

NHS Sheffield CCG - Annual Accounts 2013-14		
Statement of Financial Position as at 31 March 2014		
	NOTE	31 March 2014 £'000
Non-current Assets		
Property, Plant & Equipment	13	0
Intangible Assets	14	0
Investment Property	15	0
Trade & Other Receivables	17	0
Other Financial Assets	18	0
Total Non-current Assets		0
Current Assets		
Inventories	16	0
Trade & Other Receivables	17	7,621
Other Financial Assets	18	0
Other Current Assets	19	0
Cash & Cash Equivalents	20	73
Non-current Assets held for Sale	21	0
Total Current Assets		7,694
Total Assets		7,694
Current Liabilities		
Trade & Other Payables	23	(33,734)
Other Financial Liabilities	24	0
Other Liabilities	25	0
Borrowings	26	0
Provisions	30	0
Total Current Liabilities		(33,734)
Total Assets less Current Liabilities		(26,040)
Non-current Liabilities		
Trade & Other Payables	23	0
Other Financial Liabilities	24	0
Other Liabilities	25	0
Borrowings	26	0
Provisions	30	0
Total Non-current Liabilities		0
Total Assets Employed		(26,040)
Financed by Taxpayers' Equity		
General Fund		(26,040)
Revaluation Reserve		0
Other Reserves		0
Charitable Reserves		0
Total Taxpayers' Equity		(26,040)
The notes on pages 5 to 34 form part of this statement.		
The financial statements on pages 1 to 4 were approved by the Governing Body on 5th June 2014 and signed on its behalf by:		
Accountable Officer:	Date:	

NHS Sheffield CCG - Annual Accounts 2013-14				
Statement of Changes In Taxpayers Equity for the Year Ended 31 March 2014				
	General Fund £'000	Revaluation Reserve £'000	Other Reserves £'000	Total £'000
Balance at 01 April 2013	0	0	0	0
Transfer of assets and liabilities from closed NHS bodies as a result of the 1 April 2013 transition	192	0	0	192
Transfer between reserves in respect of assets transferred from closed NHS bodies	0	0	0	0
Adjusted Balance at 01 April 2013	192	0	0	192
Changes in Taxpayers' Equity for 2013-14				
Net operating costs for the financial year	(691,555)	0	0	(691,555)
Net gain (loss) on revaluation of property, plant and equipment		0		0
Net gain (loss) on revaluation of intangible assets		0		0
Net gain (loss) on revaluation of financial assets		0		0
Total revaluations against revaluation reserve		0		0
Net gain (loss) on available for sale financial assets	0	0	0	0
Net gain (loss) on revaluation of assets held for sale	0	0	0	0
Impairments and reversals	0	0	0	0
Net actuarial gain (loss) on pensions	0	0	0	0
Movements in other reserves	0	0	0	0
Transfers between reserves	0	0	0	0
Release of reserves to the Statement of Comprehensive Net Expenditure	0	0	0	0
Reclassification adjustment on disposal of available for sale financial assets	0	0	0	0
Transfers by absorption to (from) other bodies	0	0	0	0
Transfer between reserves in respect of assets transferred under absorption	0	0	0	0
Reserves eliminated on dissolution	0	0	0	0
Net Recognised Expenditure for the Financial Year	(691,363)	0	0	(691,363)
Net funding	665,323	0	0	665,323
Balance at 31 March 2014	(26,040)	0	0	(26,040)

NHS Sheffield CCG - Annual Accounts 2013-14	
Statement of Cash Flows for the Year Ended 31 March 2014	
	2013-14
	£'000
Cash Flows from Operating Activities	
Net operating costs for the financial year	(691,555)
Depreciation and amortisation	205
Impairments and reversals	(13)
Other gains (losses) on foreign exchange	0
Donated assets received credited to revenue but non-cash	0
Government granted assets received credited to revenue but non-cash	0
Interest paid	0
Release of PFI deferred credit	0
Increase (decrease) in inventories	0
Increase (decrease) in trade & other receivables	(7,621)
Increase (decrease) in other current assets	0
Increase (decrease) in trade & other payables	33,734
Increase (decrease) in other current liabilities	0
Provisions utilised	0
Increase (decrease) in provisions	0
Net Cash Inflow (Outflow) from Operating Activities	(665,251)
Cash Flows from Investing Activities	
Interest received	0
(Payments) for property, plant and equipment	0
(Payments) for intangible assets	0
(Payments) for investments with the Department of Health	0
(Payments) for other financial assets	0
(Payments) for financial assets (LIFT)	0
Proceeds from disposal of assets held for sale: property, plant and equipment	0
Proceeds from disposal of assets held for sale: intangible assets	0
Proceeds from disposal of investments with the Department of Health	0
Proceeds from disposal of other financial assets	0
Proceeds from disposal of financial assets (LIFT)	0
Loans made in respect of LIFT	0
Loans repaid in respect of LIFT	0
Rental revenue	0
Net Cash Inflow (Outflow) from Investing Activities	0
Net Cash Inflow (Outflow) before Financing	(665,251)
Cash Flows from Financing Activities	
Net funding received	665,323
Other loans received	0
Other loans repaid	0
Capital element of payments in respect of finance leases and on Statement of Financial Position PFI and LIFT	0
Capital grants and other capital receipts	0
Capital receipts surrendered	0
Net Cash Inflow (Outflow) from Financing Activities	665,323
Net Increase (Decrease) in Cash & Cash Equivalents	73
Cash & Cash Equivalents at the Beginning of the Financial Year	0
Effect of exchange rate changes on the balance of cash and cash equivalents held in foreign currencies	0
Cash & Cash Equivalents (including bank overdrafts) at the End of the Financial Year	73

