

**Minutes of the meeting of NHS Sheffield Clinical Commissioning Group  
Governing Body held in public on 4 May 2017  
in the Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU**

**Aii**

**Present:** Dr Tim Moorhead, CCG Chair, GP Locality Representative, West (Chair)  
Dr Amir Afzal, GP Locality Representative, Central  
Dr Ngozi Anumba, GP Locality Representative, Hallam and South  
Dr Nikki Bates, GP Elected City-wide Representative (from item 46/17)  
Mrs Penny Brooks, Chief Nurse  
Mrs Nicki Doherty, Interim Director of Delivery - Care Outside of Hospital  
Ms Amanda Forrest, Lay Member  
Professor Mark Gamsu, Lay Member  
Dr Terry Hudson, GP Elected City-wide Representative (from item 46/17)  
Dr Annie Majoka, GP Elected City-wide Representative  
Ms Julia Newton, Director of Finance  
Mr Matt Powls, Interim Director of Commissioning and Performance.  
Mrs Maddy Ruff, Accountable Officer  
Dr Marion Sloan, GP Elected City-wide Representative  
Dr Leigh Sorsbie, GP Locality Representative, North  
Mr Phil Taylor, Lay Member

**In Attendance:** Mrs Rachel Dillon, Locality Manager, West  
Mrs Kate Gleave, Interim Director of Strategy and Integration (on behalf of the  
Director of Strategy and Integration)  
Dr Anthony Gore, Clinical Director Care Out of Hospital and Planned  
Prevention (on behalf of the Medical Director)  
Ms Carol Henderson, Committee Secretary / PA to Director of Finance  
Ms Alison Kuppasamy, Business Manager to Accountable Officer (observing)  
Mr Nicky Normington, Locality Manager, North  
Mrs Eleanor Nossiter, Strategic Communications and Engagement Lead  
Mr Gordon Osborne, Locality Manager, Hallam and South  
Mr Paul Wike, Joint Locality Manager, Central  
Ms Michelle Wilde, Joint Locality Manager, Central

**Members of the public:**

There were four members of the public in attendance.

A list of members of the public who have attended CCG Governing Body meetings is held by the Director of Finance.

**ACTION**

**42/17 Welcome**

The Chair welcomed members of the Sheffield Clinical Commissioning Group (CCG) Governing Body and those in attendance to the meeting.

**43/17 Apologies for Absence**

Apologies for absence had been received from Mr John Boyington, CBE, Lay Member, Dr Zak McMurray, Medical Director, and Mr Peter Moore,

Director of Strategy and Integration.

Apologies for absence from those who were normally in attendance had been received from Mrs Katrina Cleary, Programme Director Primary Care, Dr Mark Durling, Chair, Sheffield Local Medical Committee, Mr Greg Fell, Director of Public Health, Sheffield City Council, Mr Phil Holmes, Director of Adult Services, Sheffield City Council, Sheffield City Council, and Mrs Judy Robinson, Chair, Healthwatch Sheffield

#### **44/17     Declarations of Interest**

The Chair reminded Governing Body members of their obligation to declare any interest they may have on matters arising at Governing Body meetings which might conflict with the business of NHS Sheffield Clinical Commissioning Group (CCG). He also reminded members that, in future, not only would any conflicts of interests need to be noted but there would also need to be a note of action taken to manage this. The Chair reminded members that they had been asked to declare any conflicts of interest in agenda items for discussion at today's meeting in advance of the meeting

Declarations made by members of the Governing Body are listed in the CCG's Register of Interests. The Register is available either via the secretary to the Governing Body or the CCG website at the following link:

<http://www.sheffieldccg.nhs.uk/about-us/declarations-of-interest.htm>

There were no declarations of interest from items to be discussed at today's meeting.

#### **45/17     Questions from the Public**

A member of the public had submitted questions before the meeting. The CCG's responses to these are attached at Appendix A.

#### **46/17     Adoption of NHS Sheffield CCG Unaudited Financial Accounts for 2016/17 and Finance Report at Month 12**

The Director of Finance presented this report that included the draft unaudited accounts for 2016/17 and the final Month 12 finance report for 2016/17.

##### **Part B: Month 12 Finance Report**

The Director of Finance presented the Month 12 Finance report. She advised that, subject to audit review, the CCG would deliver all its statutory financial duties for 2016/17 and achieve a surplus of £11.6m. As advised at 6 April 2017 Governing Body, this represented delivery of our planned £3.5m surplus and the release of the 1% reserve which NHS England had instructed all CCGs to hold uncommitted throughout 2016/17 as part of national management of the overall NHS financial position.

Dr Hudson joined the meeting at this stage.

The Director of Finance advised Governing Body that there had been a few movements in the final out-turn position compared to month 11 as documented in her report. She advised the largest movement related to hospital activity, particularly elective care, at Sheffield Teaching Hospitals NHS Foundation Trust, but this had been partly offset by reductions in prescribing expenditure largely linked to lower prices.

Dr Bates joined the meeting at this stage.

#### Part A: Unaudited Accounts for 2016/17

The Director of Finance presented the CCG's unaudited financial accounts for 2016/17. She reminded members that it was good practice to present the draft accounts to Governing Body before they were audited. She confirmed that the auditors would prepare their formal report on the accounts which would be considered at the Audit and Integrated Governance Committee (AIGC) meeting on the morning of 25 May, prior to the audited accounts being presented to Governing Body for formal adoption on the afternoon of 25 May, alongside the final version of the CCG's Annual Report including the Annual Governance Statement.

