

Company Secretary Report

Governing Body meeting

1 May 2014

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Author(s)/Presenter and title	Linda Tully, Company Secretary and Head of Corporate Governance
Sponsor	Ian Atkinson, Accountable Officer
Key messages	
<p>This report updates the Governing Body on two issues of governance, namely: Declarations of Interest and the review of the Governing Body.</p>	
Assurance Framework (AF)	
<p>How does this paper provide assurance to the Governing Body that the risk is being addressed?</p> <p>This paper supports the following principal risks identified in the assurance framework</p> <ul style="list-style-type: none"> 1.1 supports public confidence through good communication 5.4 supports the development of leadership 5.5 adheres to governance arrangements to support the Nolan Principles <p>Is this an existing or additional control:</p> <p>Existing</p>	
Equality/Diversity Impact	
<p>Has an equality impact assessment been undertaken? Not applicable</p>	
Public and Patient Engagement	
<p>Not applicable</p>	
Recommendations	
<p>The Governing Body is asked to:</p> <ul style="list-style-type: none"> 1) Satisfy itself that the CCG meets its constitutional requirements to record declarations of interest. 2) Assure itself that the first annual review of the Governing Body effectiveness has been executed and any remaining activities from the action plan will be delivered through the OD Steering Group. 	

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1. Introduction / Background

This report updates the Governing Body on two issues of governance, namely: Declarations of Interest Register (Appendix 1) and the review of the Governing Body.

2. Declarations of Interest Register

In accordance with the CCG's Constitution and section 14O of The National Health Service Act 2006, the CCG's Accountable Officer must be informed of any interest, real or potential, that may compromise the CCG's decision making process or conflict with the interests of the CCG and the public for whom we commission services. Members are asked to state any interest at each meeting. This paper formally presents the register to the Governing Body.

3. Review of Governing Body

The Governing Body is committed to an annual review of its performance and effectiveness. In our first year since being authorised without conditions, we have firmly established our Governing Body, confirmed our governance structure and set down clear principles for building our organisation's culture. In December 2013 we undertook our first review.

The methodology included a comprehensive programme of staff and stakeholder surveys, and intelligence gathered from our members and clinical leads. A Task and Finish Group was convened to consider the findings and agree an action plan. The action plan covered three themes:

- Governing Body and Committees,
- Executive meetings and working groups,
- Directly employed staff and Localities.

Actions that are now completed and changes implemented include:

- Governing Body agenda to comprise at 60% strategy and a minimum of 20% clinical and quality issues.
- An audit found 49% of Governing Body meeting papers required a decision and 51% of papers were for noting. In future, papers "for noting" will be sent separately to the meeting papers, thus ensuring discussion papers focus on strategic decision making.
- Revised timing of the meetings (as reported in my report to the April meeting).
- Improved audit of front cover sheets.
- A review of Terms of Reference for all Committees.
- Role of Lay Members clarified.
- Clearer understanding of how we manage conflict of interest.

The Task and Finish Group has now stood down and any ongoing actions or work in progress will be actioned through the OD Steering Group, chaired by the Accountable Officer, which reports to Governing Body on a quarterly basis. The work programme delegated from the Task and Finish Group will address:

- A review of clinical leads' workload.
- Succession planning to ensure orderly succession for appointments to the board and ensure progressive refreshing of the board.
- Clarifying the role of Localities in a commissioning organisation.
- Staffing structure developing relationships with Commissioning Support Unit (CSU), NHS England and Public Health.

4. Recommendations

The Governing Body is asked to:

- 1) Satisfy itself that the CCG meets its constitutional requirements to record declarations of interest.
- 2) Assure itself that the first annual review of the Governing Body effectiveness has been executed and any remaining activities from the action plan will be delivered through the OD steering Group.

