

Agenda Item No. 3.1

Manchester Health and Care Commissioning Board Meeting

Agenda Item: 3.1	Date: 25 November 2020
Report Title	Finance Committee, Strategy Committee, Health and Care Professional and Performance, Quality and Improvement Committee updates
Report Author	Izhar Chaudry, Ed Dyson, Denis Colligan, Justin Vernie
Summary	This report updates the Board with the business conducted at the Finance, Strategy, Health & Care Professional and Performance, Quality & Improvement Committees.
Strategic Objectives considered in this report	<p>Improve the health and wellbeing of people in Manchester</p> <p>Strengthen the social determinants of health and promote healthy lifestyles</p> <p>Ensure services are safe, equitable and of a high standard with less variation</p> <p>Enable people and communities to be active partners in their health and wellbeing</p> <p>Achieve a sustainable system</p>

<p>Risks considered in this report</p>	<p>748 MHCC workforce capacity and capability 749 Local Care Organisation 750 Single Hospital Service 752 Service capacity 753 Care Pathways 754 Inequity 755 Community resources 756 Finance 757 Provider Service Delivery 758 Strategic Partnerships</p>
<p>Confirmation that equality analysis has been fully considered in the preparation and design of the reported policy, plan or strategy.</p>	<p>No policy, plan or strategy is presented in this report.</p>
<p>Financial Implications</p>	<p>N/A</p>
<p>Public Engagement</p>	<p>N/A</p>
<p>Recommendations</p>	<p>The Board is recommended to: Note the reports and receive assurance that the Finance, Strategy, Health and Care Professional and Performance, Quality and Improvement Committees are discharging their responsibilities</p>

KEY ISSUES AND ASSURANCE REPORT
Finance Committee
October 2020

The Committee draws the following matters to the Board's attention:

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
<p>MHCC September 2020 Finance Position</p>	<p>The Health finance position at M6 was reported showing a deficit of £4.8m, of this £3.3m related to COVID funding.</p> <p>The MLCO finance position at M5 is showing a forecast underspend of £3m.</p> <p><u>Discussion/ Comments</u></p> <p>The Committee endorsed the finance position reported for M6 for Health and M5 for the MLCO.</p> <p>A number of questions were raised in relation to the commissioning of Homecare and residential services and the level of activity being commissioned in the current environment.</p>	<p>Yes</p>	<p>None</p>	<p>N/A</p>

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	Clarity was also sought in respect of Liquid Logic recording/ reporting, and the impact of reopening the Nightingale Hospital on MLCO staffing levels.			
Financial Planning Update 2020/21	<p>The Committee were provided with an update on the Financial Planning for 2020/21.</p> <p>CY informed the Committee that a number of the Finance Committee members met on the 20/10/20 to discuss the Financial Planning Update in more detail prior to this being approved by the MHCC Board on the 21/10/20.</p> <p>CY provided a brief overview on the key assumptions and implications. It was noted that the deficit across GM was circa £117m. CY also highlighted that within the financial plans there was funding to support primary care resilience, and a proposal will be circulated virtually to the Committee for approval.</p> <p>Discussion/ Comments</p>	Yes	None	N/A

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	The Committee approved the Financial Planning Update for 2020/21.			
Infection Control Fund Update	<p>It was highlighted that £3.1m was awarded to Manchester for infection control. This involve new grant agreements to be issued to in excess of 90 providers.</p> <p>Discussion/ Comments</p> <p>The Finance Committee noted the Infection Control Fund update and agreed to the following recommendations:</p> <ul style="list-style-type: none"> (i) Note the information contained in the report and in particular the key next steps timeline; (ii) Endorse the proposal to passport 80% of ICF funding to care homes and community care providers in two tranches in line with national grant conditions as detailed and the report; (iii) Note that the deadline for passporting the first tranche of payments to care homes and community 	Yes	A further update to be provided to the Committee.	31/10/20

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	<p>providers precedes the MHCC Board meeting, therefore, this paper will be ratified by the MHCC Board in October 2020; and</p> <p>(iv) Note that a further paper will be prepared regarding expenditure plans for the remaining 20% (£617k) of ICF by 31 October 2020.</p> <p>A question was asked if there were any concerns with care homes complying with the new requirements. It was highlighted that there were always risks with non-compliance, but there was no evidence of funds being misused.</p>			
Risk Register	<p>The Committee were presented with an updated financial risk register for 2020/21. There were no material changes.</p> <p>Discussion/ Comments</p> <p>The Committee endorsed the risk register.</p>	Yes	None	N/A

