

**CLINICAL COMMISSIONING GROUP BOARD**

**FRIDAY 23 MARCH 2018, 9.30 AM UNTIL 11.05 AM,  
THE BOARDROOM, WILBERFORCE COURT, ALFRED GELDER STREET,  
HULL, HU1 1UY**

**PART 1**

Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
1.	<b>Breathlessness Research &amp; Work</b>	Dr Ann Hutchinson Research Fellow, HYMS	To Note	Presentation	9:30 am
2.	<b>Apologies for Absence</b>	Chair	To Note	Verbal	9:45 am
3.	<b>Minutes of The Previous Meeting held on 26 January 2018</b>  <i>To approve as a true and correct record and to authorise the Chair to sign them as such.</i>	Chair	To Approve	Enclosed	9:46 am
4.	<b>Matters Arising/Action List from the Minutes</b> <b>No Outstanding Actions to Discuss</b>  <i>In accordance with the CCG's Constitution and Standards of Business Conduct, no discussion shall take place upon the Minutes except upon their accuracy or where the Chair considers discussion appropriate</i>	Chair	To Note	Verbal	9:49 am
5.	<b>Notification of Any Other Business</b>  <i>Any proposed item to be taken under Any Other Business must be raised and, subsequently approved, at least 24 hours in advance of the meeting by the Chair.</i>  <i>Any approved items of Any Other Business to be discussed at item 12.</i>	Chair	To Note	Verbal	9:50 am
6.	<b>Governance</b>				
6.1	<b>Declarations of Interest</b>  <i>In relation to any item on the agenda of the meeting members are reminded of the need to declare:</i> <i>(i) any interests which are relevant or material to the CCG;</i> <i>(ii) any changes in interest previously declared; or</i> <i>(iii) any financial interest (direct or indirect) on any item on the agenda</i> <i>Any declaration of interest should be brought to the attention of the Chair in advance of the meeting or as soon as they become apparent in the meeting. For any interest declared the minutes of the meeting must record:</i> <i>(i) the name of the person declaring the interest;</i>	Chair	To Note	Verbal	9:51 am

Quorum: Chair or Vice Chair, at least  
2 GP Members, and either  
CCG Chief Officer/Chief Finance Officer, or  
Director of Integrated Commissioning

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	(ii) <i>the agenda item number to which the interest relate;</i> (iii) <i>the nature of the interest;</i> (iv) <i>be declared under this section and at the top of the agenda item which it relates too;</i>				
6.2	<b>Gifts and Hospitality Declarations</b> <i>Members are reminded of the need to declare the offer and acceptance/refusal of gifts or hospitality in the CCG's public register.</i>	Chair	<b>No Gifts and Hospitality Declarations since the January 2018 report</b>		
6.3	<b>Use of Corporate Seal</b>	Associate Director of Corporate Affairs	<b>No Use of Seal</b>		
6.4	<b>Corporate Risk Register</b>	Associate Director of Corporate Affairs	To Consider	Enclosed	9:53 am
6.5	<b>Board Assurance Framework Update</b>	Associate Director of Corporate Affairs	To Consider	Enclosed	09:56 am
6.6	<b>Chief Officer's Update Report</b>	Chair / Chief Officer	To Note	Enclosed	10:00 am
<b>7.</b>	<b>Strategy</b>				
7.1	<b>Humber, Coast and Vale Update Paper</b>	STP Programme Director	To Note	Enclosed	10:05 am
7.2	<b>Hull Place Based Plan Board Update</b>	Director of Integrated Commissioning	To Note	Presentation	10:10 am
7.3	<b>Refreshing NHS Plans - Planning Guidance 2018/19</b>	Director of Integrated Commissioning	For Information	Enclosed	10:15 am
7.4	<b>Yorkshire &amp; Humber Urgent Care: Service Development &amp; Procurement</b>	Director of Integrated Commissioning	To Approve	Enclosed	10:20 am
<b>8.</b>	<b>Quality and Performance</b>				
8.1	<b>Quality and Performance Report</b>	Chief Finance Officer/Director of Quality and Clinical Governance /Executive Nurse	To Consider	Enclosed	10:25 am
8.2	<b>Safeguarding Adults Quarterly Update (Q3) 2017-18</b>	Director of Quality & Clinical Governance / Executive Nurse	To Note	Enclosed	10:35 am
8.3	<b>Safeguarding Children Quarterly Update (Q3) 2017-18</b>	Director of Quality & Clinical Governance / Executive Nurse	To Note	Enclosed	10:40 am
<b>9.</b>	<b>Standing Reports</b>				
9.1	<b>Planning and Commissioning Committee Chair's Update Report – 5 January 2018 and 2 February 2018</b>	Chair of the Planning and Commissioning Committee	To Note	Enclosed	10:45 am

