the next meeting reflecting on scale, professional advice and the steps that we need to take in Bury. The Chair outlined the need to ensure that the Locality Board is continued to be sighted on those discussions around the financial planning.		
ID	Type	The Locality Board	Owner
D/04/12	Decision	Noted the update provided.	
A/04/02	Action	Agreed for a report to be submitted to the next Locality Board meeting (if possible) reflecting on the work carried out PWC/financial challenges and the steps that are needed in Bury.	

14	Any Other Business		
14.1	There was no other business to report and the Chair formally closed the meeting in public at 17.01.		
ID	Type	The Locality Board	Owner
D/04/13	Decision	Noted that there was no other business to report and the meeting in public was closed at 17.01	


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Locality Board Action Log

Status Rating

 - In Progress

 - Completed

Title	Action	Lead	Status	Due Date	Update
A/04/01	To share the draft GM Primary Care Blueprint within their networks.	All			
A/04/02	Report to be submitted to the next Locality Board meeting (when available) reflecting on the work carried out PWC/financial challenges and the steps that are needed in Bury.	SOH			

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