

ACTION/MATTERS ARISING FROM THE MEETING OF THE GOVERNING BODY HELD IN PUBLIC ON 24 MAY 2018

Minute	Item	Action to Take	Lead	Confirmation of action taken / still to take
53/18 77/18(a)	Application of the National Framework for NHS Continuing Healthcare (CHC) and NHS Funded Nursing Care (2012, Revised)	<ul style="list-style-type: none"> Present progress report to Governing Body in November 	MP(DM)	On forward planner for November 2018
55/18 77/18(b)	NHS Sheffield CCG Draft Annual Report for 2017/18: Pop Up Cancer Hub	<ul style="list-style-type: none"> Update on securing funding for the pop up cancer hub to Governing Body as soon as possible 	BH	Update to July meeting
80/18	2018/19 NHS Sheffield CCG Quality, Innovation, Productivity and Prevention (QIPP) Plan	<ul style="list-style-type: none"> Seek clarification as to whether Eclipse software was NHS digital software which meant that it should be General Data Protection Regulations (GDPR) compliant 	BH	Compliance confirmed
82/18	Urgent Care Winter Review	<ul style="list-style-type: none"> Practices to be advised as soon as possible if additional practice appointments would be put in place this coming winter Clarify as to whether information on the number of people that had used the Walk in Centre during the winter period was the same as the previous year, and whether there had been a flexible use of both the GP Collaborative and hub resource 	BH BH	Guidance still awaited Update to July meeting
84/18	Setting the Scene: What Can NHS Sheffield CCG do to Take Action on Health Inequalities?	<ul style="list-style-type: none"> To come back to Governing Body to describe our approach to taking this forward, including how we are going to work with practices, our work with our commissioning portfolios and contracting teams with a view to including some expectations in our contracts about how we could look at our role as employers in the city 	ND	On forward planner for November 2018

Matter Arising Action: 48/18 (from 3 May 2018 Governing Body meeting in public)

Review of Papers to Governing Body

While it was noted that the late May Governing Body meeting is exceptional in terms of the number and size of governance papers which need to come to Governing Body, there were some concerns raised about the sheer volume of pages of reports that Governing Body members are being asked to read and consider prior to the meeting. As a result, it was agreed that the Chair, Accountable Officer and Director of Finance (who is also the Executive Lead for corporate governance matters) would meet to discuss. A meeting was held on 4 June, also involving the Director of Commissioning and Performance. The key messages and actions emerging from that meeting are as follows. They will be communicated to staff as part of staff briefings.

1. Does Governing Body need to receive the paper?

Governing Body (GB) meetings are primarily about three things – **Strategy, Policy and Governance**. Paper must be addressing one or more of these.

The CCG's Constitution sets out the role of Governing Body and **within the Constitution the Scheme of Reservation and Delegation sets out in more detail which functions are reserved to Governing Body** – ie only Governing Body can undertake. Check out the Scheme of Reservation and Delegation.

Another key document which controls what papers should go to Governing Body is the **Governing Body Assurance Framework (GBAF)** which sets out the key Objectives and Goals of the CCG and also sets out the principal risks to delivery of these. The existing Governing Body cover sheet which must be used for all papers has a section asking authors of papers to confirm which key objectives and risks the paper is addressing. This section will be strengthened to ask authors to say HOW and WHETHER it is a paper specifically referenced in the actions to address gaps in controls and assurance. This also builds on recommendations from the internal audit benchmarking review of a range of trust and CCG clients which suggests that papers more clearly align with the organisation's risk management arrangements.

Senior Management Team (SMT) already reviews the draft agendas for each Governing and all papers must be sponsored by an Executive Director and we will be ensuring critical review of the agenda each month and as part of the work of Programme Management Office (PMO) increasing forward planning of items.

2. If the answer is YES to Question 1, remember that papers fall into three categories and be clear which one your paper falls into:

- For Approval - Papers must be clear on what decision is required. Governing Body should only be asked to make decisions on issues which only the Governing Body has to take decisions on. In this regard, a separate briefing is shortly to be issued to staff reminding them of decision making structure below Governing Body and its formal committees and sub committees and linking to the operational scheme of delegation for financial management.

- **For Consideration – Papers should be clear on the specific issues which Governing Body are being asked to discuss and consider and why.**
- **For Noting - This means that the papers are NOT included in the body of the Governing Body documents but in the information pack. Papers are therefore only discussed by exception if any Governing Body member has a query / issue which they feel should be raised in the meeting.**

The Governing Body receives a number of papers for noting on a regular basis such as:

- Minutes of each formal committee reporting to Governing Body, with a cover paper
- Minutes of meetings with partners eg Integrated Care System (ICS), Accountable Care Partnership (ACP), Joint Committee of CCGs (JCCCG) and Executive Management Group (EMG) with Sheffield City Council (SCC).
- Information papers issued by ICS or ACP to keep Board / Governing Body members up to date.

It was felt that all these papers need to continue to be available to Governing Body members as part of the information pack and at the same time made available on the CCG's website.

3. What does a good quality Governing Body paper look like?

If you are preparing a paper for Governing Body what are the key presentational points to consider?

- Use the standard cover paper
- Brevity. Is, for example, detailed background information really required for Governing Body to make a decision? Is all the data required? If so, could it be included in an appendix? Could some information go into the information pack?
- Paper should have a logical flow through to the recommendations and help Governing Body in its discussion and decision making.

ALL papers to Governing Body must be reviewed by the sponsor member of Governing Body, usually one of the Executive Directors. Leave time for their review and queries to allow amendments to papers.

Julia Newton, Director of Finance and Executive Lead for Corporate Governance for CCG

June 2018