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

**MINUTES OF THE MEETING HELD ON THURSDAY 10 MARCH 2016 AT 1PM**

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

**PRESENT:**

Mark Webb Chair

Dr Derek Hopper Vice Chair/Chair of CoM

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

Dr Rakesh Pathak GP Representative

Joe Warner Managing Director – Focus independent adult social care work

Dr Thomas Maliyil GP Representative/Vice Chair Council of Members

**IN ATTENDANCE:**

Laura Whitton Deputy Chief Finance Officer

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

Helen Askham PA to Executive Office (Minutes Secretary)

**APOLOGIES:**

Cathy Kennedy Chief Financial Officer/Deputy Chief Executive

Stephen Pintus Director of Public Health

Nicky Hull Primary Care Professional

Joanne Hewson NELC Deputy Chief Executive (Communities)

Dr Arun Nayyar GP Representative

Juliette Cosgrove Strategic Nurse

Councillor Patrick Portfolio Holder for Finance and Resources

**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 12th March 2015, and the Partnership Board AGM meeting held on 10 September 2015 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. Miss Whitton explained that there are 3 components to the CCGs scheme of delegation, which are:

1. Scheme of delegation within the constitution
2. Financial scheme of delegation
3. Operational scheme of delegation.

No substantive changes were noted, and no queries were made.

The Governing Body was asked to delegate the authority to the Partnership Board to make a decision with regard to the establishment of a Joint Committee as part of the development of an Accountable Care Organisation, which may be required during 2015/16. It was agreed that the Chair of the Governing Body has the right to call an item back to the Governing Body for discussion as is necessary.

**The Governing body:**

1. **noted the changes made to the scheme of delegation**
2. **delegated the authority to the Partnership Board to make a decision with regard to the establishment of a Joint Committee as part of the development of an Accountable Care Organisation , which may be required during 2015/16**
3. **INTEGRATED GOVERNANCE AND AUDIT ANNUAL REPORT**

The CCG Constitution requires that an annual report is produced by the IG&A committee The report relates to the activities of the committee for the 12 months to December 2015 and reflects on the Committee’s achievements, identifies any gaps and where improvements can be made going forward.

The report demonstrates a positive picture of the work of the committee in the last 12 months, as demonstrated by Compliance with the best practice checklist; outcome based effectiveness measures; and Delivery of Terms of Reference.

*Dr Pathak joined the meeting.*

The members were asked if a paper should be shared with CoM in order to provide assurance of how the committee has discharged its duties as set out in its terms of reference. The Chair asked that a paper, along with a letter from the Chair of the Audit Committee giving context on why the paper was being submitted, be presented to CoM.

*Joe Warner and Dr Thomas joined the meeting.*

**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: Laura Whitton / Sue Whitehouse to prepare paper to present to CoM regarding how the CCG provide assurance through the IG&A Committee.**

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 amendments to terms of references at a meeting held on 3 March 2016.

Terms of reference for these committees were made available to the Governing Body.

Members considered and ratify the following committee’s Terms of References for publication on the CCG website:

a) Remuneration Committee Terms of Reference

b) Partnership Board Terms of Reference

c) Council of Members Terms of Reference

d) IG&A Committee Terms of Reference

d) Joint Co-Commissioning Committee 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 2015/16.

It was noted that an application for constitutional changes can now be made at whatever point during the year fits the CCG’s business needs. NELCCG have however made the decision to continue to review the constitution on a bi-annual basis, to ensure we capture any significant changes in a timely manner.  The key changes have been agreed through the appropriate channels during the year, were outlined, and noted as not significant as the changes made are amendments to statutory requirements, or a tidying up exercise so the document reads better.

**The Governing Body noted the constitution amendments.**

1. **ITEMS FOR INFORMATION**

The CCG Assurance – 2015/16 Annual Review was noted.

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

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