The Director of Finance advised Governing Body that she had been through the accounts with Mr Taylor, in his capacity as Chair of the Audit and Integrated Governance Committee, who had commented that they were not an easy read for the public as they were presented in a prescribed way to meet government accounting requirements. However, the finance team had endeavoured, through the explanatory commentary in section 3 to give the main highlights.

Mr Taylor thanked the Director of Finance and her team and others in the organisation for their time and effort to complete the accounts in time and in the correct format for submission to NHS England. He reported that he had spoken to both the Director and Deputy Director of Finance about some of the figures included in the accounts, especially some of those that showed big variances from last time which, he advised, had been easily explained. With this in mind, he suggested to have more of an explanation in future for people to be able to understand these figures more easily.

Professor Gamsu support Mr Taylor's comments and reminded members that, at the CCG's annual meeting the previous year, they had presented good, easy to understand information on our activity and spend. The Director of Finance confirmed that this would also be the case this year.

The Governing Body:

- Noted the final 2016/17 outturn position for the CCG, subject to the external audit of the CCG's annual accounts (Part B)
- Approved the budget changes in relation to the Better Care Fund, as set out in section 4
- Approved the adoption of the 2016/17 unaudited annual accounts for

**47/17 NHS Sheffield CCG Draft Annual Report 2016/17**

The Interim Director of Delivery – Care Outside of Hospital presented the draft annual report. She advised Governing Body that the report would be reviewed by our auditors before the final version was presented for approval to Governing Body on 25 May. She advised that this year the report was presented in a different format to make it more accessible and engaging, and would be supported by some leaflets that would go out to a variety of people, including our Member practices. She thanked all members of the staff that had contributed to the production of the annual report.

The Interim Director of Delivery – Care Outside of Hospital drew Governing Body's attention to the key elements of the report, especially the reports around the CCG's performance, accountability, corporate governance, staff, and financial statements. She reminded Governing Body that it had been really challenging for us this year, especially with a big QIPP challenge, pressures from NHS England, and changes to the way we operated. She highlighted that regardless of these pressures the achievements demonstrated in the annual report were significant.

The Director of Finance drew members' attention to the Annual Governance Statement (AGS) included in the report, which was an important statutory requirement and provided details on the CCG's governance arrangements, internal controls and processes. The draft Head of Internal Audit Opinion which was a good report and provided a Significant Assurance Opinion, was appended. She particularly thanked Mrs Sue Laing, Corporate Governance and Facilities Manager, for all her hard work and time in pulling the AGS together.

Due to tight timescales before the final report was presented to Governing Body on 25 May, the Director of Finance asked members to advise of any changes, amendments or comments within the next week.

Professor Gamsu commented that accounts produced by NHS Trusts included statements as to where they had been challenged or had struggled, which he felt might make our report more public facing if we included some of our own, especially in light of the challenges that people were facing in the city. The Interim Director of Delivery – Care Outside of Hospital explained that some of this was included in the performance section, but it was worth celebrating the positives, however, would revisit this section to make sure it was captured, along with any other areas we might want to highlight where we had had a challenge.

**ND**

The Governing Body adopted the draft Annual Report, noting that a final version (post external and internal audit review) would be presented at the 25 May 2017 Governing Body meeting alongside the CCG's audited accounts, for final approval and formal adoption.

**48/17 Any Other Business**

The Chair advised Governing Body that Mr John Boyington, CCG Lay Member and Vice Chair of Governing Body, had resigned from Governing Body to focus on helping Primary Care Sheffield with their development. He advised that a process for appointing his successor was being put in-train.

On behalf of Governing Body the Chair thanked Mr Boyington for his contribution, help and support over the past few years.

There was no further business to discuss in public this month.

**49/17 Date and Time of Next Meeting**

The next full meeting in public will take place on Thursday 25 May 2017, 2.00 pm – 5.00 pm, Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU

## Questions from Mr Mike Simpkin, Sheffield Save our NHS, to the CCG Governing Body 4 May 2017

**Question 1: How much was spent in 2016-17 on processing competitive procurements either specifically for Sheffield or as lead CCG and how many exercises does this sum refer to?**

### **CCG response:**

Since 2016, all NHS CCGs have been legally bound to comply with the Public Contract Regulations (2015). A failure to comply with these regulations could leave the CCG open to potentially financially punitive legal action by the courts. Sheffield CCG hosts a small Procurement team which provides a shared service across Barnsley, Bassetlaw, Rotherham and Sheffield CCG's. During 2016-17, 10 procurement projects were undertaken on behalf of Sheffield CCG. The estimated cost was £83k based on taking the total cost of the team and allocating pro-rata to estimated number of days on each project. The cost does not include other CCG staff input eg evaluating tenders as this time and hence cost is not recorded.

**Question 2: Who were the major recipients of consultancy fees in 2016-17?**

### **CCG response:**

The gross expenditure can be analysed as follows:

Attain Commissioning Services Ltd	£646k
Aventis Solutions	£121k
Price Waterhouse Cooper	£93k
The Campaign Company	£66k
Eugene Sullivan	£57k
How Consulting	£51k
Mental Health Strategies	£25k
Dianne Prescott Consulting	£22k
SBM Business Solutions	£16k
Practive	£13k
Various others	£16k
<b>TOTAL</b>	<b>£1,126K</b>

As detailed in note 5 to the CCG's accounts, the CCG received funding from other partner organisations to contribute to these costs particularly where they relate to system wide strategic development work. These contributions resulted in a net spend by the CCG of £535k.