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	It was highlighted that the risk register will be updated in light of the revised financial guidance issued for months 7-12.			
Finance Committee Terms of Reference	<p>The Committee were presented with a revised Terms of Reference.</p> <p>Discussion/ Comments</p> <p>The Committee approved the revised Terms of Reference.</p> <p>The Committee agreed to re-review the Terms of Reference in January 2021.</p>	Yes	Terms of Reference to be re-reviewed in January 2021.	31/01/21
North Manchester Well Being Hub Update	A paper outlining the proposed development of a Well Being Hub at the NMGH site was provided. It was highlighted this was part of the wider development of the NMGH site. An outline business case was in the process of being developed for the entire development which included the Well Being Hub. The timescales for this were	Yes	A list of financial commitments made to date in respect of estate developments to be	30/11/20

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	<p>very challenging and the OBC would need to be approved by the Committee in November 2020.</p> <p>Discussion/ Comments</p> <p>The Committee endorsed the paper and the risks identified.</p> <p>A discussion took place on learning the lessons from the Altrincham development (Trafford CCG) and not repeating these mistakes, by ensuring the appropriate checks and balances were in place.</p> <p>Points were raised in respect of the Well Being Hub in the context of the overall NMGH development and ensuring that this remains a point of focus.</p> <p>A request was made to furnish the Committee with a list of financial commitments made so far in respect of estate developments.</p>		<p>provided to the Committee.</p>	

Manchester Health and Care Commissioning

Finance Committee

Terms of Reference

1.0 Introduction

The Finance Committee forms a key element of the governance structure for Manchester Health and Care Commissioning (MHCC) – the partnership between NHS Manchester Clinical Commissioning Group (CCG) and Manchester City Council (MCC) which leads the commissioning of health, social care and public health services in the city of Manchester.

The Finance Committee is a sub-committee of the MHCC Board; the Committee has been established by NHS Manchester CCG to oversee the financial performance related to; the commissioning of all services and functions in scope of MHCC and the running of the organisation.

2.0 Name

The Committee shall be known as the Finance Committee.

3.0 Overview

The Committee has those executive powers delegated to it by the Board within the CCG's Scheme of Reservation and Delegation and in these terms of reference, which will be reviewed on an annual basis.

4.0 Purpose

The Committee will make decisions and/or make recommendations to the Board on the areas that are defined as its responsibilities, and within the delegation allowed for the Committee in the CCG's Scheme of Reservation and Delegation.

Exercise oversight on the overall financial performance, alongside considering risks in delivering organisational goals and objectives, provide required assurances to the MHCC Board, and promote the highest standards of accountability and transparency. This means that the Committee

will consider financial related risk management issues, alongside any overall financial aspects. The Committee requires to be kept abreast of any financial implications through effective reporting through the respective MHCC Governance structures.

Provide oversight of the agreed pooled budget arrangements in order to comply with Section 75 arrangements.

Provide assurance that MHCC is operating within Standing Orders, Standing Financial Instructions, Scheme of Reservation and Delegation, Statutory and Regulatory duties, NHS Codes of Conduct and local policies.

5.0 Responsibilities

Matters delegated to the Committee in the CCG's Scheme of Reservation and Delegation:

- Approval and oversight of the arrangements and activities for discharging the group's statutory duties associated with its commissioning functions including;
- The need to act effectively, efficiently, and economically.
- Approval of the arrangements for discharging the CCG's statutory financial duties.
- Approve detailed financial policies.
- Approve arrangements for managing exceptional funding requests.
- Develop, and monitor adherence to the financial scheme of delegation that sets out who has responsibility for financial decisions within the CCG.
- Approving decisions that individual members or employees of the CCG participating in joint arrangements on behalf of the CCG can make.

Responsible for the annual recommendation of the strategic financial plan to the MHCC Board and the annual budget setting at MHCC. This will include but not limited to Primary Care, Adult Social Care and Public Health budgets.

Provide scrutiny of financial reports and assurance to the MHCC Board of financial probity.

Review the timely and regular information flows with regards to the range of contracts, performance and financial matters relevant to MHCC, providing financial assurance to the Board.

Monitor the delivery and outcome of MHCC contracts and procurement of health and social care services, ensuring that performance meets the MHCC Strategic Commissioning Plan and the NHS Greater Manchester's statutory and regulatory duties. This may be delegated in part to the Manchester Local Care Organisation for operational monitoring with summary reporting provided to the Committee.

Ensure that MHCC fulfil its contracting role as co-ordinating commissioner(s).

Monitor and fulfil its obligations within the commissioning and contracting cycle, with the support of relevant commissioning support services.

Monitor the identification and delivery of the Financial Savings Programme (FSP) plans and ensure these are integrated into the strategic financial plan.

