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

**MINUTES OF THE MEETING HELD ON THURSDAY 13 MARCH 2014 AT 1.30PM**

**CONFERENCE ROOM 1, E-FACTOR BUSINESS HIVE, 13 DUDLEY STREET, GRIMSBY DN31 2AB**

**PRESENT:**

Mark Webb NEL CCG Chair

Philip Bond Lay Member Public Involvement

Geoff Barnes Acting Director of Public Health

Juliette Cosgrove Strategic Nurse

Dr Derek Hopper Vice Chair/Chair of Council of Members

Mr Perviz Iqbal Secondary Care Doctor

Cathy Kennedy Chief Financial Officer/Deputy Chief Executive

Helen Kenyon Deputy Chief Executive

Dr Peter Melton Chief Clinical Officer

Dr Arun Nayyar *(from Item 7 onwards)* GP Representative

Dr Rakesh Pathak GP Representative

Joe Warner Managing Director – focus independent adult social care work

**IN ATTENDANCE:**

Jeanette Harris PA to Executive Office (Minutes Secretary)

**APOLOGIES:**

Mandy Coulbeck Locally Practising Nurse

Joanne Hewson Strategic Director People and Communities – NELC

Sue Whitehouse Lay Member Governance and Audit

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 – 14 MARCH 2013**

The minutes of the meeting held on 14 March 2013 were agreed to be a true and accurate record.

**4. PROPOSED AMENDMENTS TO THE CONSTITUTION RELEVANT TO THE GOVERNING BODY**

The proposed amendments to the Constitution have been approved by the Council of Members and are being presented to the Governing Body for information. Attention was drawn to some changes in particular which have an impact on how the Governing Body will operate.

The following was highlighted:

* Change to membership – the role of the Practising Nurse has been formally included into the Governing Body membership and as such will have full voting rights.
* Change to membership – the requirement for the Governing Body membership to include a Director of Public Health has been altered to a Public Health Consultant which allows more flexibility for the Local Authority. It was noted that the Council cannot change this membership requirement without agreement from the CCG.

The Finance Assurance Sub Group is requesting that the Governing Body consider and ratify the proposed changes to the Scheme of Delegation and attention was drawn to the following:

* NHS England has introduced stringent deadlines for the approval and ratification of the annual accounts and annual report which will be difficult for the Governing Body to comply with in a timely manner. In light of this the Council of Members has delegated approval of the detailed documents to the Integrated Governance and Audit Committee; the annual accounts and annual report will then be taken to the Partnership Board for ratification and publication in the public domain; the annual accounts and annual report will then be presented by the Governing Body at its AGM.
* Section 75 Partnership Agreement with NELC – it is now specified within the Scheme of Delegation that this is a decision and function reserved to the Governing Body

It was queried whether the CCG needs to specify which Public Health consultant should sit on the Governing Body but it was clarified that currently this is either the Director or Acting Director of Public Health and this cannot be changed without joint agreement between NELC and the CCG.

It was suggested that the Public Health representative may face possible conflicts of interests in future as Public Health now sits formally within the LA. It was felt by the meeting that this would be unlikely but if any future difficulties did arise the Public Health representative would need to declare a conflict of interest and withdraw from the item being considered.

**The Governing Body noted the changes to the Constitution as they effect the operation of the Governing Body and ratified the changes recommended by the Finance Assurance Sub Group to the Scheme of Delegation.**

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

This item is normally placed before members by the Chair of the Integrated Governance and Audit Committee but Sue Whitehouse is unable to attend today and has sent her apologies. In light of this Cathy Kennedy will be presenting the annual report which is being submitted to the Governing Body to provide assurance that the CCG has appropriate arrangements in place to exercise its functions effectively, efficiently and economically and in accordance with the principles of good governance.

The annual report was taken as read but attention was drawn to the 3 elements of the report which demonstrate the Audit Committee’s compliance with the best practice checklist, the range of outcome based effectiveness measures which are subjected to internal and external audit, and the delivery of the Integrated Governance and Audit Committee against its Terms of Reference.

It was noted that the Integrated Governance and Audit annual report was scrutinised in detail at a meeting with internal and external auditors who then agreed the content of the report before the Governing Body today.

**The Governing Body agreed that the annual 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.**

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

Following consideration and updating by their relevant bodies the following revised Terms of Reference for the three committees that report to the Governing Body are being placed before members for ratification following their approval at the March 2014 meeting of the Council of Members:

a) Remuneration Committee Terms of Reference

**The Governing Body considered and ratified the revised Terms of Reference for the Remuneration Committee.**

b) Partnership Board Terms of Reference

**The Governing Body considered and ratified the revised Terms of Reference for the Partnership Board.**

c) Integrated Governance and Audit Committee Terms of Reference

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

**7. GOVERNING BODY AGM**

Mark Webb asked the meeting to consider what type of format should be used for the first AGM of the CCG which is due to be held in September. The possibility of the AGM being made more open to community and public was floated especially as September was also the time when the CCG may be going out to consultation with the public in relation to the healthy lives healthy futures programme options.

*Dr Arun Nayyar arrived.*

Following discussion it was agreed that whilst there will be a resource impact an engagement event will be held which will also include a formal AGM meeting. Mark Webb and Cathy Kennedy will liaise further outside this meeting to ensure adequate arrangements are made.

**ACTION: M Webb/C Kennedy**

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

CCG AGM Thursday 11 September 2014 at 1pm – venue to be confirmed