

**Unadopted Minutes of the Meeting of NHS Sheffield Clinical Commissioning Group
Governing Body held in public on 23 May 2019
in the Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU**

A

- Present:** Ms Amanda Forrest, CCG Deputy Chair, Lay Member (Chair)
Dr Amir Afzal, GP Locality Representative, Central
Dr Nikki Bates, GP Elected City-wide Representative
Mrs Nicki Doherty, Director of Delivery - Care Outside of Hospital
Professor Mark Gamsu, Lay Member
Mr Brian Hughes, Director of Commissioning and Performance / Acting Accountable Officer
Ms Anthea Morris, Lay Member
Ms Julia Newton, Director of Finance
Ms Chris Nield, Lay Member
Ms Mandy Philbin, Chief Nurse
Dr Marion Sloan, GP Elected City-wide Representative
Dr Leigh Sorsbie, GP Locality Representative, North
Dr Chris Whale, Secondary Care Doctor (from Item 69/19(b))
- In Attendance:** Ms Erin Brady, Communications (observing)
Ms Lucy Ettridge, Deputy Director of Communications, Engagement and Equality
Mrs Carol Henderson, Committee Secretary / PA to Director of Finance
- Members of the public:** There was one member 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

64/19 Apologies for Absence

Apologies for absence had been received from Dr Terry Hudson, GP Elected City-wide Representative, Dr Annie Majoka, GP Elected City-wide Representative, Dr Zak McMurray, Medical Director, Dr Tim Moorhead, CCG Chair, GP Locality Representative, West, and Mrs Maddy Ruff, Accountable Officer.

Apologies for absence from those who were normally in attendance had been received from Dr Mark Durling, Vice Chair, Sheffield Local Medical Committee (LMC), Mr Greg Fell, Director of Public Health, Sheffield City Council (SCC), Mr Phil Holmes, Director of Adult Services, Sheffield City Council (SCC), Mr Nicky Normington, Locality Manager, North, Mr Gordon Osborne, Locality Manager, Hallam and South, Ms Judy Robinson, Healthwatch Sheffield Representative, Ms Lorraine Watson, Locality Manager, West, and Mr Paul Wike, Locality Manager, Central.

The Chair declared the meeting was quorate.

65/19 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). She 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.

66/19 Chair's Opening Remarks

The Chair advised that she had no further issues she wished to draw to Governing Body's attention at this stage.

67/19 Questions from Members of the Public

There were no questions from members of the public this month.

68/19 Minutes of the CCG Governing Body Meeting held in Public on 2 May 2019

The minutes of the Governing Body meeting held in public on 2 May 2019 were agreed as a true and correct record and were signed by the Chair.

The Chair drew members' attention to Appendix A which detailed the CCG's response to the questions submitted to the 7 March and 2 May Governing Body meetings. This also included a revised response to a question relating to the Sheffield dementia strategy asked at the 7 March meeting, which Governing Body had initially considered to be incomplete.

69/19 Matters Arising

a) 360 Feedback and Development of Improvement Plan (minutes 25/19 and 45/19(a) refer)

The Director of Delivery – Care Outside of Hospital confirmed that a meeting had taken place with the Chair of Healthwatch Sheffield to discuss the communications plan and the voice of the patient.

Conversations would continue to take place with Healthwatch and the CCG's other partner organisations as the plan evolved.

Dr Chris Whale, Secondary Care Doctor, joined the meeting at this stage.

b) Gluten Free Prescribing Impact Update (minutes 29/19 and 45/19(b) refer)

Dr Sloan, GP Elected City-wide Representative, suggested that she circulate an update via the weekly GP bulletin that advised practices of the services the community dietetics team could offer, including coeliac review, and enclosing the referral form. The Director of Commissioning and Performance agreed to ask the CCG's Clinical Director, Elective Care, and his team to support Dr Sloan in this.

