

**Item: 3.1**

**CLINICAL COMMISSIONING GROUP EXTRAORDINARY BOARD**

**MINUTES OF THE MEETING HELD ON FRIDAY 22 FEBRUARY 2019, 11.30 AM,  
THE BOARD ROOM, WILBERFORCE COURT**

**PART 1**

**PRESENT:**

J Stamp, NHS Hull CCG (Lay Representative) - Chair  
Dr D Heseltine, NHS Hull CCG (Secondary Care Doctor)  
Dr J Moulton, NHS Hull CCG (GP Member)  
Dr R Raghunath, NHS Hull CCG (GP Member)  
Dr S Richardson, NHS Hull CCG (GP Member)  
Dr V Rawcliffe, NHS Hull CCG (GP Member)  
E Daley, NHS Hull CCG (Director of Integrated Commissioning)  
E Latimer, NHS Hull CCG (Chief Officer)  
E Sayner, NHS Hull CCG (Chief Finance Officer)  
M Napier, NHS Hull CCG (Associate Director of Corporate Affairs)  
M Whitaker, NHS Hull CCG (Practice Manager Representative)  
S Lee, NHS Hull CCG, (Associate Director of Communications and Engagement)  
S Smyth, NHS Hull CCG (Director of Quality and Clinical Governance/Executive Nurse)

**IN ATTENDANCE:**

E Jones, NHS Hull CCG (Business Support Manager) - *Minute Taker*  
Joy Dodson, NHS Hull CCG, Deputy Chief Finance Officer-Contracts, Performance, Procurement and Programme Delivery

**WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting including the members of the public.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted from:

C O'Neill, NHS Hull CCG (STP Programme Director)  
Dr A Oehring, NHS Hull CCG (GP Member)  
Dr D Roper, NHS Hull CCG (Chair)  
K Marshall, NHS Hull CCG (Lay Representative)  
P Jackson, NHS Hull CCG (Vice Chair / Lay Representative)

**2. NOTIFICATION OF ANY OTHER BUSINESS**

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.

**Resolved**

(a)	There were no items of Any Other Business to be taken at the meeting.
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### 3. GOVERNANCE

#### 3.1 DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting Board Members were reminded of the need to declare:

- (i) any interests which were relevant or material to the CCG;
- (ii) any changes in interest previously declared; or
- (iii) any financial interest (direct or indirect) on any item on the agenda.

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) the name of the person declaring the interest;
- (ii) the agenda number to which the interest relates;
- (iii) the nature of the interest and the action taken;
- (iv) be declared under this section and at the top of the agenda item which it related to;

Name	Agenda No	Nature of Interest / Action Taken

#### Resolved

(a)	There were no declarations of interest to note in relation to agenda items discussed at this meeting.
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### 4. STRATEGY

#### 4.1 COMMUNICATIONS AND ENGAGEMENT STRATEGY 2019 - 2022

The Associate Director of Communications and Engagement (C&E) presented the Communications and Engagement Strategy 2019-2022.

The refreshed strategy provided a framework for all the CCG's communication and engagement activities over the next three years. It set out the overarching aims, the key objectives for communications and engagement, the approach to delivery and the principles the CCG would work to.

The progress against the actions within the plan would be reported to the Planning and Commissioning Committee (P&CC) on a six monthly basis.

Board Members had reviewed and read the Strategy and it was noted that the Strategy was required to be in place prior to the CCG's end of year Improvement Assessment Framework (IAF) Quality of Leadership (QoL) submission on 1 March 2019.

Four key objectives were identified to ensure the CCG provided a high-performing service for the organisation and the people of Hull.

The CCG had identified all the evidence and were aiming for an 'outstanding' assessment and the assessment documentation would be reviewed by the CCG's Senior Leadership Team (SLT) on 25 February 2019.

Discussion took place and it was suggested and agreed that the terminology be changed with regard to 'Objective 2: Manage our reputation' to make this more aspirational.

### **Resolved**

(a)	Board Members approved the Communications and Engagement Strategy for 2019-2022 subject to the above amendment being made.
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### **5. ANY OTHER BUSINESS**

There were no items of Any Other Business.

### **6. DATE AND TIME OF NEXT MEETING**

The next meeting will be held on **Friday 22 March 2019** at **9.30 am** in the **Boardroom at Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY.**

Signed:

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Dr Dan Roper  
Chair of NHS Hull Clinical Commissioning Group

Date:

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### **Abbreviations**

C&E	Communications and Engagement
CCG	Clinical Commissioning Group
IAF	Improvement Assessment Framework
P&CC	Planning & Commissioning Committee
QoL	Quality of Leadership
SLT	Senior Leadership Team