

CLINICAL COMMISSIONING GROUP BOARD

FRIDAY 24 JULY 2020 AT 9.30 AM
Via GoToMeeting

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PART 1

Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
1.	Patient Story: COVID Community Heroes		To Note	Video	9.30am
2.	Apologies for Absence	Chair	To Note	Verbal	9.40am
3.	Minutes of The Previous Meeting held on 22 May 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	9.42am
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	9.43am
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	9.44am
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</i>	Chair	To Note	Verbal	9.45am

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>minutes of the meeting must record:</i> (i) the name of the person declaring the interest; (ii) the agenda item number to which the interest relate; (iii) the nature of the interest; (iv) be declared under this section and at the top of the agenda item which it relates to;				
6.2	Declarations of Gifts and Hospitality <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	Verbal	9.46am
6.3	Use of Corporate Seal	Associate Director of Corporate Affairs	No Use of Seal		9.47am
6.4	Annual Audit Letter 2019-2020	Chief Finance Officer	To Approve	Enclosed	9.48am
6.5	Board Assurance Framework 2020/21	Associate Director of Corporate Affairs	To Approve	Enclosed	9.53am
6.6	Accountable Officer Update Report	Accountable Officer	To Note	Enclosed	9.58am
7.	Strategy				
7.1	Workforce and Organisational Development Annual report	Interim Director of Nursing and Quality /Caldicott Guardian	To Note	Enclosed	10.08am
7.2	Phase 3 Planning	Chief Finance Officer	To Note	Presentation	10.18am
8.	Quality and Performance				
8.1	Quality and Performance Report	Chief Finance Officer/ Interim Director of Nursing and Quality /Caldicott Guardian	To Consider	Enclosed	10.28am
8.2	NHS Hull CCG Safeguarding Annual Report	Interim Director of Nursing and Quality /Caldicott Guardian	To Note	Enclosed	10.38am
8.3	Hull Outbreak Prevention and Management Plan, 2020	Director of Public Health	To Note	Enclosed	10.48am
8.4	Patient Experience Annual Report (including complaints) 2019-2020	Interim Director of Nursing and Quality /Caldicott Guardian	To Note	Enclosed	10.58am
8.5	Hull CCG R &D Annual Report 2019-20	Interim Director of Nursing and Quality/Caldicott Guardian	To Consider	Enclosed	11.08am
9.	Standing Reports				
9.1	Planning and Commissioning Committee Chair's Update Report – 1 May 2020 and 5 June 2020	Chair of the Planning and Commissioning	To Note	Enclosed	11.18

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		Committee			
9.2	Quality and Performance Committee Chairs Update Report – 21 April 2020 and 19 May 2020	Chair of the Quality and Performance Committee	To Note	Enclosed	11.19am
9.3	Integrated Audit and Governance Committee Chairs Assurance Report – 12 May 2020	Chair of the Integrated Audit and Governance Committee	To Note	Enclosed	11.20am
9.4	Primary Care Commissioning Committee Chairs Assurance Report – 24 April 2020	Chair of the Primary Care Commissioning Committee	To Note	Enclosed	11.21am
10.	Policies				
10.1	Other Leave Policy	Interim Director of Nursing and Quality /Caldicott Guardian	To Ratify	Enclosed	11.22am
10.2	Whistleblowing Policy	Interim Director of Nursing and Quality /Caldicott Guardian	To Ratify	Enclosed	11.27am
11.	Reports for Information Only				
11.1	Planning and Commissioning Committee Approved Minutes – 1 May 2020 and 5 June 2020	Chair of the Planning and Commissioning Committee	For Information	Enclosed	11.32am
11.2	Quality and Performance Committee Approved Minutes – 21 April 2020 and 19 May 2020	Chair of the Quality and Performance Committee	For Information	Enclosed	11.33am
11.3	Integrated Audit and Governance Committee Approved Minutes 12 May 2020 and Extraordinary Meeting Approved Minutes 20 May 2020	Chair of the Integrated Audit and Governance Committee	For Information	To Follow	11.34am
11.4	Primary Care Commissioning Committee Approved Minutes – 24 April 2020	Chair of the Primary Care Commissioning Committee	For Information	Enclosed	11.35am
11.5	Committees in Common Approved Minutes	Associate Director of Corporate Affairs	For Information	Enclosed	11.36am
12.	Any Other Business	Chair	To Note	Verbal	11:37 am
13.	Date and time of next meeting: The next meeting will be held on Friday 25 September 2020 at 9.30am , in the Boardroom at Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY and via GoToMeeting .				

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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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