BH/MS

c) NHS Sheffield CCG Procurement Strategy and 2019/20 Procurement Plan (minute 50/19 refers)

The Chair reminded members that they had previously requested that either a meeting or working group be set up to look at the CCG's investment into the voluntary sector. The Director of Delivery – Care Outside of Hospital reported that discussions in this regard were already taking place, and that she and Ms Forrest, Lay Member, had already met with the Chief Executive of Voluntary Action Sheffield (VAS) to discuss this further. She also advised that this was being shaped in partnership with the Accountable Care Partnership (ACP). A paper in this respect would be presented to the next meeting of the ACP Executive Delivery Group (EDG) which she would share with the CCG's Lay Members.

ND

d) Developing South Yorkshire and Bassetlaw (SYB) System Commissioning and CCG Joint Commissioning Arrangements for 2019/20 (minute 54/19 refers)

The Director of Commissioning and Performance advised members that the Joint Committee of Clinical Commissioning Groups (JCCCG) had reviewed and considered its revised Terms of Reference (ToR) the previous day and had agreed that further work was required in respect of its Lay membership and clinical input.

BH

e) Communications, Engagement and Equality Quarterly Update (minute 58/19 refers)

The Deputy Director of Communications, Engagement and Equality advised Governing Body that she was in discussions with Healthwatch in relation to aligning the patient and community engagement work being undertaken as part of the CCG's Improvement Assessment Framework (IAF), with the Long Term Plan (LTP) programme |Healthwatch was undertaking. She reported that a detailed plan in this respect would be presented to the next meeting of the CCG's Strategic Patient Engagement, Experience, Equality Committee (SPEEEC).

LE

70/19 Adoption of NHS Sheffield CCG Audited Financial Accounts for 2018/19

The Director of Finance presented the final audited annual accounts for 2018/19. She reminded members that they had reviewed the pre-audited draft accounts at the 2 May Governing Body meeting and was pleased to be able to report that along with some small presentational amendments, which were set out in section 2, there was a minor change relating to an expenditure accrual of £10k for the audit of the CCG's compliance with the requirements of the Mental Health Investment Standard. She reported that NHS England had issued guidance to the effect that this should be accounted as expenditure in the 2018/19 accounts and reported that the Audit and Integrated Committee (AIGC) had received a tabled paper earlier in the day which had included the impact on a number of different notes in the accounts. However, there were no changes which impacted on the delivery of the CCG's financial duties reported on 2 May.

The Director of Finance drew Governing Body's attention to the 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 (VfM) and Use of Resources. She highlighted that they had had no issues to bring to the AIGC's attention when they had reviewed the accounts earlier in the day.

Mrs Morris, Chair of the Audit and Integrated Governance Committee, advised Governing Body that the AIGC had recommended the accounts to Governing Body for formal approval, as per the requirement of the CCG's Constitution, and such that they could be signed off by the Acting Accountable Officer.

The Director of Finance presented the Letter of Representation which the auditors asked the Chair and Accountable Officer to formally sign on behalf of Governing Body. This stated that the CCG had provided access to all information and persons required to enable the auditors to undertake their audit. She reminded members that this was a standard letter that all CCGs were required to complete and was recommending that Governing Body agreed that the letter should be signed, and that it was acceptable for it to be signed by the Acting Accountable Officer and CCG Deputy Chair on behalf of the CCG.

She also confirmed that, in accordance with national guidance, 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 that would be relevant for the purposes of their audit report. In addition, that they had taken all the steps that they ought to have taken as a member*

of the 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.

Mrs Morris advised that the CCG had also received a positive report from internal audit. She observed that the CCG's various teams had worked together to get everything completed on time. She recorded her thanks to everyone involved in preparing the accurate accounts and undertaking the audits.

The Governing Body:

- Approved and adopted the final audited accounts for the financial year 2018/19.
- Recommended that the Acting Accountable Officer and CCG Deputy Chair sign the Letter of Management Representations on behalf of Governing Body (in the absence of the CCG Chair and Accountable Officer).

