

## CLINICAL COMMISSIONING GROUP BOARD

FRIDAY 22 JANUARY 2021, 9.30 AM

### PART 1

Via Microsoft Teams

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Item no	Item	Led by	Action required	Enclosed / Verbal	Timings
1.	<b>Apologies for Absence</b>	Chair	To Note	Verbal	9:30 am
2.	<b>Minutes of The Previous Meeting held on 27 November 2020</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	9:31 am
3.	<b>Matters Arising/Action List from the Minutes</b> <i>In accordance with the CCG's Constitution and Standards of Business Conduct, no discussion shall take place upon the Minutes expect upon their accuracy or where the Chair considers discussion appropriate</i>	Chair	To Note	Enclosed	9:38 am
4.	<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 11.</i>	Chair	To Note	Verbal	9:40 am
5.	<b>Governance</b>				
5.1	<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	9:45 am

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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 to</i>				
<b>5.2</b>	<b>Declarations of Gifts and Hospitality</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>	No declarations of Gift and Hospitality			
<b>5.3</b>	<b>Use of Corporate Seal</b>	No use of the Corporate Seal			
<b>5.4</b>	<b>Accountable Officer's Update Report</b>	Accountable Officer	To Note	Enclosed	9:47 am
<b>6.</b>	<b>Strategy</b>				
<b>6.1</b>	<b>Humber Coast and Vale ICS Humber Partnership Update</b>	Accountable Officer	For Information	Verbal	10.05am
<b>6.2</b>	<b>Next Steps for Integrated Care Systems</b>	Accountable Officer	For Information	Verbal	10.20 am
<b>7.</b>	<b>Quality and Performance</b>				
<b>7.1</b>	<b>Quality and Performance Report</b>	Chief Finance Officer /Interim Director of Nursing and Quality	To Consider	Enclosed	10:30 am
<b>7.2</b>	<b>Covid Update</b>	Interim Chief Operating Officer	For Information	Verbal	10.40 am
<b>7.3</b>	<b>Infection Prevention and Control Annual Report 2019/2020</b>	Interim Director of Nursing and Quality	To Approve	Enclosed	10.47 am
<b>7.4</b>	<b>Operational Priorities</b>	Chief Finance Officer/ Chief Operating Officer	To Discuss	Verbal	10.55am
<b>8.</b>	<b>Standing Reports</b>				
<b>8.1</b>	<b>Planning and Commissioning Committee Chair's Update Report 6 November 2020</b>	Chair of the Planning and Commissioning Committee	To Note	Enclosed	11.00 am
<b>8.2</b>	<b>Quality and Performance Committee Chairs Update Report 20 October 2020 and 17 November 2020</b>	Chair of the Quality and Performance Committee	To Note	Enclosed	11.01am
<b>8.3</b>	<b>Integrated Audit and Governance Committee Chairs Assurance Report 10 November 2020</b>	Chair of the Integrated Audit and Governance Committee	To Note	Enclosed	11.02 am
<b>8.4</b>	<b>Primary Care Commissioning Chairs Update Report 23 October 2020</b>	Chair of the Primary Care Commissioning Committee	To Note	Enclosed	11.03am

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
<b>9.</b>	<b>General</b>				
<b>9.1</b>	<b>Policies</b>				11.04 am
<b>9.1.1</b>	<b>Reporting and Management Policy for Compliments, Comments. Concerns and Complaints</b>	Interim Director of Nursing and Quality	To Approve	Enclosed	11.04 am
<b>10.</b>	<b>Reports for Information Only</b>				
<b>10.1</b>	<b>Planning and Commissioning Committee Approved Minutes 6 November 2020</b>	Chair of the Planning and Commissioning Committee	For Information	Enclosed	10:06 am
<b>10.2</b>	<b>Quality and Performance Committee Approved Minutes 20 October 2020 and 17 November 2020</b>	Chair of the Quality and Performance Committee	For Information	Enclosed	10:07 am
<b>10.3</b>	<b>Integrated Audit and Governance Committee Meeting Approved Minutes 10 November 2020</b>	Chair of the Integrated Audit and Governance Committee	For Information	Enclosed	11:08 am
<b>10.4</b>	<b>Primary Care Commissioning Committee Pt 1 Approved Minutes 23 October 2020</b>	Chair of the Primary Care Commissioning Committee	For Information	Enclosed	11:09 am
<b>10.5</b>	<b>Integrated Committees in Common Approved Minutes 16 December 2020</b>	Chair	For Information	Enclosed	11:10 am
<b>11.</b>	<b>Any Other Business</b>	<b>Chair</b>	<b>To Note</b>	<b>Verbal</b>	11:11 am
<b>12.</b>	Date and time of next meeting: The next meeting will be held on <b>Friday 26 March 2021 at 9.30am</b>				

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

## 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