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9.2	<b>Quality and Performance Committee Chairs Update Report – 19 December 2017 and 23 January 2018</b>	Chair of the Quality and Performance Committee	To Note	Enclosed	10:46 am
9.3	<b>Integrated Audit and Governance Committee Chairs Assurance Report – 16 January 2018</b>	Chair of the Integrated Audit and Governance Committee	To Note	Enclosed	10:47 am
9.4	<b>Primary Care Commissioning Committee Chairs Assurance Report – 15 December 2017</b>	Chair of the Primary Care Commissioning Committee	To Note	Enclosed	10:48 am
<b>10.</b>	<b>General</b>				
10.1	<b>Policies:</b> • Managing Work Performance Policy	Director of Quality & Clinical Governance / Executive Nurse	To Ratify	Enclosed	10:49 am
10.2	<b>General Data Protection Regulation Update for HR Polices</b>	Director of Quality & Clinical Governance / Executive Nurse	To Approve	Enclosed	10:54 am
<b>11.</b>	<b>Reports for Information Only</b>				
11.1	<b>Planning and Commissioning Committee Approved Minutes – 5 January 2018 and 2 February 2018</b>	Chair of the Planning and Commissioning Committee	For Information	Enclosed	10:57 am
11.2	<b>Quality and Performance Committee Approved Minutes – 19 December 2017 and 23 January 2018</b>	Chair of the Quality and Performance Committee	For Information	Enclosed	10:58 am
11.3	<b>Integrated Audit and Governance Committee Meeting Approved Minutes – 16 January 2018</b>	Chair of the Integrated Audit and Governance Committee	For Information	Enclosed	10:59 am
11.4	<b>Primary Care Commissioning Committee Approved Minutes – 15 December 2017</b>	Chair of the Primary Care Commissioning Committee	For Information	Enclosed	11:00 am
<b>12.</b>	<b>Any Other Business</b>	<b>Chair</b>	<b>To Note</b>	<b>Verbal</b>	
					11:01 am
<b>13.</b>	<b>Date and time of next meeting:</b>  The next meeting will be held on <b>Friday 25 May 2018</b> at <b>9.30 am</b> in the <b>Boardroom at Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY.</b>				

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## COMMISSIONING CYCLE AND POTENTIAL CONFLICTS OF INTEREST

Notes:

- The illustrations given below should not be considered to be prescriptive in every instance.
- These are guidelines and both the materiality of the conflict and the significance of the issue should be considered carefully by the Chair in deciding on how to manage the conflict.
- It is the responsibility of the Chair to review the agenda and operate caution in terms of deferment or referral if necessary.
- Chairs to also consider potential conflicts of interest arising from verbal reports.
- Links should be considered to strategy direction e.g. is the introduction of a Local Enhanced Service in line with the strategy?
- If significant/complete conflict of interest at a locality level the matter could be referred to the CCG for decision.

Interest	Financial (Self, partner or close associate)	Personal (Self)	Personal (Partner or close associate)	Competing Loyalties
Needs assessment	Fully participate	Fully participate	Fully participate	Fully participate
Decide priorities	Discuss but cannot vote	Discuss and vote	Discuss and vote	Discuss and vote
Review commissioning proposals	Remain but cannot speak or vote	Remain but cannot speak or vote	Remain but cannot speak or vote	Discuss and vote
Design services (ensure a fully inclusive process)	Discuss and vote	Discuss and vote	Discuss and vote	Discuss and vote
Review prioritised business cases	Leave the room	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Discuss and vote
Procurement/contracting	Leave the room	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Discuss and vote
Performance Management	Remain but cannot speak or vote (unless significant and then leave the room)	Remain but cannot speak or vote (unless significant and then leave the room)	Remain but cannot speak or vote (unless significant and then leave the room)	Discuss and vote
Review Health Outcomes	Fully participate	Fully participate	Fully participate	Fully participate

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