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

**MINUTES OF THE MEETING HELD ON THURSDAY 14 MARCH 2013 AT 2PM IN GREEN ROOM 1, TUKES CAFÉ, 3 BRIGHOWGATE, GRIMSBY DN32 0QE**

**PRESENT:**

Mark Webb NEL CCG Chair/Associate Non-Executive of the CTP

Dr Sudhakar Allamsetty GP Representative

Philip Bond Community Member (ACCORD)

Dr Cate Carmichael Joint Director of Public Health

Dr Derek Hopper Vice Chair/Chair of Council of Members

Mr Perviz Iqbal Secondary Care Doctor – part meeting

Cathy Kennedy Chief Financial Officer/Deputy Chief Executive

Helen Kenyon Deputy Chief Executive

Geoff Lake ASC Strategic Advisor

Dr Peter Melton Chief Clinical Officer

Dr Arun Nayyar GP Representative – part meeting

Dr Rakesh Pathak GP Representative

Sue Whitehouse Associate Non-Executive for Integrated Governance and Audit

**IN ATTENDANCE:**

Jeanette Harris Business Support Officer (Minutes Secretary)

**APOLOGIES:**

Zena Robertson Registered Nurse and Quality Assurance Lead

1. **APOLOGIES**

Apologies were noted as above.

Zena Robertson is leaving the organisation to take up a position with the NHS Commissioning Board Area Team; it was agreed that Mark Webb will send her a letter of thanks on behalf of the Governing Body for her hard work and commitment over the years.

**ACTION: M Webb**

1. **CONFLICTS OF INTEREST**

Philip Bond declared his membership of the Board of Governors of the Northern Lincolnshire & Goole Hospitals NHS Foundation Trust. No other conflicts of interest were raised.

1. **NEL CCG Constitution**

Cathy Kennedy reminded the meeting that as the CCG will be a statutory body with effect from 1 April the Constitution and governance arrangements need to be in place in their own right rather than the current shadow form. The documents contained within the supporting papers outline how the new organisation will be run; all 30 GP member practices of NEL CCG have signed up to the Constitution as presented today. A copy of the NEL CCG Constitution document will be available for public access on the NEL CCG website.

A query arose over Point 6.4.2 of the Constitution which states “The Council of Members can create such other committees as it so resolves from time to time in the future”. It was suggested that the Governing Body should also be able to create other committees. Cathy Kennedy told the meeting that this point has been considered at length by the constitution working group after a similar query was raised by lawyers. It was agreed some time ago by the shadow CCG that one of the critical differences between the CCG and the CTP was the intention that all decisions should ultimately be led by the clinical members of the CCG through the Council of Members. To enable this to be the case the ability to create other committees has to lie with the Council of Members. Following this explanation the Governing Body accepted Point 6.4.2 as it stands.

**The Governing Body noted the NEL CCG Constitution.**

**3a GOVERNANCE ARRANGEMENTS SUPPORTING THE GOVERNING BODY**

Integrated Governance and Audit Committee Terms of Reference

The submitted terms of reference for the Integrated Governance and Audit Committee were considered at the March meeting of that Committee which included representatives of internal and external audit.

**The Governing Body approved the terms of reference for the Integrated Governance and Audit Committee.**

Remuneration Committee Terms of Reference

The terms of reference for the Remuneration Committee have been considered previously by the Governing Body and no further comments were raised.

**The Governing Body approved the terms of reference for the Remuneration Committee.**

Partnership Board Terms of Reference

Following legal advice a minor change has been made to the schematic document contained in Appendix A and this was drawn to the attention of the meeting.

Following consideration of the changed diagram **the Governing Body approved the Partnership Board terms of reference.**

Scheme of Delegation

The scheme of delegation has been considered and agreed at the Council of Members meeting held in August 2012 and at the Integrated Governance and Audit Committee which took place in March 2013.

**The Governing Body approved the scheme of delegation as presented.**

Governance Framework Policies and Procedures

It is being proposed that with effect from 1 April 2013 NEL CCG will adopt the governance framework policies and procedures that have already been put into place whilst operating in shadow form as part of the Humber cluster. It is also being proposed that these policies and procedures will be subject to an on-going programme of review by the Integrated Governance and Audit Committee.

**The Governing Body agreed that the governance framework that was currently in operation, including policies and procedures, should be adopted by NEL CCG from 1st April 2013 and that the review and approval of the CCG governance framework, including the organisation’s operational scheme delegation is to be delegated to the Integrated Governance and Audit Committee with immediate effect.**

Section 75 Agreement (Partnership Agreement) Heads of Term

The attached document reflects the heads of terms for the legal agreement that has been drawn up between NEL CCG and NELC in relation to adult social care commissioning. The Governing Body is being asked delegate authority to the Deputy Chief Executive to approve the full detailed documentation and the use of the seal for that purpose. Once the documentation has been finalised it will be accessible to members of the public on the NEL CCG internet site.

Following consideration of the supporting paper **the Governing Body approved the delegation of authority to the Deputy Chief Executive to approve the full detailed documentation and the use of the seal for that purpose.**

Mark Webb highlighted the significant amount of on-going work that has been required to set up a new, robust organisation and offered thanks to Cathy Kennedy and all the officers involved in taking this forward.

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

Governing Body AGM, Thursday 12 September 2013 at 1.30pm in the Victoria Suite, Tukes Café, Brighowgate, Grimsby