71/19 NHS Sheffield CCG Annual Report for 2018/19

The Director of Finance presented the CCG's annual report for 2018/19. She reminded Governing Body that they had been given the opportunity to comment on the draft copy on 2 May. She drew members' attention to the cover paper which highlighted the changes requested by Governing Body and others, which had been acted upon. She also advised that helpful comments and suggestions had been received from our internal and external auditors, both of which had responsibility to review the report along with NHS England. They had suggested three changes relating to the CCG's in-year surplus reported on page 7 to be changed to £17k (which had been reduced due to the reporting of the accrued £10k, as noted above); a change to the Statement of Accountable Officer responsibilities and; staff numbers to be changed to reflect the accounts. She advised members that the AIGC had reviewed the annual report earlier in the day.

Governing Body was being asked to approve the report, noting that the three extra changes would be included in the final version, and to ask the Acting Accountable Officer to sign the Statement of Accountable Officer's responsibilities on behalf of the Accountable Officer.

She advised members that this would be our formal report to be published on our website, together with a user friendly summary document, and would be formally presented at our Annual Public Meeting (APM) in July.

Finally, the Director of Finance 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 appended, along with the External Auditor's **Unqualified Opinion** on the annual accounts. She was pleased to be able to report that the Head of Internal Audit had been able to

change his assurance Opinion from Moderate in his first draft to Significant in his final draft due to the completion by the due date of some of the actions that had been recommended in response to audit reports. She explained that this would be the subject of further focus by the AIGC in September.

As noted above, the Director of Finance confirmed that the AIGC had reviewed the annual report at its meeting earlier in the day and she advised that they had recommended approval of the report to Governing Body.

The Governing Body approved the formal adoption of the CCG's Annual Report, incorporating the Annual Governance Statement, for 2018/19, and asked that all relevant sections and declarations were signed by the Acting Accountable Officer on behalf of the Accountable Officer.

72/19 Special Educational Needs and Disability (SEND) Written Statement of Action (WSOA) – Progress Update

The Chief Nurse presented this report which updated Governing Body on the submission of the SEND Written Statement of Action on 30 April 2019 and asked them to formally ratify the final document. She confirmed that there had been no changes to the version signed off by the Acting Accountable Officer for submission. She reminded members that Sheffield as a system had received a joint review from the Care Quality Commission (CQC) and Ofsted on the effectiveness of the area in implementing the disability and special needs reforms, as set out in the Children and Families Act 2014, and that the review had highlighted areas of weakness in seven areas of practice that required improvement. She explained that the WSoA was the final part of the process.

She drew members' attention to Appendix A, Statement of Action to address the areas that required improvement, and advised that the plan would be monitored by the SEND Improvement Board and the Joint Commissioning Committee (JCC) which had SEND as one of its priority areas. Bearing the latter in mind and that Governing Body needed to be regularly sighted on this and receive reassurance about progress against the plan, the Chief Nurse suggested that she consider the frequency of reporting to members and the form that it would take.

MPh

Finally, the Chief Nurse asked Governing Body to note the final letter of approval of the plan that had been received from the CQC and Ofsted on 15 May 2019.

The Governing Body:

- Formally ratified the SEND Written Statement of Action.
- Noted the final letter of approval.

73/19 Any Other Business

a) Retirement of Miss Julia Newton, Director of Finance

The Chair advised members that it was Miss Newton's final meeting of Governing Body before retiring from the CCG at the end of May following 27 years employment within the NHS. On behalf of Governing Body she thanked Miss Newton for all her hard work and her contribution to the CCG over the past few years.

b) Dr Leigh Sorsbie, GP Locality Representative, North

Dr Sorsbie advised Governing Body that she would be standing down from her Governing Body role at the beginning of September as she would be taking on a new role as a GP in Central locality. The Chair reported that the process for appointing a replacement for Dr Sorsbie was underway.

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

74/19 Date and Time of Next Meeting

The next full meeting in public will take place on Thursday 4 July 2019, 2.00 pm – 5.00 pm, Boardroom, 722 Prince of Wales Road, Sheffield S9 4EU