Financial Performance Targets			
Clinical commissioning groups have a number of financial duties			
Sheffield Clinical Commissioning Group's performance against those duties was as follows:			
NHS Act Section	Duty	31 March 2014	31 March 2014
		Target	Performance
		£'000	£'000
223H (1)	Expenditure not to exceed income	surplus	6,920
223I (2)	Capital resource use does not exceed the amount specified in Directions	0	0
223I (3)	Revenue resource use does not exceed the amount specified in Directions	698,475	691,555
223J(1)	Capital resource use on specified matter(s) does not exceed the amount specified in Directions	0	0
223J(2)	Revenue resource use on specified matter(s) does not exceed the amount specified in Directions	684,405	681,890
223J(3)	Revenue administration resource use does not exceed the amount specified in Directions	14,070	9,665
For item 223J(2), the specified matter relates to Programme expenditure			

The summary financial statements give an overview of the highlights of the full accounts for the CCG. They may not contain sufficient information for a full understanding of the CCG's financial position and performance. Full sets of detailed annual accounts are available, free of charge, from: Linda Tully, NHS Sheffield, 722 Prince of Wales Road, Darnall, Sheffield, Sheffield S9 4FU, Tel: 0114 305 1171

Members Report

1. NHS Sheffield CCG Governing Body – Composition and Profiles

The CCG Governing Body is responsible for NHS clinical commissioning decisions across Sheffield. They meet formally once a month and are a mixture of NHS clinicians, experienced NHS managers and lay members.

Dr Tim Moorhead, Chair

Tim is a Senior Partner at Oughtibridge Surgery. He was elected Chair of NHS Sheffield Clinical Commissioning Group (CCG) prior to authorisation in 2012 and has been Chair throughout the first year of the CCG's life as a formally constituted statutory body. This role includes chairing a number of meetings within the CCG, but also chairing the monthly meetings of the CCG Governing Body held in public, CCG membership meetings with the constituent practices held twice a year, and the CCG's annual public meeting. The role also includes chairing committees with other major partners in the city, such as co-chairing roles on the Health and Wellbeing Board (with the Local Authority) and Right First Time Project Board. Dr Moorhead is also a member of Sheffield LMC and is a shareholder in Rivelin Healthcare, a company set up with neighbouring practices in the West of the city to provide services to patients through collaboration between practices.

Ian Atkinson, Accountable Officer

Ian was appointed as CCG Accountable Officer designate in July 2012 and his formal appointment confirmed by NHS England in January 2013 as part of the CCG's Authorisation. He was appointed as NHS Sheffield's Director of Performance in April 2007. Prior to that he was Director of Information Services at Barnsley Hospital NHS Foundation Trust. He has previously held senior management posts in Wakefield as well as within the private sector, where he worked for a large IT company which specialised in healthcare systems. Ian has a clinical background, having started his NHS career in Sheffield within mental health services.

Julia Newton, Director of Finance

Julia was appointed as Director of Finance for NHS Sheffield CCG in July 2012. A chartered accountant, Julia has held a number of senior finance posts since joining the NHS in 1992 including Acting Director of Finance at South Yorkshire Strategic Health Authority and Director of Finance at NHS Sheffield from July 2007.

Kevin Clifford, Chief Nurse

Kevin was appointed to the Chief Nurse post in September 2012. Kevin joined NHS Sheffield in March 2010 as Chief Operating Officer for Provider Services and since September 2012 has fulfilled his role as Nurse member of the Sheffield CCG. Kevin, a registered nurse since 1983, previously worked at Sheffield Teaching Hospitals NHS Foundation Trust where he was Nurse Director for Emergency Care and Director of Clinical Operations. Kevin is Vice Chair of the Quality Assurance Committee.

Tim Furness, Director of Business Planning and Partnerships

Tim was appointed to the Director of Business Planning and Partnerships post in September 2012, having previously been Deputy Director of Strategy for NHS Sheffield. He joined the NHS in 1990 and previously worked in the Unemployment Benefit Service. Tim is responsible for leading business planning for the CCG, so that we have detailed operational plans to achieve our goals. He is also responsible

for ensuring we have strong productive partnerships within Sheffield and across Yorkshire and the Humber, and is the lead Executive Director for our work on patient and public engagement and sustainability, working with the lead Governing Body members for those areas, and for business continuity and emergency planning.

Idris Griffiths, Chief Operating Officer

Idris was appointed as the Chief Operating Officer for NHS Sheffield CCG in September 2012. Prior to working in commissioning Idris held a number of senior roles in community services and acute hospitals, including the roles of Deputy Director of Operations and Assistant Director of Strategy and Turnaround for a Trust covering three hospital sites. Idris holds an MBA and holds the recognised Chartered Institute of Personnel and Development qualification.