Monitor investments ensuring there is a process for approval and prioritisation of investment areas; that the business documents to support such schemes are of sufficient quality for the size and complexity of the scheme to enable the Board to make sound decisions and that these are then procured/ contracted for, delivering value for money.

Ensure appropriate levels of strategic planning and horizon scanning across MHCC, as considered relevant to the scope of the Committee, and require that such developments be reported to the Committee for consideration.

Discuss the impact of emerging/ new policies insofar as these relate to responsibilities of MHCC and the Committee; and ensure these are implemented appropriately.

Ensure that MHCC can plan to respond to NHS developments and any required changes (e.g. to financial plans, information flows and reporting systems).

Prepare a 'forward plan' of work and issues that need to be considered and plan to address these within anticipated deadlines.

Report significant issues to the Board/ wider organisations, as necessary.

6.0 Lead Officer

The Lead Officer for the Committee is the Chief Finance Officer with support from the Associate Chief Finance Officer.

7.0 Membership

The Committee will consist of the following voting members:

1. Lay Member for Finance and Audit (Chair)
2. Lay Member for Governance (Deputy Chair)
3. Chief Finance Officer
4. Chief Accountable Officer
5. Director (or Deputy Director) of Adult Social Care Commissioning
6. Treasurer - Manchester City Council
7. Director of Finance – (Manchester LCO)
8. Primary Care General Practitioner (GP)
9. Director of Strategy
10. Executive Member for Adult & Social Care (MCC)
11. Executive Member for Finance (MCC)

Nominated deputies will attend for voting members not in attendance.

Additional members may be co-opted onto the Committee at the discretion of the Committee or its Chair. Representatives may be asked to attend the meeting for ad- hoc requirements.

8.0 Quoracy

The quorum will be:

- A minimum of one lay member who will either be the Chair or the Deputy Chair;
- The Chief Finance Officer – or nominated deputy;
- and a minimum of two other representatives;
- If there is a financial decision required which is over £500k with respect to MCC delegated finances that has not already been approved within the opening budget for the financial year in question, then there would be a requirement for the Director (or Deputy Director) of Adult Social Care Commissioning member to be present for quoracy.

9.0 Voting

A decision will be carried by a simple majority of votes.

10.0 Frequency of Meetings

The Committee will meet on a monthly basis.

Additional meetings may be called at the discretion of the Chair if appropriate.

From time to time to expedite matters the Committee may be required to be set up through a teleconference for the approval of decisions. At least three days' notice will be provided or if acceptable Committee members may wish to give their approval through email.

11.0 Attendance at Meetings

In those cases where a member cannot attend, a deputy should be sent who is empowered to make judgements and decisions on the member's behalf.

12.0 Reporting

The Finance Committee's minutes will be formally recorded and they, or a summary note of business undertaken at the Committee, will be submitted to the MHCC Board or MCCG Governing Body as appropriate.

13.0 Conflicts of Interest

Members are required to adhere to the Conflicts of Interest Policy. The Committee will ensure that CCG, MCC and NHS England and Improvement requirements, and statutory guidance on management of conflicts of interest is adhered to. In particular, the Committee will:

- Maintain appropriate registers of interests and a register of decisions.
- Publish or make arrangements for the public to access those registers.
- Make arrangements requiring the prompt declaration of interests by the persons specified (members and employees) and ensure that these interests are entered into the relevant register.
- Make arrangements for managing conflicts and potential conflicts of interest (e.g. developing appropriate policies and procedures).
- Have regard to guidance published by NHS England and Improvement in relation to conflicts of interest.

14.0 Code of Conduct

The Committee will conduct its business in accordance with the Code of Conduct and good governance practice in the Constitution.

15.0 Risk Management

The Committee will adhere to the Risk Management Framework, review those risks on the risk register which have been assigned to it and ensure that appropriate mitigating actions are in place to manage risks. The Executive Lead and Lead Officer are responsible for risk management for the Committee.

The Committee is required to give assurance to the Board that robust governance and management processes are in place to manage risk.

16.0 Recording of Meetings

MHCC and the CCG are committed to being open and transparent in the way they conduct decision making. Recording of discussions is permitted and expected at many meetings, some of which are either open to the public, or with members of the public.

Generally minutes of meetings are taken and then typed up for ratification as a 'true and accurate record' of discussions. Where audio recordings are made, to aid the minutes or notes of the meetings, then whether or not the typed up version is 'word for word', or a 'précis', will depend on the audience and its agreed expectations.

For further details and examples of when exemptions may apply, refer to 'Procedure for Audio Recording Meetings'.