Paper prepared by Linda Tully, Company Secretary and Head of Corporate Governance

On behalf of Ian Atkinson, Accountable Officer

April 2014

NHS Sheffield Clinical Commissioning Group Register of Interest (1 April 2013 to 31 March 2014)

Appendix 1

In accordance with the CCG's constitution and section 140 of *The National Health Service Act 2006*, the CCG's accountable officer must be informed of any interest which may lead to a conflict with the interests of the CCG and the public for whom they commission services in relation to any decision to be made by the CCG. The Register will be updated regularly (at no more than 3-monthly intervals).

Governing Body (Core Members)		
Name	Position/ Role	Interest Declared
Amir Afzal	CCG GP Locality representative	<ul style="list-style-type: none"> • GP Partner, Duke Medical Centre • Partner Governor, SHSC (resigned 17.12.13)
Margaret Ainger (resigned 18.10.13)	CCG GP Elected City-wide Representative	<ul style="list-style-type: none"> • GP Partner, Page Hall Medical Centre
Ian Atkinson	Accountable Officer	<ul style="list-style-type: none"> • Non-Executive Director, South Yorkshire Housing Association (unpaid) • Independent Panel Member of the Dame Fiona Caldicott's Information Governance Oversight Panel (unpaid)
Nikki Bates (from 1.1.14)	CCG GP Elected City-wide Representative	<ul style="list-style-type: none"> • GP Partner, Porter Brook Medical Centre • Practice is provider of Occupational Health Services for students at Sheffield Hallam University • GP Appraiser • Minority stakeholder in Rivelin Healthcare Ltd
John Boyington CBE	Lay Member	<ul style="list-style-type: none"> • Chairman and Trustee (unpaid), Croft House Settlement a registered charity providing premises and facilities for voluntary groups to meet in Sheffield city centre • Non-Executive Director (2 days per month paid), Bury GP Practices Ltd, a Company Limited by shares which is a provider of health services • Trustee of the Royal Masonic Benevolent Institution, a charity providing care to 1,000 people in 17 homes across England and Wales. The position is non-remunerated. The nearest care home is situated in York • Chairman of Masonic Care Ltd, a charitable Company providing residential care to 12 people with a learning disability in Thorne, South Yorkshire

Kevin Clifford	Chief Nurse	<ul style="list-style-type: none"> • Chair of Corporation, Longley Park 6th Form College • Honorary Lecturer, Faculty of Medicine, Dentistry & Health, University of Sheffield
Richard Davidson	Secondary Care Doctor	<ul style="list-style-type: none"> • Consultant in Intensive Care Medicine & Anaesthesia / Associate Medical Director, RTT, Anaesthetic Department, Bradford Teaching Hospitals NHS Foundation Trust
Amanda Forrest	Lay Member	<ul style="list-style-type: none"> • Director, Weetwood Gardens Management Company • Director, Sheffield Cubed (voluntary sector organisation)
Tim Furness	Director of Business Planning and Partnerships	<ul style="list-style-type: none"> • Nil return
Mark Gamsu	Lay Member	<ul style="list-style-type: none"> • Director, Local Democracy and Health Ltd (public health consultancy) • Co-ordinator of European Health Equity Programme, UK Health Forum (national voluntary organisation) • Trustee, Voluntary Action Sheffield • Trustee, Sheffield Mental Health CAB (organisation does not receive contract funding from the CCG) • Trustee, Community Legal Advice Service South Yorkshire (organisation does not receive contract funding from the CCG) • Committee Member, Darnall Wellbeing (organisation does not receive contract funding from the CCG) • Trustee, Citizens Advice • Trustee, INVOLVE Yorkshire and Humber
Anil Gill	CCG GP Elected City-wide Representative	<ul style="list-style-type: none"> • GP appraiser (ad hoc basis) • GP Principal, Selborne Road Medical Centre
Idris Griffiths	Chief Operating Officer	<ul style="list-style-type: none"> • Nil return
Andrew McGinty	CCG GP Locality representative	<ul style="list-style-type: none"> • GP Partner, Woodhouse Health Centre • Director, Woodhouse Health Services Ltd • Partner in a shareholding practice, Primary Provider Ltd
Zak McMurray	Joint Clinical Director	<ul style="list-style-type: none"> • GP Partner, Woodhouse Health Centre • Director, Woodhouse Health Care Services Ltd • Shareholder, PPL • Trustee, Talbot Trusts