Dr Zak McMurray, Clinical Director - Joint Position

Zak was appointed as Joint Clinical Director in March 2013. After qualifying in Sheffield in 1988 Zak joined his practice in Woodhouse. He joined the South East Sheffield Primary Care Group (PCG) in 1999 as a Board member and acted as mental health and commissioning lead before taking over as PEC Chair. Zak is a member of the Quality Assurance Committee and the Sheffield Health and Wellbeing Board.

Dr Richard Oliver, Clinical Director - Joint position

Richard was appointed as Joint Clinical Director in March 2013. He is a member of the Sheffield Prescribing Group and helped to establish the Sheffield Formulary. He has been a GP partner at Ecclesfield Group Practice since 1989 and throughout this time he has been a member of the Sheffield Local Medical Committee. Richard is a partner Governor at Sheffield Children's NHS Foundation Trust. Richard resigned from his position at the CCG with effect from 1 April 2014.

Dr Amir Afzal, Locality Appointed Representative

Amir qualified from Nottingham Medical School in 1986 and is a GP at Duke Medical Centre in Sheffield. Amir is a member of the Remuneration and Terms of Service Committee, the Quality Assurance Committee, and the Sheffield Health and Wellbeing Board

Dr Margaret Ainger, Elected Member (resigned from Governing Body 18 October 2013)

Margaret has been a partner at Page Hall Medical Centre in Sheffield for over 20 years. She is the North lead for the older people's services and is the CCG's GP lead for the Children's Partnership Board. Margaret resigned from the Governing Body on 18 October 2013.

Dr Nikki Bates, Elected Member (from 2 January 2014)

Nikki has been a partner at Porter Brook Medical Centre for 23 years and has been a member of the Executive Team for West Locality since 2009. Nikki has a special interest in respiratory medicine.

Dr Anil Gill, Elected Member

Anil graduated in 1995 at Sheffield Medical School having entered as a mature student. Anil spent six years as a GP in Rotherham and Chesterfield. This was followed by a year as a locum before going back to general practice at Selborne Road, Sheffield.

Dr Andrew McGinty, Locality Appointed Representative

Andrew has been a full time partner at the Woodhouse medical practice for the last 13 years. Andrew is a member of the Audit and Integrated Governance Committee and he specialises in research and education.

Dr Marion Sloan, Elected Member

Marion has been a GP for 33 years and is a partner at the Sloan Medical Centre in Sheffield. Recent projects she has been involved in include sexual health, chlamydia screening and bowel cancer awareness.

Dr Leigh Sorsbie, Locality Appointed Representative

Leigh graduated from Sheffield Medical School in 1990 and has been a partner at Firth Park Surgery since 1997. Her interests include Mental Health, Elderly Medicine, Minor Surgery and Diabetes. Leigh is a member of the Audit and Integrated Governance Committee, and is a partner Governor at Sheffield Teaching Hospitals NHS Foundation Trust.

Dr Ted Turner, Elected Member

Ted graduated in 1988 and has been a GP at Shiregreen Medical Centre in Sheffield since 1995. Ted's interests include dermatology and skin surgery, cardiovascular medicine and care of the elderly. Ted is a member of the Remuneration and Terms of Service Committee and the Sheffield Health and Wellbeing Board. He is Governing Body lead for patient and public involvement.

Dr Richard Davidson, Secondary Care Doctor

Richard has been a Consultant in Intensive Care Medicine and Anaesthesia at Bradford Teaching Hospitals NHS Foundation Trust since January 2000. An educational enthusiast he has contributed at Trust level as Foundation Training Programme Director and at regional level as Deputy Regional Advisor in Intensive Care Medicine. More recently he has taken up management roles, initially as Intensive Care Unit (ICU) Director and subsequently as Clinical Director for Anaesthesia, Intensive Care, Pain Management and Sleep Medicine and has deputised for the Divisional Director (Surgery and Anaesthesia). He is currently Associate Medical Director with a portfolio of RTT (18 week referral to treatment target) and has contributed to the NHS Sheffield CCG since November 2012.

John Boyington CBE, Lay Member

John has worked for over 40 years in health services, both in the NHS and Civil Service. He originally trained as a nurse and has held chief executive posts in NHS Trusts and a PCT. He received the CBE in 2007 for leading national prisoner health care reforms and for 5 years was Director of the World Health Organisation (WHO) Collaborating Centre for prisons and public health. John is Vice Chair of the CCG Governing Body and Chair of the Audit and Integrated Governance and Remuneration and Terms of Service Committees, and has lead responsibility for governance.

Amanda Forrest, Lay Member

Amanda Forrest has worked in the voluntary and public service for over 30 years - predominantly working on issues around patient and public engagement, working in partnership, and service innovation. Amanda is a Director of Sheffield Cubed - an organisation which enables voluntary sector organisations to work collaboratively. Amanda is Chair of the Quality Assurance Committee and Vice Chair of the Audit

and Integrated Governance Committee, and has a major role in patient and public involvement, supporting meaningful and effective engagement with the public and patients through well thought through approaches at all levels.

