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

**MINUTES OF THE MEETING HELD ON THURSDAY 12 MARCH 2015 AT 1PM**

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

**PRESENT:**

Mark Webb NEL CCG Chair

Philip Bond Lay Member Public Involvement

Juliette Cosgrove Strategic Nurse

Dr Derek Hopper Vice Chair/Chair of Council of Members

Cathy Kennedy Chief Financial Officer/Deputy Chief Executive

Helen Kenyon *(Item 5 on)* Deputy Chief Executive

Dr Thomas Maliyil *(Item 5 on)* GP Representative/Vice Chair Council of Members

Dr Peter Melton Chief Clinical Officer

Sue Whitehouse Lay Member Governance and Audit

**IN ATTENDANCE:**

Jeanette Harris PA to Executive Office (Minutes Secretary)

**APOLOGIES:**

Mr Perviz Iqbal Secondary Care Doctor

Dr Arun Nayyar GP Representative

Dr Rakesh Pathak GP Representative

Stephen Pintus Director of Public Health

Joe Warner Managing Director – focus independent adult social care work

1. **APOLOGIES**

Apologies were noted as above.

1. **CONFLICTS OF INTEREST**

No conflicts of interest were declared.

1. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING – 13 MARCH 2014**

The minutes of the meeting held on 13 March 2014, which were ratified at the Partnership Board meeting held on 13 November 2014, were noted.

**4. INTEGRATED GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT**

The Integrated Governance and Audit Committee annual report, which is in the public domain, was taken as read by the meeting and it was confirmed that over the past year this Committee has delivered everything required of it by its Terms of Reference.

It was highlighted that in relation to the payment of invoices the organisation is finally in a much more positive situation with on-going improvement being maintained. It was noted that the Finance Report submitted to each meeting of the Partnership Board tracks performance in this area and that we expect to meet all invoice payment targets by the end of the year.

Attention was drawn to ASC debt, which has been discussed previously at Partnership Board meetings, and it was confirmed that the agreed process to manage this situation is continuing and producing results.

The Integrated Governance toolkit is finally starting to move forward and is on the agenda for the next Integrated Governance and Audit Committee (IG&A) meeting.

Committee members are providing challenge and scrutiny on the delivery of Internal Audit plans at every IG&A meeting and whilst there is an occasional slippage in delivery with a lot of work being done in the third and fourth quarters, the Committee is assured that the organisation is on track to achieve the deliveries specified within the audit plan.

Formal thanks were proffered to the members of the Finance Team who have worked very hard to meet challenging deadlines and provide all requested information in a timely manner.

The situation in relation to the process for managing the ASC debt was queried and in response Sue Whitehouse advised that solicitors have now been appointed and some of the debt has been referred to see if it is recoverable. Court action will be taken against individuals where it is deemed they are able to pay but have refused to so. The situation is being monitored closely. Whilst the level of debt is still increasing the IG&A Committee believes that the right steps are now in place and being followed. It was noted that previously the responsibility for recovering this debt sat with the Local Authority and that the CCG has since taken this on and can demonstrate that it is taking constructive action to redress the situation.

**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. It also confirmed that it was satisfied that given the effective performance of the Integrated Governance and Audit Committee during the past 12 months no additional support by way of a “Trust Secretary” role or its equivalent is required.**

**5. APPROVAL OF UPDATED TERMS OF REFERENCE FOR:**

Following consideration and updating by their relevant bodies the following Terms of Reference for Committees reporting to the Governing Body are coming before the meeting for approval.

a) Remuneration Committee Terms of Reference

These Terms of Reference have been considered by the Council of Members (CoM) and as a result of a discussion there the membership of the Remuneration Committee has been amended to include a member of CoM who is not also a member of the Governing Body or the Partnership Board. This is to provide an independent view of remuneration issues back to CoM and to alleviate any possible conflict as the Remuneration Committee is largely comprised of members from the Governing Body and the Governing Body ratifies all decisions taken by the Remuneration Committee.

**The Governing Body considered and agreed the revised Terms of Reference for the Remuneration Committee as approved by the Council of Members.**

b) Partnership Board Terms of Reference

**The Governing Body considered and agreed the submitted Terms of Reference for the Partnership Board.**

c) Integrated Governance and Audit Committee Terms of Reference

**The Governing Body considered and approved the Terms of Reference for the Integrated Governance and Audit Committee.**

d) Primary Care Co-Commissioning Committee

This is a new committee and its membership is drawn from NEL CCG, NHS England and North East Lincolnshire Council. The Terms of Reference for this Committee were submitted to NHS England for their approval and this is still awaited. It is not anticipated that there will be any amendments made by NHS England but this cannot be guaranteed and in light of this the Governing Body is being asked to delegate ratification of these ToR to the next meeting of the Partnership Board.

**The Governing Body agreed that ratification of the Terms of Reference for the Primary Care Co-Commissioning Committee will be delegated to the next meeting of the Partnership Board.**

**6. FOR INFORMATION – AMENDMENTS TO THE CONSTITUTION APPROVED BY THE COUNCIL OF MEMBERS**

The supporting paper provides information on amendments that have been made to the Constitution and subsequently approved by the Council of Members. The majority of the amendments relate to GP development services, declarations of interest and primary care co-commissioning.

**The members of the Governing Body noted the amendments to the CCG Constitution which have been approved by the Council of Members.**

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

The Governing Body AGM will be held on Thursday 10 September 2015 at 1pm in the Royal Suite, Humber Royal Hotel, Littlecoates Road, Grimsby.