**NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP PARTNERSHIP BOARD AGM**

**MINUTES OF THE MEETING HELD ON THURSDAY 9 MARCH 2017 AT 1PM**

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

**PRESENT:**

Mark Webb Chair

Dr Derek Hopper Vice Chair of CoM

Helen Kenyon Deputy Chief Executive

Laura Whitton Interim Chief Finance Officer

Jan Haxby Director of Quality and Nursing

Tim Render Lay Member Governance and Audit

Philip Bond Lay Member Public Involvement

Juliette Cosgrove Strategic Nurse

Dr David James Secondary Care Doctor

**IN ATTENDANCE:**

Councillor Hyldon-King Deputy Leader and Portfolio Holder for Health, Wellbeing and Adult Social Care

Helen Askham PA to Executive Office (Minutes Secretary)

**APOLOGIES:**

Councillor Patrick Portfolio Holder for Finance and Resources

Dr Peter Melton Clinical Chief Officer

Stephen Pintus Director of Public Health

Joe Warner Managing Director – Focus independent adult social care work

Nicky Hull Primary Care Professional

Dr Rakesh Pathak GP Representative

Dr Thomas Maliyil Chair Council of Members

Dr Arun Nayyar GP Representative

**1. APOLOGIES**

Apologies were noted as above.

**2. CONFLICTS OF INTEREST**

No conflicts of interest were declared.

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

The minutes of the Governing Body held on 8 September 2016 were agreed to be a true and accurate record.

1. **APPROVE CCG SCHEME OF DELEGATION**

A paper was presented to the Governing Body regarding the annual review of the CCG’s Scheme of Delegation and to notify the Governing Body of any changes. No significant changes were noted, but the impact of Cathy Kennnedy leaving her post, and the redistribution of that role, was brought to the Board’s attention.

It was noted that:-

* The Council of Members have discussed and agreed changes to be made to the Constitution.
* The Financial scheme of delegation was discussed and agreed by the Finance Assurance Sub-group.
* The Operational scheme of delegation was discussed and agreed by the Senior Management Team.

**The Governing Body noted the changes made to the scheme of delegation.**

1. **INTEGRATED GOVERNANCE AND AUDIT ANNUAL REPORT**

The CCG Constitution requires that an annual report is produced by the IG&A committee for consideration by the Governing Body. The report presented to the Governing Body relates to the activities of the committee for the 12 months to December 2016, and has been discussed and agreed at the IG&A Committee.

The report demonstrates a positive picture of the work of the committee in the last 12 months relevant to NEL CCG. The Chair of the IG&A Committee provided assurance to the Governing Body that the duties carried out in their area of responsibility had been considered appropriately.

LW confirmed that a piece of work had been undertaken regarding the role of a Trust Secretary and it was agreed by the Governing Body that this is not a requirement by NEL CCG.

**The Governing Body confirmed that the report provides adequate assurance that the CCG has appropriate arrangements in place to exercise its functions effectively, efficiently and economically and in accordance with the group’s principles of good governance.**

**Action: LW to record the role of Trust Secretary as a positive outcome, and narrative to explain this will be added to the report.**

1. **RATIFICATION OF UPDATED TERMS OF REFERENCE**

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 constitution.

Council of Members have approved the amendments to the terms of references.

Members were asked to consider and ratify the following committee’s Terms of References for publication on the CCG website:

a) Partnership Board Terms of Reference

b) IG&A Committee Terms of Reference

c) Remuneration Committee Terms of Reference

d) Joint Co-Commissioning Committee Terms of Reference

e) Community Forum Terms of Reference

f) Council of Members Terms of Reference

**Action: The amended Community Forum Terms of reference will be made available at the next Partnership Board Meeting**

**Members considered and ratified the available Terms of Reference.**

1. **ANNUAL CONSTITUTION REVIEW**

A paper was presented to the Governing Body to advise of the amendments that have been made to the CCG Constitution during 2016/17.

All changes reported to the Governing Body have been discussed and agreed at Council of Members. The changes made relate to the strengthening of Conflict of Interest requirements and the joint working – partnership arrrangements, specifically in relation to the proposed STP Joint Commissioning Committee. The Constitution will be updated on the website once the changes have been approved by NHS England.

**The Governing Body noted the amendments made to the NELCCG Constitution in 2016/17.**

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

Thursday 14 September 2017 at 1pm, location tbc.