Mark Gamsu, Lay Member (From 1 July 2013)

Mark Gamsu is a visiting professor at Leeds Metropolitan University focusing on the relationship between Citizenship, Inequality and Wellbeing. He also works on a freelance basis supporting local commissioners and the voluntary sector to work together more effectively. Mark is a Trustee of Sheffield Citizens Advice and a board member of a number of voluntary organisations in Sheffield. Mark has worked in a range of local government departments - including Housing and Social Services and was the healthy city coordinator for Sheffield. Prior to moving to Sheffield he worked with neighbourhood based voluntary and community organisations in Lambeth and Lewisham. Mark has a specific remit around the public and patient engagement agenda.

Register of Interests of Governing Body Members

The CCG maintains a Register of Interests. An extract of the Register giving the position for Governing Body Members at 31 March 2014 is attached as Appendix III to the Remuneration Report section of this Annual Report.

At the start of each meeting of Governing Body meeting and formal Committee/ sub Committee meetings, members are required to declare any conflicts of interests in the items for consideration on the agenda and these are formally recorded. The CCG has set out how it will formally manage any declared conflicts of interests within its Constitution.

Declaration:

Each individual who is a member of the Governing Body at the time the Members' Report is approved confirms:

- *So far as the member is aware, that there is no relevant audit information of which the CCG's external auditor is unaware; and,*
- *That the member has taken all the steps that they ought to have taken as a member in order to make them self-aware of any relevant audit information and to establish that the clinical commissioning group's auditor is aware of that information*

2. Audit and Integrated Governance Committee

The core members of the Audit and Integrated Governance Committee are:

John Boyington CBE, Lay Member (Chair)
Amanda Forrest, Lay Member (Deputy Chair)
Dr Andrew McGinty, CCG GP
Dr Leigh Sorsbie, CCG GP

The Governing Body is not aware of any relevant audit information that has been withheld from the clinical commissioning group's external auditors, and members of the Governing Body take all necessary steps to make themselves aware of relevant information and to ensure that this is passed to the external auditors where appropriate.

3. Additional Committees and Sub Committees

In addition to its Audit and Integrated Governance Committee the CCG's Governing Body is supported by and delegates specific functions to a Quality & Assurance Committee and a Remuneration Committee. The Audit and Integrated Governance Committee is supported by a Governance sub – Committee. Details on the functions and membership can be found in the Annual Governance Statement.

4. The Member Practices

The following is a list of all of NHS Sheffield CCG's Member Practices by locality.

Locality	PRACTICE_NAME	PRACTICE ADDRESS	Town	PCode
Central	Abbey Lane Surgery	23 Abbey Lane	Sheffield	S8 0BJ
Central	Baslow Road And Shoreham Street Surgeries	148 Baslow Road, Totley	Sheffield	S17 4DR
Central	Carrfield Medical Centre	Carrfield Street	Sheffield	S8 9SG
Central	Clover Group Practice	Highgate Surgery, Highgate, Tinsley	Sheffield	S9 1WN
Central	Darnall Health Centre (Mehrotra)	2 York Road	Sheffield	S9 5DH
Central	Darnall Health Centre (Swinden)	2 York Road	Sheffield	S9 5DH
Central	Dovercourt Surgery	3 Skye Edge Avenue	Sheffield	S2 5FX
Central	Duke Medical Centre	28 Talbot Road	Sheffield	S2 2TD
Central	East Bank Medical Centre	555 East Bank Road	Sheffield	S2 2AG
Central	Gleadless Medical Centre	636 Gleadless Road	Sheffield	S14 1PQ
Central	Handsworth Medical Practice	432 Handsworth Road	Sheffield	S13 9BZ
Central	Heeley Green Surgery	302 Gleadless Road	Sheffield	S2 3AJ
Central	ManorPark Medical Centre	204 Harborough Avenue	Sheffield	S2 1QU
Central	Manor Top Medical Centre (Read)	Rosehearty Ridgeway Rd	Sheffield	S12 2SS
Central	Manor Top Medical Centre (Sharma)	Rosehearty Ridgeway Rd	Sheffield	S12 2SS
Central	Meersbrook Medical Centre	243-245 Chesterfield Rd	Sheffield	S8 0RT
Central	NorfolkPark Medical Practice	Tower Drive	Sheffield	S2 3RE
Central	Park Health Centre	190 Duke Street	Sheffield	S2 5QQ
Central	Sharrow Lane Medical Centre	129 Sharrow Lane	Sheffield	S11 8AN
Central	Sloan Medical Centre	2 Little London Road	Sheffield	S8 0YH
Central	The Mathews Practice Belgrave	BelgraveMC, 22 Asline Road	Sheffield	S2 4UJ
Central	The Medical Centre	1a Ingfield Avenue	Sheffield	S9 1WZ
Central	White House Surgery	1 Fairfax Rise	Sheffield	S2 1SL
Central	Woodseats Medical Centre	4 Cobnar Road	Sheffield	S8 8QB
HASC	Avenue Medical Practice	7 Reney Avenue	Sheffield	S8 7FH
HASC	Bents Green Surgery	98 Bents Road	Sheffield	S11 9RL
HASC	Birley Health Centre	120 Birley Lane	Sheffield	S12 3BP
HASC	Carterknowle And Dore Medical Practice	1 Carterknowle Road	Sheffield	S7 2DW
HASC	Charnock Health Primary Care Centre	White Lane	Sheffield	S12 3GH
HASC	Falkland House	2a Falkland Road	Sheffield	S11 7PL
HASC	Greenhill Health Centre	482 Lupton Road	Sheffield	S8 7NP
HASC	Greystones Medical Centre	33 GreystonesRd	Sheffield	S11 7BJ
HASC	Hackenthorpe Medical Centre	Main Street, Hackenthorpe	Sheffield	S12 4LA
HASC	Jaunty Springs Health Centre	53 Jaunty Way	Sheffield	S12 3DZ
HASC	Manchester Road Surgery	484 Manchester Road	Sheffield	S10 5PN
HASC	Mosborough Health Centre	34 Queen Street	Sheffield	S20 5BQ
HASC	Nethergreen Surgery	34-36 Nethergreen Road	Sheffield	S11 7EJ
HASC	Owlthorpe Medical Centre	Moorthorpe Bank	Sheffield	S20 6PD
HASC	Richmond Medical Centre	462 Richmond Road	Sheffield	S13 8NA
HASC	Rustlings Road Medical Centre	105 Rustlings Road	Sheffield	S11 7AB
HASC	Selborne Road Medical Centre	1 Selborne Road	Sheffield	S10 5ND
HASC	Sothall Medical Centre	24 Eckington Road	Sheffield	S20 1HQ

