

**Minutes of the meeting of NHS Sheffield Clinical Commissioning Group
Governing Body held in public on 21 May 2015
in the Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU**

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Present: Dr Tim Moorhead, CCG Chair, GP Locality Representative, West
Dr Amir Afzal, GP Locality Representative, Central
Dr Ngozi Anumba, GP Locality Representative, Hallam and South
Dr Nikki Bates, GP Elected City-wide Representative
John Boyington, CBE, Lay Member
Kevin Clifford, Chief Nurse
Amanda Forrest, Lay Member
Tim Furness, Director of Business Planning and Partnerships
Professor Mark Gamsu, Lay Member
Rachel Gillott, Interim Chief Operating Officer
Idris Griffiths, Interim Accountable Officer
Dr Zak McMurray, Medical Director
Julia Newton, Director of Finance
Dr Marion Sloan, GP Elected City-wide Representative
Dr Leigh Sorsbie, GP Locality Representative, North
Dr Ted Turner, GP Elected City-wide Representative

In Attendance: Sarah Baygot, Acting Head of Communications
Katrina Cleary, CCG Programme Director Primary Care
Carol Henderson, Committee Administrator
Susan Hird, Consultant in Public Health (on behalf of the Director of Public Health)

Members of the public:

There were two 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 Business Planning and Partnerships.

ACTION

93/15 Welcome

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

94/15 Apologies for Absence

Apologies for absence had been received from Dr Anil Gill, GP Elected City-wide Representative.

Apologies for absence from those who were normally in attendance had been received from Helen Cawthorne, Locality Manager, Hallam and South, Rachel Dillon, Locality Manager, West, Dr Mark Durling, Chairman, Sheffield Local Medical Committee, Dr Stephen Horsley, Interim Sheffield Director of Public Health, Sheffield City Council, Simon Kirby, Locality Manager, North, and Moira Wilson, Director of Care and Support, Sheffield City Council.

95/15 Declarations of Interest

There were no declarations of interest this month.

The full Governing Body Register of Interest is available at:
<http://www.sheffieldccg.nhs.uk/about-us/declarations-of-interest.htm>

96/15 Adoption of Audited NHS Sheffield CCG Financial Accounts for 2014/15

The Director of Finance presented the final audited annual accounts for 2014/15. She reminded members that they had reviewed the pre-audited draft accounts at the 7 May Governing Body meeting, and reported that nothing material had changed from the draft accounts to those being presented for approval today and in particular there had been no changes to the previously reported surplus. She confirmed that, as documented in her report, a few minor presentational changes that had been agreed with the CCG's auditors during the audit, plus some standard wording at note 39 that NHS England had asked CCGs to include acknowledging that there is some co-commissioning of primary care in 2015/16. She also drew members' attention to the CCG's financial performance targets set out at page 34 of the accounts which confirmed that the CCG had met its statutory financial duties and delivered the forecast year end surplus of £11.3m, in line with the plan agreed with NHS England.

The Director of Finance also presented the Letter of Representation which the auditors asked the Chair and Interim Accountable Officer to formally sign on behalf of Governing Body. This states that we have provided access to all information and persons required to enable the auditors to undertake their audit.

She advised Governing Body that the audited accounts had been received and reviewed by the Audit and Integrated Governance Committee (AIGC) the previous day and AIGC had recommended them to Governing Body for formal approval, as per the requirement of the CCG's Constitution. She drew Governing Body's attention to the late paper that had been received from our external auditors confirming that they would be giving us an Unqualified Opinion on the accounts and concluding that the CCG had made proper arrangements to secure economy, efficiency and effectiveness in its Value for Money and Use of Resources.

She advised members that late information had been received from NHS England that identified that there was an error in the formula that calculated the net recognised CCG expenditure for this and last year and tabled an amended version of this statement. She reported that it did not change the overall accounts and it had been recommended by the AIGC for Governing Body to approve this change.

She also confirmed that individual Governing Body members, including those not present at the meeting, had all signed a Statement of Disclosure

to the auditors to say “*that as far as they were aware there was no relevant audit information of which the Clinical Commissioning Group’s auditors were unaware. In addition, that they had taken all the steps that they ought to have taken as a member of Governing Body in order to make themselves aware of any relevant audit information and to establish that the Clinical Commissioning Group’s auditors were aware of that information*”.

Mr Boyington, Chair of the Audit and Integrated Governance Committee, thanked everyone involved in preparing the accounts and undertaking the audits and advised that, via the Director of Finance, he would write to personally thank those individuals.

He recommended the audited annual accounts to Governing Body for approval.

The Governing Body:

- Approved and Adopted the Annual Accounts for the financial year 2014/15.
- Recommended that the Interim Accountable Officer and Chair sign the Letter of Management Representations on behalf of Governing Body.
- Noted that individual members of the Governing Body had signed the Statement of Disclosure to the auditors.

IG/TM

97/15 NHS Sheffield CCG Annual Report for 2014/15

The Interim Accountable Officer presented the annual report for 2014/15. He reminded Governing Body that they had been given the opportunity to comment on the draft copy in May, which had also been reviewed by NHS England and our internal and external auditors. It would be our formal report to be published on our website in June together with a user friendly summary document, and formally presented at our AGM in September. He advised members that the comments made at the last Governing Body meeting, specifically asking for some areas to be drawn out more and for some presentational changes to be made, had been acted upon, together with helpful comments and suggestions from the auditors.

The Director of Finance advised Governing Body that External Audit had audited the relevant sections of the Annual Report and had confirmed they were content with these sections. She also confirmed that AIGC had reviewed the annual report at its meeting yesterday and recommended approval of the report to Governing Body.

She drew Governing Body’s 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 final Head of Internal Audit Opinion which was a good report and provided a Significant Assurance opinion, was now appended, along with the External Auditor’s Unqualified Opinion on the annual accounts.

The Governing Body approved the formal adoption of the Annual Report for 2014/15.

98/15 Proposed Changes to the NHS Sheffield CCG Constitution

The Director of Business Planning and Partnerships presented the proposed changes to the NHS Sheffield CCG Constitution which were set out at section 2 and appendix 1. He advised Governing Body that in line with the CCG's Constitution all 87 member practices had been invited to vote on the proposals by the use of voting slips, and reported that 49 practices (56%) had returned their voting slips, with 97.96% voting yes to the proposed changes.

He advised Governing Body that we had responded to practices' concerns and anxiety about the proposal to remove the word "strong" from section 7.2.1 "The CCG is supported by strong localities" which had been taken by some practices as a reduction in the value we place on our practices. This was not the intention and, recognising the concerns, he and the CCG Chair had agreed to withdraw that proposal. He advised that he would be reviewing how to carry out the vote in future as this this had highlighted that our voting mechanisms were not sufficiently sophisticated for practices to decline just one proposed amendment.

TF

He advised that, following approval by Governing Body, he would be writing to NHS England asking for their approval of the proposed changes, and, once confirmation of this was received, would write out to members with confirmation of date they took effect from.

TF

The Governing Body approved the proposed changes to the NHS Sheffield CCG Constitution

99/15 Confidential Section

The Governing Body resolved that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.

100/15 Any Other Business

There was no further business to discuss this month.

101/15 Date and time of Next Meeting

The next meeting will take place on Thursday 4 June 2015, 4.00 pm, Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU