

CLINICAL COMMISSIONING GROUP BOARD

**FRIDAY 27 SEPTEMBER 2019, 9.30 AM UNTIL 12:10 PM,
THE BOARDROOM, WILBERFORCE COURT, ALFRED GELDER STREET,
HULL, HU1 1UY**

PART 1

Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
1.	Patient Story: Personal Wheelchair Budget	Associate Director of Communications and Engagement	For Information	Video	9:30 am
2.	Apologies for Absence	Chair	To Note	Verbal	9:45 am
3.	Minutes of The Previous Meeting held on 26 July 2019 <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.	Matters Arising/Action List from the Minutes <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	Enclosed	9:48 am
5.	Notification of Any Other Business <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.	Governance				
6.1	Declarations of Interest <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> <i>(ii) the agenda item number to which the</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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	<i>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	Gifts and Hospitality Declarations <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	To Note	Enclosed	9:52 am
6.3	Use of Corporate Seal	Associate Director of Corporate Affairs	No Use of Seal		9:53 am
6.4	Declarations of Interest for Board Members	Associate Director of Corporate Affairs	To Note	Enclosed	9:53 am
6.5	Integrated Commissioning Committee - (Committees in Common) Terms of Reference	Associate Director of Corporate Affairs	To Approve	Enclosed	09:58 am
6.6	Chief Officer's Update Report	Chair / Chief Officer	To Note	Enclosed	10:04 am
6.7	Equality Standards Report, 2019: Workforce Race Equality Standard (WRES), Workforce Disability Equality Standard (WDES), Equality Delivery System (EDS)	Associate Director of Corporate Affairs	To Endorse	Enclosed	10:10 am
7.	Strategy				
7.1	Humber Coast and Vale Sustainability Transformation Partnership Update	STP Programme Director	To Note	Enclosed	10:14 am
7.2	Hull Place Based Plan Board Update	Programme Director Integration	To Note	Verbal	10:24 am
8.	Quality and Performance				
8.1	Quality and Performance Report	Chief Finance Officer / Deputy Director of Quality & Clinical Governance / Lead Nurse	To Consider	Enclosed	10:30 am
8.1.1	Quality & Performance Report – July 2019 Constitutional Exceptions	Chief Finance Officer	To Note	Enclosed	10:40 am
8.2	Humber Acute Services Review Update	Chief Officer	To Note	Verbal	10:45 am
8.3	Individual Funding Request (IFR) Annual Report 2018/19	Interim Director of Integrated Commissioning	To Ratify	Enclosed	10:55 am
8.4	Communications and Engagement Annual Report 2018-2019	Associate Director of Communications and Engagement	To Note	Enclosed	11:05 am
8.5	Controlled Drugs Annual Report 2018-2019	Deputy Director of Quality & Clinical Governance / Lead Nurse	To Note	Enclosed	11:15 am

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Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
8.6	Primary Care Commissioning Committee Chair's Annual Report 2018-2019	Vice Chair / Interim Director of Integrated Commissioning	To Ratify	Enclosed	11:25 am
8.7	Planning and Commissioning Committee Chair's Annual Report 2018-2019	Committee Chair / Interim Director of Integrated Commissioning	To Ratify	Enclosed	11:30 am
8.8	Integrated Commissioning Committee (Committees in Common Chair's Annual Report 2018-2019)	Committee Chair / Chief Finance Officer	To Ratify	Enclosed	11:32 am
9.	Integrated Commissioning				
9.1	Humber Joint Commissioning Committee Update	Chief Officer	For Information	Verbal	11.36 am
10.	Standing Reports				
10.1	Planning and Commissioning Committee Chair's Update Report – 5 July 2019 / 2 August 2019	Chair of the Planning and Commissioning Committee	To Note	Enclosed	11:42 am
10.2	Quality and Performance Committee Chairs Update Report – 25 June 2019	Chair of the Quality and Performance Committee	To Note	Enclosed	11:43 am
10.3	Integrated Audit and Governance Committee Chairs Assurance Report – 8 July 2019	Chair of the Integrated Audit and Governance Committee	To Note	Enclosed	11:44 am
10.4	Primary Care Commissioning Committee Chairs Assurance Report – 28 June 2019	Chair of the Primary Care Commissioning Committee	Not available due to August 2019 Committee being cancelled		11:45 am
11.	General				
11.1	Policies • Annual Leave Policy	Deputy Director of Quality & Clinical Governance / Lead Nurse	To Ratify	Enclosed	11:46 am
11.2	EU Exit for the Health and Care System	Chair / Chief Officer	To Note	Verbal	11:47 am
11.3	Emergency Preparedness, Resilience and Response 2018/19	Interim Director of Integrated Commissioning	To Ratify	Enclosed	12:00 noon
12.	Reports for Information Only				
12.1	Planning and Commissioning Committee Approved Minutes – 5 July 2019 / 2 August 2019	Chair of the Planning and Commissioning Committee	For Information	Enclosed	12:05 pm
12.2	Quality and Performance Committee Approved Minutes – 25 June 2019	Chair of the Quality and Performance Committee	0For Information	Enclosed	12:06 pm
12.3	Integrated Audit and Governance Committee Meeting Approved Minutes – 8 July 2019	Chair of the Integrated Audit and Governance	For Information	To Follow	12:07 pm

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Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
		Committee			
12.4	Primary Care Commissioning Committee Approved Minutes – 28 June 2019	Chair of the Primary Care Commissioning Committee	Not available due to August 2019 Committee being cancelled		12:08 pm
13.	Any Other Business	Chair	To Note	Verbal	12:08 pm
14.	Date and time of next meeting: The next meeting will be held on Friday 22 November 2019 at 9.30 am in the Boardroom at Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY.				

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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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