HASC	Stonecroft Medical Centre	871 Gleadless Road	Sheffield	S12 2LJ
HASC	The Hollies Medical Centre	20 St Andrews Road	Sheffield	S11 9AL
HASC	The Meadowhead Group Practice	Old School Medical Centre, School Lane	Sheffield	S8 7RL
HASC	The MedicalCentreCrystalPeaks	15 Peaks Mount	Sheffield	S20 7HZ
HASC	Totley Rise Medical Centre	96 Baslow Road	Sheffield	S17 4DQ
HASC	Upperthorpe Medical Centre	30 Addy Street, Upperthorpe	Sheffield	S6 3FT
HASC	Westfield Health Centre	Westfield Northway	Sheffield	S20 8NZ
HASC	Woodhouse Health Centre	5-7 Skelton Lane, Woodhouse	Sheffield	S13 7LY
North	Barnsley Road Surgery	899 Barnsley Road	Sheffield	S5 0QJ
North	Bluebell Medical Centre	356 Bluebell Road	Sheffield	S5 6BS
North	Buchanan Road Surgery	72 Buchanan Road	Sheffield	S5 8AL
North	Burncross Surgery	1 Bevan Way, Chapeltown	Sheffield	S35 1RN
North	Burngreave Surgery	5 Burngreave Road	Sheffield	S3 9DA
North	CrookesValley Medical Centre	1 Barber Road	Sheffield	S10 1EA
North	Dunninc Road Surgery	28 Dunninc Road, Shiregreen	Sheffield	S5 0AE
North	Elm Lane Surgery	104 Elm Lane	Sheffield	S5 7TW
North	FirthPark Surgery	400 Firth Park Road	Sheffield	S5 6HH
North	Foxhill Medical Centre	363 Halifax Road	Sheffield	S6 1AF
North	Grenoside Surgery	60 Greno Crescent, Grenoside	Sheffield	S35 8NX
North	Mill Road Surgery	98a Mill Road	Sheffield	S35 9XQ
North	Norwood Medical Centre	360 Herries Road	Sheffield	S5 7HD
North	Page Hall Medical Centre	101 Owler Lane	Sheffield	S4 8GB
North	Pitsmoor Surgery	151 Burngreave Road	Sheffield	S3 9DL
North	Sheffield Medical Centre	21 Spital Street	Sheffield	S3 9LB
North	Shiregreen Medical Centre	492 Bellhouse Road	Sheffield	S5 0RG
North	Southey Green Medical Centre	281 Southey Green Road	Sheffield	S5 7QB
North	The Ecclesfield Group Practice	96a Mill Road, Ecclesfield	Sheffield	S35 9XQ
North	The Health Care Surgery	63 Palgrave Road	Sheffield	S5 8GS
North	Upwell Street Surgery	93 Upwell Street	Sheffield	S4 8AN
North	Wincobank Medical Centre	205 Tyler Street	Sheffield	S9 1DJ
West	Broomhill Surgery	5 Lawson Road	Sheffield	S10 5BU
West	Deepcar Medical Centre	271 Manchester Rd, Deepcar	Sheffield	S36 2RA
West	Devonshire Green Medical Centre	126 Devonshire Street	Sheffield	S3 7SF
West	Dykes Hall Medical Centre	156 Dykes Hall Road	Sheffield	S6 4GQ
West	Far Lane Medical Centre	1 Far Lane	Sheffield	S6 4FA
West	Harold Street Medical Centre	2 Harold Street	Sheffield	S6 3QW
West	Oughtibridge Surgery	Church Street, Oughtibridge	Sheffield	S35 0FW
West	Porter Brook Medical Centre	9 Sunderland Street	Sheffield	S11 8HN
West	SheffieldCityGPHC (REG)	Rockingham House, 75 Broad Lane	Sheffield	S1 3PB
West	Stannington Medical Centre (Shurmer)	Uppergate Road	Sheffield	S6 6BX
West	The Crookes Practice	203 School Road	Sheffield	S10 1GN
West	Tramways Medical Centre (Milner)	54a Holme Lane	Sheffield	S6 4JQ
West	Tramways Medical Centre (O'Connell)	54 Holme Lane	Sheffield	S6 4JQ
West	University Health Service Health Centre	53 Gell Street	Sheffield	S3 7QP
West	Valley Medical Centre	Johnson Street, Stocksbridge	Sheffield	S36 1BX
West	Walkley House Medical Centre	23 Greenhow Street	Sheffield	S6 3TN

5. Employment

Pensions Liabilities

Please see accounting policy note in the Financial Statements and Remuneration report of this annual report.

