

**Chair:**  
Dr Parm Panesar

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# Nottingham North and East Clinical Commissioning Group

## GOVERNING BODY MEETING Public Meeting Agenda

23<sup>rd</sup> January 2018, 13:30 to 15:45  
Chappell Room, Gedling Civic Centre, Arnot Hill Park

\* Denotes Standing items

Agenda Ref	Item	Lead	BAF	Action
<b>13:30</b>				
<b>ADMINISTRATION</b>				
GB 18/001	*Welcome & Apologies for Absence	Chair		-
GB 18/002	*Declarations of interest for items on the agenda <ul style="list-style-type: none"> <li>Management of any real or perceived conflicts of interest</li> </ul>	Chair		-
GB 18/003	*Questions from the Public relating to the agenda	Chair		-
GB 18/004 Paper x 1	* Minutes of the meeting held on 21 <sup>st</sup> November 2017	Chair		Approve
GB 18/005	*Matters arising and action log from the meeting held on 21 <sup>st</sup> November 2017	Chair		Acknowledge
GB 18/006 Paper x 1	*Chief Officer and Chair's Report	Sam Walters/ Parm Panesar		Acknowledge
<b>13:45</b>				
<b>FINANCIAL STEWARDSHIP AND PERFORMANCE</b>				
GB 18/007 Paper x 2	*Finance Update <ul style="list-style-type: none"> <li>a) Financial Position – Month 9</li> <li>b) August Activity Report</li> <li>c) Greater Nottingham Financial Recovery Plan update</li> </ul>	Jonathan Bemrose	R01 / 02	Acknowledge
GB 18/008 Paper x 1	Performance Report – January 2018	Andy Hall	R06	Acknowledge
GB 18/009 Verbal	Finance Information Group Highlight Report 15 <sup>th</sup> January 2018	Terry Allen	R01 / 02	Acknowledge
<b>14:00</b>				
<b>QUALITY AND PATIENT SAFETY</b>				
GB 18/010 Paper x 2	Update on tender for Home Based Care and Support services	Jane Cashmore	R04	Acknowledge
GB 18/011 Paper x 1	Quality and Risk Committee- highlight report 09/11/17	Nichola Bramhall	R04	Acknowledge
GB 18/012 Paper x 1	Nottinghamshire Safeguarding Children Board- highlight report 06/12/17	Nichola Bramhall	R04	Acknowledge
GB 18/013 Paper x 1	Proposal to extend the existing contracts with Care Homes in Nottinghamshire	Nichola Bramhall	R04	Approval

GB 18/014 Paper x 1	Provision of Integrated Out of Hospital Community Services – Procurement Outcome Update	Nichola Bramhall	R04	Acknowledge
<b>14:35 STRATEGY AND LEADERSHIP</b>				
GB 18/015 Paper x 1	Procurement Policy	Tracy Duggan	R04	Approval
<b>14:45 COMMUNICATION AND ENGAGEMENT</b>				
GB 18/016 Verbal	Patient and Participant Involvement Committee – Highlight Report 09/01/18	Janet Champion	R05	Acknowledge
GB 18/017 Paper x 1	Clinical Cabinet Highlight Report 19/12/17	Parm Panesar	R05	Acknowledge
<b>14:55 CORPORATE GOVERNANCE</b>				
GB 18/018 Paper x 1	Audit and Governance Terms of Reference	Terry Allen		Approval
GB 18/019 Verbal	Audit and Governance Highlight Report 17/01/18	Terry Allen		Acknowledge
GB 18/020 Paper x 1	Information Governance, Management and Technology Committee Highlight Report 08/12/17	Hazel Buchanan		Acknowledge
GB 18/021 Paper x 1	Risk Assurance Framework	Hazel Buchanan		Approval
GB 18/022 Paper x 1	Information Governance Toolkit Review and Framework	Hazel Buchanan		Approval
GB 18/023 Paper x 1	Clinical Cabinet Terms of Reference	Hazel Buchanan	R05	Approval
<b>15:25 DOCUMENTS</b>				
GB 17/024 <b>*Minutes</b> Committee meeting minutes are included on the agenda when ratified. Where appropriate, a highlight report is provided in the interim. The table below provides the latest information.				
<b>Minutes Presented to the Governing Body</b>		<b>Status</b>		<b>Next meeting</b>
Clinical Cabinet		Minutes from 22/11/17		24/01/18
Finance and Information Group		Minutes from 13/11/17		12/02/18
Patient and Public Involvement Committee		Minutes from 20/11/17		13/03/18
Audit and Governance Committee		Minutes from 24/05/17 received previously		28/03/18
Primary Care Commissioning Committee		Highlight Report received previously		01/02/18
Information Governance, Management and Technology Committee		Minutes from 22/09/17		12/03/18
Quality and Risk Committee		Minutes from 10/08/17		
Nottinghamshire Safeguarding Committee		Minutes from 20/09/17		30/01/18
Nottinghamshire Safeguarding Childrens Board		Minutes form 20/09/17		14/03/18
Nottinghamshire Safeguarding Adults Board		Highlight Report received previously		12/04/18
Nottinghamshire Health and Wellbeing Board		Summary received previously		Currently Reviewing

15:35 CLOSING ITEMS				
GB 17/025	*Have the Public Questions been answered	Chair		-
GB 17/026	Risks identified during the course of the meeting	Chair		
GB 17/027	*Any Other Business	All		-
15:45 CONFIDENTIAL MEETING MOTION				
The Governing Body will resolve that representatives of the press and other members of the public be excluded from the remainder of this meeting, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (section 1 [2] Public Bodies [Admission to Meetings] Act 1960).				
<b>Date of next meeting:</b> 20 <sup>th</sup> March 2018 Chappell Room, Civic Centre, Arnot Hill Park, Nottingham				

All attendees should be aware that Nottingham North & East Clinical Commissioning Group is legally required to comply with the Freedom of Information Act 2000. The minutes and papers from this meeting could be released as part of a request for information.

## MEMBERS AND ATTENDEES ARE ASKED TO CONSIDER THE BELOW DEFINITION OF AN INTEREST WHEN DELCARING ANY POTENTIAL CONFLICTS OF INTERESTS

A conflict of interest occurs where an individual's ability to exercise judgement, or act in a role is, could be, or is seen to be impaired or otherwise influenced by his or her involvement in another role or relationship. In some circumstances, it could be reasonably considered that a conflict exists even when there is no actual conflict. In these cases it is important to still manage these perceived conflicts in order to maintain public trust.

Conflicts of interest can arise in many situations, environments and forms of commissioning, with an increased risk in primary care commissioning, out-of-hours commissioning and involvement with integrated care organisations, as clinical commissioners may here find themselves in a position of being at once commissioner and provider of services. Conflicts of interest can arise throughout the whole commissioning cycle from needs assessment, to procurement exercises, to contract monitoring.

Interests can be captured in four different categories:

- i) **Financial interests** - this is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:
- A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations.
  - A shareholder (or similar ownership interests), a partner or owner of a private or not-for-profit company, business, partnership or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations.
  - A management consultant for a provider. This could also include an individual being:

- In secondary employment
- In receipt of secondary income from a provider;
- In receipt of a grant from a provider;
- In receipt of any payments (for example honoraria, one-off payments, day allowances or travel or subsistence) from a provider;
- In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and
- Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider).

ii) **Non-financial professional interests** - this is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may, for example, include situations where the individual is:

- An advocate for a particular group of patients;
- A GP with special interests e.g., in dermatology, acupuncture etc.
- A member of a particular specialist professional body (although routine GP membership of the RCGP, British Medical Association (BMA) or a medical defence organisation would not usually by itself amount to an interest which needed to be declared);
- An advisor for the Care Quality Commission (CQC) or the National Institute for Health and Care Excellence (NICE);
- A medical researcher.

GPs and practice managers, who are members of the governing body or committees of the CCG, should declare details of their roles and responsibilities held within their GP practices.

iii) **Non-financial personal interests** - this is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:

- A voluntary sector champion for a provider;
- A volunteer for a provider;
- A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation;
- Suffering from a particular condition requiring individually funded treatment;
- A member of a lobby or pressure group with an interest in health.

iv) **Indirect interests** - this is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above) for example, a:

- Spouse / partner
- Close relative - parent, grandparent, child, grandchild or sibling
- Close friend
- Business partner - a declaration of interest for a "business partner" in a GP partnership should include all relevant collective interests of the partnership, and all interests of their fellow GP partners

Whether an interest held by another person gives rise to a conflict of interests will depend upon the nature of the relationship between that person and the individual, and the role of the individual within the CCG.

The above categories and examples are not exhaustive and the CCG will exercise discretion on a case by case basis, having regard to the principles set out in the CCG's Conflicts of Interest.