**NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP GOVERNING BODY**

**MINUTES OF THE MEETING HELD ON THURSDAY 12 MAY 2016 AT 3.30PM**

**SOCIAL ENTERPRISE CENTRE, 84 WELLINGTON STREET, GRMSIBY DN32 7DZ**

**PRESENT:**

Mark Webb Chair

Helen Kenyon Deputy Chief Executive

Jan Haxby Director of Quality and Nursing

Dr Peter Melton Clinical Chief Officer

Sue Whitehouse Lay Member Governance and Audit

Philip Bond Lay Member Public Involvement

Joe Warner Managing Director – Focus independent adult social care work

Dr Thomas Maliyil GP Representative/Chair Council of Members

Cathy Kennedy Chief Financial Officer/Deputy Chief Executive

Stephen Pintus Director of Public Health

Dr Arun Nayyar GP Representative

Juliette Cosgrove Strategic Nurse

**IN ATTENDANCE:**

Laura Whitton Deputy Chief Finance Officer

Helen Askham PA to Executive Office (Minutes Secretary)

Ann Spencer PA (Shadowing Minutes Secretary)

**APOLOGIES:**

Nicky Hull Primary Care Professional

Dr Rakesh Pathak GP Representative

**1. APOLOGIES**

Apologies were noted as above.

**2. CONFLICTS OF INTEREST**

There were no declarations of interests from those in attendance.

**3. APPROVAL OF THE MINUTES OF PREVIOUS MEETING:**

The minutes of the Governing Body held on 10th March 2016 were agreed to be a true and accurate record.

1. **MATTERS ARISING**

All Matters Arising were noted as being completed.

1. **ESTABLISHMENT OF JOINT COMMITTEES**

A report was presented to the Governing Body regarding approval in principle for the establishment of two Joint Committees.

The first is for a joint committee to be established for the management of the 111 & 999 services across the whole of the Yorkshire & Humber area, (23 CCGs) and includes ourselves for the 111 element of this arrangement only as NEL are not part of the same footprint for commissioning our 999 service.

The second is a joint committee to formalise the arrangements that have been operational for some time around the North Yorkshire and Humber CCG Collaborative, renamed to Humber Coast & Vale CCG Collaborative to reflect the Sustainability and Transformation Plan (STP) name.

It was noted that at a previous Partnership Board a formal request to establish the Joint Committees would be submitted at the next available opportunity. The paper was taken as read and it was outlined that by establishing a joint committee structure each CCG delegates authority to the joint committee (rather than a representative) to make decisions on its behalf. The Governing Body will need to consider whether Devolution affects this agreement in the future. The two new Committee’s would be a subcommittees of the Governing Body.

The Chair agreed that enough information had been provided regarding the intentions of the Committee for agreement in principle, and asked members to contact Helen Kenyon if they have any queries regarding the arrangements being put in place. Further information regarding Terms of Reference, Governing papers will be provided at a future meeting.

*Dr Arun Nayyar left the meeting.*

**The Governing Body approved the establishment of a Joint Collaborative Commissioning Committee for NHS 111 Services**

**The Governing Body approved in principle the establishment of a Humber, Coast and Vale CCG Joint Commissioning Committee, pending further detail re the areas to be covered by the joint committee being provided.**

**The members noted the need to submit to the Council of Members the necessary amendments to the CCG Constitution (including Schemes of Delegation) to establish the governance framework for the joint Committees, prior to their onward submission to NHS North of England for approval.**

1. **EXTERNAL AUDIT SERVICE PROCUREMENT AND SPECIFICATION**

The Governing Body were informed of the new requirement to contract locally for external auditors from 1 April 2017. NELCCG are looking to enter into a joint procurement arrangement with 8 other CCG’s. All the CCG’s will have their own individual contract. Joe Warner will be the representative from the NEL CCG Audit Committee on the joint procurement group. The Integrated Governance and Audit committee will act as the Audit Panel, and approve the award of contract on behalf of NEL CCG.

**The members approved these arrangements for the Audit Panel, procurement and contract award for External Audit services from 1 April 2017.**

1. **RATIFICATION OF UPDATED TERMS OF REFERENCE FOR COMMUNITY FORUM**

A report was brought to the Governing Body to formally ratify the terms of reference (TofR) for the Governing Body committees, as set out in the CCG’s constitution.

The Chair outlined the changes as being around how the Chair’s are appointed and the length of appointment as the Community Forum can now select their own Chair. All changes have been undertaken after a consultation with the Community Forum members.

Members considered and ratified the committee’s Terms of References for publication on the CCG website.

1. **DATE AND TIME OF NEXT MEETING**

Thursday 8 September 2016 from 1pm to 2pm at the Royal Suite, Humber Royal Hotel.