Sickness absence data

The sickness absence rate for the organisation is 1.1%. Sickness absence is managed in accordance with agreed policies and procedures which include employee wellbeing services of Occupational Health, counselling and physiotherapy.

A table is included in the employee benefits note to the Financial Statements in this annual report.

Employee consultation

A Joint Staff Consultative Forum (JSCF) has been established to ensure the following:

- Staff representatives are consulted on appropriate policy decisions, either local, regional or national, which have an impact upon staff
- Staff representatives are consulted on the development of employment policies and procedures, health and safety policies and procedures and any procedures, which have an impact upon staff
- Provide staff representatives with a forum through which to express their collective views on issues affecting the employment of staff members including job security, health, wellbeing and safety
- Provide a forum through which a joint review of commitments made to staff in either strategic or annual service direction documents can take place
- Promote the involvement of staff in the working of the organisation
- Refer agreed items concerning pay, conditions of employment or procedural agreements for detailed negotiation to sub-groups convened for this purpose, reporting to the JSCF for approval

A Joint Staff Consultative Forum Planning Group has also been established as a Sub Group of the Joint Staff Consultative Forum. The membership of the JSCF Planning Group consists of management side, staff side and three volunteers from the workforce. The role of the JSCF Planning Group is to contribute to and formulate the agenda items and issues for consideration at the formal JSCC. The staff volunteers are encouraged to engage with the wider workforce in relation to this.

Equality of Opportunity

The organisation is committed to equality of opportunity for all employees and potential employees. It views diversity positively, and in recognising that everyone is different, the unique contribution that each individual's experience, knowledge and skills can make, is valued equally. The promotion of equality and diversity will be actively pursued through policies and procedures which will ensure that employees and potential employees are not subject to direct or indirect discrimination.

NHS Sheffield Clinical Commissioning Group has been awarded the Two Ticks Disability Symbol by Job Centre Plus in recognition of meeting the five commitments regarding the employment of disabled people.

The five commitments are as follows:

- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- Consult employees with a disability
- Retaining people who become disabled
- Developing awareness
- Reviewing progress and keeping people informed

Equality data is available on the internet as follows;

<http://www.sheffieldccg.nhs.uk/Downloads/Equality%20and%20diversity/PSED%20Documents/NHS%20Sheffield%20CCG%20Workforce%20Summary.pdf>

<http://www.sheffieldccg.nhs.uk/about-us/equal-opportunities.htm>

Gender Equality Data

	Female	Male
Governing Body	5	13
Very Senior Managers (VSM)	1	1
All employees	71	37

6. External Audit

NHS Sheffield's external auditor for 2013/14 is KPMG LLP. The total cost for their services for the year was £116,000 including VAT. This cost covers the audit of the statutory financial statements. No other services were provided.

7. Serious Incidents

Details about CCG serious incidents can be found in the Annual Governance Statement that follows this annual report.

Details about provider serious incidents can be found in the Quality Section in the Strategic Report section of this annual report.

8. Cost allocation and setting of charges for information

We certify that the CCG has complied with HM Treasury's guidance on setting charges for information.

9. Principles for Remedy

The CCG has fully adopted the Principles for Remedy which forms an integral part of complaints handling and are to be incorporated into the Complaints Policy which is currently under review.

10. Emergency Preparedness, resilience and response

I certify that the clinical commissioning group has incident response plans in place, which are fully compliant with the NHS Commissioning Board Emergency Preparedness Framework 2013. The CCG regularly reviews and makes

improvements to its major incident plan and has a programme for regularly testing this plan, the results of which are reported to the governing body.

To be signed by IA

Remuneration Report

Remuneration Committee

Details of the membership of, attendance at Remuneration Committee can be found within the Annual Governance Statement. The Committee is responsible for advising about the appropriate remuneration and terms of service for the Accountable Officer, executive directors and other senior managers, as well as monitoring and evaluating their performance.

Senior Managers Remuneration and Terms of Service

For the purposes of the Remuneration Report senior managers are defined as:

'those persons in senior positions having authority for directing or controlling the major activities of the clinical commissioning group. This means those who influence the decisions of the clinical commissioning group as a whole rather than the decisions of individual directorates or departments. Such persons will include advisory and lay members'

The Accountable Officer of the CCG has determined that this definition applies to all voting members of Governing Body as set out in the CCG's Constitution. Profiles of each Governing Body member can be found in the Members Report section of this Annual Report.

