

CLINICAL COMMISSIONING GROUP BOARD

**FRIDAY 27 MARCH 2020, 9.30 AM,
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: Spotlight on the work of Matthew's Hub		To Note	Video	9:30am
2.	Apologies for Absence	Chair	To Note	Verbal	9:45am
3.	Minutes of The Previous Meeting held on 24 January 2020 <i>To approve as a true and correct record and to authorise the Chair to sign them as such.</i>	Chair	To Approve	Enclosed	9:46am
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	9:48am
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	9:50am
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 interest relate;</i> <i>(iii) the nature of the interest;</i> <i>(iv) be declared under this section and at the top of the agenda item which it relates to;</i>	Chair	To Note	Verbal	9:51am

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

Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
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	No Gifts and Hospitality Declarations since the January 2020 report		9:52am
6.3	Use of Corporate Seal	Associate Director of Corporate Affairs	To Note	Enclosed	9:53am
6.4	Accountable Officer's Update Report	Accountable Officer	To Note	Enclosed	9:54am
6.5	CCG Board Work Plan	Associate Director of Corporate Affairs	To Discuss	Enclosed	10.05am
6.6	Corporate Risk Register	Associate Director of Corporate Affairs	To Discuss	Enclosed	10.15am
6.7	Board Assurance Framework	Associate Director of Corporate Affairs	To Note	Enclosed	10.25am
7.	Strategy				
7.1	Humber Coast and Vale Sustainability Transformation Partnership Update	STP Programme Director	To Note	Enclosed	10.35am
7.2	Hull Place Based Plan Board Update	Chief Operating Officer	To Note	Verbal	10.40am
7.3	Humber Joint Commissioning Committee Update	Accountable Officer	To Note	Enclosed	10.50am
7.4	Humber Strategic Commissioning Model	Director of Collaborative Acute Commissioning	To Note	Enclosed	10.55am
8.	Quality and Performance				
8.1	Quality and Performance Report	Chief Finance Officer / Deputy Director of Quality & Clinical Governance / Lead Nurse	To Consider	Enclosed	11.02am
8.2	Local Safeguarding Adults Board Annual Report	Chair of Safeguarding Adults Board	To Note	Enclosed	11.12am
9.	Integrated Commissioning				
	<i>No Items Received</i>				
10.	Standing Reports				
10.1	Planning and Commissioning Committee Chair's Update Report – 1 January 2020	Chair of the Planning and Commissioning Committee	To Note	Enclosed	11.25am
10.2	Quality and Performance Committee Chairs Update Report – 19 November 2019 / 21 January 2020	Chair of the Quality and Performance Committee	To Note	Enclosed	11.26am
10.3	Integrated Audit and Governance Committee Chairs Assurance Report –	Chair of the Integrated Audit	To Note	Enclosed	11.27am

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

Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
	14 January 2020	and Governance Committee			
10.4	Primary Care Commissioning Chairs Update Report – 13 December 2019	Chair of the Primary Care Commissioning Committee	To Note	Enclosed	11.28am
11.	General				
11.1	Policies • Grievance Policy	Deputy Director of Quality & Clinical Governance / Lead Nurse	To Ratify	Enclosed	11.29am
12.	Reports for Information Only				
12.1	Planning and Commissioning Committee Approved Minutes – 1 January 2020	Chair of the Planning and Commissioning Committee	For Information	Enclosed	11.34am
12.2	Quality and Performance Committee Approved Minutes – 19 November 2019 / 21 January 2020	Chair of the Quality and Performance Committee	For Information	Enclosed	11.35am
12.3	Integrated Audit and Governance Committee Meeting Approved Minutes – 14 January 2020	Chair of the Integrated Audit and Governance Committee	For Information	Enclosed	11.36am
12.4	Primary Care Commissioning Committee Approved Minutes – 13 December 2019	Chair of the Primary Care Commissioning Committee	For Information	Enclosed	11.37am
12.5	Integrated Committees in Common Approved Minutes – 18 December 2019	Chair	For Information	Enclosed	11:38am
13.	Any Other Business	Chair	To Note	Verbal	11:39am
14.	Date and time of next meeting: The next meeting will be held on Friday 22 May 2020 at 9.30 am in the Boardroom at Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY.				

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