17.0 Amendments to the Terms of Reference

The Lead Officer will consult the Head of Corporate Governance on any proposals to amend their ToR, to ensure compliance with the Scheme of Delegation and avoid duplication of purpose, responsibility or accountability. Amendments to the ToR will be presented to the Committee, considered and approved by the Committee.

The agreed amendments will then be reported to the Board and the ToR, as amended, published appropriately.

18.0 Date of Review

The Terms of Reference will be reviewed on an annual basis to ensure that the Committee is achieving its functions effectively.

Version: 1.0 16/10/20

Date approved by the Committee:

Date approved by the Board:

KEY ISSUES AND ASSURANCE REPORT

Strategy Committee

November 20

The Committee draws the following matters to the Board's attention-

- The risk regarding population growth is outside of the organisation's risk appetite
- The risk relating to Covid disruption to strategic programmes is outside of the organisation's risk appetite.

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
2.1	The Committee received a report on the work of the NW BAME assembly.	Y	Noted	N/A
2.2	Committee received an update on mental health services. This covered the impact of covid; an update on local/gm programmes of work; current performance and associated challenges. The paper also presented a revised plan for use of the Mental Health investment standard.	Y	Noted	N/A

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
2.3	Committee received the policy briefing paper which is routinely circulated to the Board	Y	Noted	N/A
2.4	<p>Committee received the risk report</p> <p>Committee noted risks outside of MHCC risk appetite i.e. Covid impact on strategic programmes and the City's projected population growth,</p> <p>Committee reviewed risks in the context of Governance Committees review of high rated risks and agreed amendments.</p>	Partial	<p>Committee agreed the position for risks within its responsibilities.</p> <p>Committee agreed to highlight risks outside of MHCC risk appetite to the Board.</p>	Review monthly

KEY ISSUES AND ASSURANCE REPORT**Health Care Professional Committee****November 2020**

The Committee draws the following matters to the Board's attention-

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
Clinical review guide-Opioids	Practical guide on prescribing of opiates in primary care, and help that can be given by practice pharmacists	Y	Can be used in practice	Current
Virtual ward-scoping paper	Plan to discharge suitable paediatric patients in Central Manchester to a virtual ward. Paediatric nurse supervision at home with consultant oversight/clinical responsibility How GPs interface with the service	Y	Operating now	Current/pilot with expansion
Long Covid	Presentation of early research findings in Long Covid, and initial management thoughts Specialist service will be commissioned	Y	Noted Service development waited	Current
Clinical principle document	Manual for operation of clinical pharmacists in general practices	Y	Approved	now

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
	Seen as great reference for GP reg. and others			
PGD policy	Latest guidelines on patient group directives	Y	Approved	Current

KEY ISSUES AND ASSURANCE REPORT
Performance & Quality Improvement Committee (Microsoft Teams)
October 2020

The Committee draws the following matters to the Board's attention-

Issue/Agenda Item	Committee Update/Resolution	Assurance received [Y/N]	Action	Timescale
COVID-19	Members were taken through a presentation on the current Covid 19 position.	Y	Item is a standard COVID agenda item would be added to the committee's agenda COVID until further notice.	
First Do No Harm	The report relayed the findings, recommendations and suggested actions for MHCC and commissioned providers in relation to review of medicines and medical devices namely Primodos, sodium valproate and pelvic mesh.	Y	Members requested clarity on whether pelvic mesh was still being used.	18/11/2020
Acute hospital Covid discharges and contacts with community health services	This report detailed the community health interactions that 392 Manchester patients discharged from acute hospital care had during March and June 2020. It detailed information that was readily available from digital systems and platforms. It also detailed	Y		

	the experiences of patients who have attended the Manchester Covid Recovery Support Group.			
Risk Register	This report contained an update on the MHCC Q&P Committee Risk Register.	Y		
Children's Report	This report summarised how children have been 'hidden' from view during the Covid-19 pandemic. Children and families have suffered disproportionately because of the diversion of resources to support the acute 'adult response' to Covid-19 to date.	N	The Committee wanted to highlight the potential impact/risk to children and young people due to Covid-19 and suspension of services.	The paper is scheduled to come to Board at a later date
PQI MLCO Deep Dive	The Committee were provided with a presentation focusing on a range of areas highlighting the work that MLCO undertakes	Partial	The Committee requested that a paper be brought to a future Committee highlighting areas of good practice and challenges faced by the MLCO	18/11/2020
PQI Exceptions Report	The Committee were provided with a presentation on performance against constitutional standards.	Partial	The Committee wanted to escalate to the Board the Covid-19 - hospital position– (Increase in hospital admissions and intensive care utilisation, MFT have a good escalation plans in place and feel in control of the position and have capacity within GM and across GM footprint)	