The executive directors, GP Chair, GP elected members, GP locality appointed representatives and lay members remuneration for 2013/14 was determined by the Remuneration Committee and took account of national guidance where this had been issued.

Executive Directors are on permanent contracts and six months' notice is required by either party to terminate the contract. The only contractual liability on the CCG's termination of an Executive's contract is six months' notice. Details of the terms of office of other Governing Members can be found in the CCG's Standing Orders which form part of the CCG's Constitution which is available on our web site.

The table at Appendix I details the salaries and allowance for all the senior managers of the CCG as defined above.

The table at Appendix II details their pension entitlements.

NB We don't yet have information on GP members pensions and not clear whether this will be returned in time by NHS Pensions Agency due to late decision nationally to require disclosure of this information. Some GPs are querying disclosure of pension information if this relates to their entire NHS work as opposed to just their CCG work as full disclosure could be considered disproportionate. This part of the report will need finalising before final submission in June.

Prior year comparators are not shown for 2012/13 as the Clinical Commissioning Group only commenced operation as an organisation on 1 April 2013.

Payments for Loss of Office

During the year no senior managers received a payment for loss of office.

Payments to Past Senior Managers

No payments have been made to Past Senior Managers (ie individuals who are no longer a senior manager of the CCG) during the financial year.

Pay Multiples

CCGs are required to disclose the relationship between the remuneration of the highest paid director in the organisation and the median remuneration of the organisation's workforce.

Total remuneration includes salary, non-consolidated performance-related pay and benefits in kind. It does not include any severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

The mid-point of banded remuneration of the highest paid director in NHS Sheffield Clinical Commissioning Group in the financial year 2013/14 was £137,500. This was 3.6 times the median remuneration of the workforce which was £40,558.

Remuneration for CCG employees ranged from £12,600 to £137,500.

Off-payroll engagements

Following the Review of *Tax Arrangements of Public Sector Appointees* published by the Chief Secretary to the Treasury on 23 May 2012, CCGs must publish information on their highly paid and/or senior off-payroll engagements. Highly paid is defined as off-payroll engagements for more than £220 per day and that last longer than six months.

The CCG is actively seeking clinical engagement from a wide range of its GP membership in a variety of our agreed priority work areas and as a result has agreed appropriate remuneration for this work. This is not necessarily a regular pattern of work hours and hence does not fit with payroll arrangements.

The off payroll engagements as of 31 March 2014 for more than £220 per day and that last longer than 6 months are as follows: **Draft numbers to be finalised**

	Number
The number that have existed:	
• For less than one year at the time of reporting	20
• For between one and two years at the time of reporting	0
• For between two and three years at the time of reporting	0
• For between three and four years at the time of reporting	0
• For four or more years at the time of reporting	0
Total number of existing engagements as of 31 March 2014	20

All existing off payroll engagements, outlined above, have at some point been subject to a risk based assessment as to whether assurance is required that the individual is paying the right amount of tax and where necessary that assurance has been sought.

	Number
Number of new engagements, or those that reached six months in duration, between 1 April 2013 and 31 March 2014.	24
Number of the above which include contractual clauses giving the clinical commissioning group the right to request assurance in relation to income tax and national insurance obligations.	12
Number for whom assurance has been requested	12
Of which the number:	
<ul style="list-style-type: none"> • For whom assurance has been received 	12
<ul style="list-style-type: none"> • For whom assurance has not been received 	0
<ul style="list-style-type: none"> • That have been terminated as a result of assurance not being received. 	0
	Number
Number of off-payroll engagements of Governing Body members during the financial year.	3
Number of individuals that have been deemed Governing Body members during the financial year (this figure includes both off-payroll and on-payroll engagements).	21

To be signed by IA

Appendices to the Remuneration Report

- I) Senior Managers- Salaries and Allowances
- II) Senior Managers – Pension Benefits
- III) Declarations of Interest Register

Remuneration Report: Senior Managers - Salaries and Allowances

Name and Title	2013-14					
	Salary & Fees	Taxable Benefits	Annual Performance Related Bonuses	Long term Performance Related Bonuses	All Pension Related Benefits	Total
	(bands of £5k) £000	(rounded to the nearest £00) £000	(bands of £5k) £000	£000	(bands of £5k) £000	(bands of £5k) £000
T Moorhead Chair of the Governing Body (and Locality appointed GP)	95 - 100	0	0	0	0	95 - 100
I Atkinson Accountable Officer	135 - 140	0	0	0	40 - 45	180 - 185
K Clifford Chief Nurse	95 - 100	0.4	0	0	30 - 35	130 - 135
T Furness Director of Business Planning and Partnerships	90 - 95	0.2	0	0	105 - 110	195 - 200
I Griffiths Chief Operating Officer	90 - 95	0	0	0	35 - 40	130 - 135
J Newton Director of Finance	105 - 110	0.2	0	0	35 - 40	140 - 145
Z McMurray Joint Clinical Director	15 - 20	0	0	0	0	15 - 20
R Oliver Joint Clinical Director	50 - 55	0	0	0	0	50 - 55
M Ainger (1 April to 18 October 2013) GP Elected Member	5 - 10	0	0	0	0	5 - 10
N Bates (From 1 January 2014) GP Elected Member	0 - 5	0	0	0	0	0 - 5
A Gill GP Elected Member	10 - 15	0	0	0	0	10 - 15
M Sloan GP Elected Member	10 - 15	0	0	0	0	10 - 15
T Turner GP Elected Member	10 - 15	0	0	0	0	10 - 15
A Afzal Locality appointed GP	10 - 15	0	0	0	0	10 - 15