Tim Moorhead	CCG GP Locality representative CCG Chair	<ul style="list-style-type: none"> • Senior Partner, Oughtibridge Surgery • Minority shareholder, Rivelin Healthcare Ltd • Executive Member of Local Medical Committee
Julia Newton	Director of Finance	<ul style="list-style-type: none"> • Nil return
Richard Oliver	Joint Clinical Director	<ul style="list-style-type: none"> • GP Partner, Ecclesfield Group Practice • Practice Investigation, Ecclesfield Group Practice • Partner Governor SCHFT • Member, Sheffield Local Medical Committee
Marion Sloan	CCG GP Elected City-wide Representative	<ul style="list-style-type: none"> • GP Principal, Sloan Medical Centre • Clinical Assessor, STHFT • Lead GP, Gastroenterology Community Service • Sessional GP, GP Collaborative
Leigh Sorsbie	CCG GP Locality representative	<ul style="list-style-type: none"> • GP Partner, Firth Park Surgery • Partner Governor, STHFT
Ted Turner	CCG GP Elected City-wide Representative	<ul style="list-style-type: none"> • GP Partner and Principal, Shiregreen Medical Centre • Trustee, SOAR Southey and Owlerton Area Regeneration • Committee Member, Sheffield Local Medical Committee

Governing Body (Members in-attendance)

Name	Position/ Role	Interest Declared
Helen Cawthorne (from 1.2.14)	CCG / CET Locality Manager representative (from	<ul style="list-style-type: none"> • Nil return
Katrina Cleary	CCG / CET Locality Manager representative (until 30.8.13) CCG Programme Director (from 1.9.13)	<ul style="list-style-type: none"> • NED, Patient Opinion • Director, KBC Consultants Ltd
Rachel Dillon	CCG / CET Locality Manager representative	<ul style="list-style-type: none"> • Manager, Sheffield West LLP (dormant commissioning organisation) • Manager, Rivelin Healthcare Ltd (until 31.12.13)

Mark Durling	CCG / CET LMC representative	<ul style="list-style-type: none"> • Chair, Sheffield Local Medical Committee • GP Partner, Wadsley Bridge Medical Centre
Simon Kirby	CCG / CET Locality Manager representative	<ul style="list-style-type: none"> • Business Manager, Ecclesfield Group Practice • Locality Manager, North Sheffield Locality • Parent Governor, Ballifield Primary School
Laraine Manley (from 1.3.14)	Sheffield City Council representative	<ul style="list-style-type: none"> • Executive Director – Communities, Sheffield City Council
Gordon Osborne (from 1.9.13 to 31.1.14)	CCG / CET Locality Manager representative	<ul style="list-style-type: none"> • Practice Manager, Woodhouse Health Centre
Linda Tully	Company Secretary and Head of Corporate Governance	<ul style="list-style-type: none"> • Nil return
Richard Webb (until 28.2.14)	Sheffield City Council representative	<ul style="list-style-type: none"> • Executive Director – Communities, Sheffield City Council • Honorary Secretary and Trustee, Association of Directors of Adult Social Services (ADASS) (unpaid, elected role) • Director, Sheffield Homes (Council nominee, unpaid) • Partner works on a freelance basis, including contracts with NHSE nationally and NHS North of England (which has included work in Sheffield, which has not been funded by Sheffield CCG)
Jeremy Wight	Sheffield City Council representative	<ul style="list-style-type: none"> • Sheffield Director of Public Health • Partner Governor, STHFT (SCC representative) • Trustee, STHFT Charitable Trust
Paul Wike	CCG / CET Locality Manager representative	<ul style="list-style-type: none"> • Director, Central Care Sheffield Ltd (not trading) • Managing Director, Dovercourt Surgery • Practice Manager, Manor Top Surgeries