Name and Title	2013-14					
	Salary & Fees	Taxable Benefits	Annual Performance Related Bonuses	Long term Performance Related Bonuses	All Pension Related Benefits	Total
	(bands of £5k)	(rounded to the nearest £00)	(bands of £5k)		(bands of £5k)	(bands of £5k)
	£000	£000	£000	£000	£000	£000
A McGinty Locality appointed GP	10 - 15	0	0	0	0	10 - 15
L Sorsbie Locality appointed GP	10 - 15	0	0	0	0	10 - 15
R Davidson Secondary Care Doctor	5 - 10	0	0	0	0	5 - 10
J Boyington CBE Vice Chair and Lay Member	10 - 15	0	0	0	0	10 - 15
A Forrest Lay Member	10 - 15	0.1	0	0	0	10 - 15
M Gamsu (From 1 July 2013) Lay Member	5 - 10	0	0	0	0	5 - 10

Notes

Taxable benefits relate to travel reimbursement and are rounded to the nearest £100s.

Pension related benefits is the increase in the annual pension entitlement determined in accordance with the HMRC method. This compares the accrued pension and the lump sum at age 60 at the end of the

Remuneration Report: Senior Managers - Pension Benefits

Name and Title	Real increase in pension at age 60	Real increase in pension lump sum at aged 60	Total accrued pension at age 60 at 31 March 2014	Lump sum at age 60 related to accrued pension at 31 March 2014	Cash Equivalent Transfer Value at 31 March 2014	Cash Equivalent Transfer Value at 31 March 2013	Real increase in Cash Equivalent Transfer Value	Employer's contribution to partnership pension
	(bands of £2,500) £000	(bands of £2,500) £000	(bands of £5,000) £000	(bands of £5,000) £000	£000	£000	£000	£'00
I Atkinson Accountable Officer	0 - 2.5	5 - 7.5	45 - 50	140 - 145	856	784	55	0
K Clifford Chief Nurse	0 - 2.5	2.5 - 5	40 - 45	125 - 130	816	750	49	0
T Furness Chief of Business Planning and Partnerships	2.5 - 5	12.5 - 15	25 - 30	85 - 90	568	458	100	0
I Griffiths Chief Operating Officer	0 - 2.5	5 - 7.5	25 - 30	85 - 90	500	446	44	0
J Newton Chief Finance Officer	0 - 2.5	2.5 - 5	25 - 30	85 - 90	522	470	42	0

NB: THIS TABLE WILL NEED EXPANDING FOR INFORMATION ON GP PENSIONS IF RECEIVED IN TIME OR A NOTE EXPLAINING THE POSITION

Lay Members do not receive pensionable remuneration and hence there are no entries in respect of pensions for Lay Members.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capital value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the members' accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefit accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The CETV figures and the other pension details, include the value of any pension benefits in another scheme or arrangement which the individual has transferred to the NHS pension scheme. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another scheme or arrangement) and uses common market valuation factors for the start and end of period.

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

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"> • 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"> • 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

Statement of Accountable Officer's Responsibilities

The National Health Service Act 2006 (as amended) states that each Clinical Commissioning Group shall have an Accountable Officer and that Officer shall be appointed by the NHS Commissioning Board (NHS England). NHS England has appointed the Accountable Officer to be the Accountable Officer of the Clinical Commissioning Group.

The responsibilities of an Accountable Officer, including responsibilities for the propriety and regularity of the public finances for which the Accountable Officer is answerable, for keeping proper accounting records (which disclose with reasonable accuracy at any time the financial position of the Clinical Commissioning Group and enable them to ensure that the accounts comply with the requirements of the Accounts Direction) and for safeguarding the Clinical Commissioning Group's assets (and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities), are set out in the Clinical Commissioning Group Accountable Officer Appointment Letter.

Under the National Health Service Act 2006 (as amended), NHS England has directed each Clinical Commissioning Group to prepare for each financial year financial statements in the form and on the basis set out in the Accounts Direction. The financial statements are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Clinical Commissioning Group and of its net expenditure, changes in taxpayers' equity and cash flows for the financial year.

In preparing the financial statements, the Accountable Officer is required to comply with the requirements of the *Manual for Accounts* issued by the Department of Health and in particular to:

- Observe the Accounts Direction issued by NHS England, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards as set out in the *Manual for Accounts* issued by the Department of Health have been followed, and disclose and explain any material departures in the financial statements; and,
- Prepare the financial statements on a going concern basis.

To the best of my knowledge and belief, I have properly discharged the responsibilities set out in my Clinical Commissioning Group Accountable Officer Appointment Letter.

Ian Atkinson
Accountable Officer
5th June 2014

Annual Governance Statement

Statement to be inserted after Audit Committee on 5 June

All Links in this document are available in hard copy upon request from the CCG:

sheccg.comms@nhs.net

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