

Unadopted Minutes of the meeting of NHS Sheffield Clinical Commissioning Group

Aii

**Governing Body held in public on Thursday 20 May 2021, 2.00 pm
by videoconference**

Present: Dr Terry Hudson (TH), CCG Chair
(voting members) Dr Amir Afzal (AA), GP Nominated Locality Representative, Central
Professor Mark Gamsu (MG), Lay Member (Deputy Chair)
Ms Jackie Mills (JM), Director of Finance
Ms Anthea Morris (AM), Lay Member
Ms Chris Nield (CN), Lay Member
Dr Lisa Philip (LP), GP Elected City-wide Representative
Dr Marion Sloan (MS), GP Elected City-wide Representative
Ms Lesley Smith (LSm), Accountable Officer
Dr Leigh Sorsbie (LSO), GP Elected City-wide Representative
Ms Judi Thorley (JT), Lay Member
Dr David Warwicker (DW), GP Nominated Locality Representative, North
Mr Alun Windle (AW), Chief Nurse

(non voting members) Ms Cath Tilney (CT), Associate Director of Corporate Services

In Attendance: Dr Trish Edney (PE), Healthwatch Sheffield Representative (on behalf of the Chair of Healthwatch Sheffield)
Ms Jane Howcroft (JH), Programme and Performance Assurance Manager (for item 67/21)
Ms Sapphire Johnson (SJ), Head of Commissioning – Children, Young People and Maternity Portfolio (for item 67/21)
Mr Richard Kennedy (RK), Involvement and Equality Manager (for item 67/21)
Ms Sue Laing (SKL), Corporate Services Risk and Governance Manager (for item 67/21)
Mr Gordon Osborne (GO), Locality Manager, Hallam and South Helen Pinchbeck
Ms Lisa Renshaw (LR), Infection, Prevention and Control Nurse (for item 67/21)
Ms Lorraine Watson (LW), Locality Manager, West
Ms Michelle Wild (MW), Business Manager (minutes)
Ms Joanne Watson (JW), Lead Primary Care Development Nurse (for item 67/21)

Members of the Public:

Due to technical difficulties members of the public were unable to join the meeting via the YouTube livestream. The recording of the meeting would be made available after the meeting

*Please see Appendix A for a Glossary of Abbreviations / Acronyms used throughout the minutes

62/21 Welcome, Introductions, Apologies for Absence and Confirmation of Quoracy

The Chair welcomed members and those in attendance to this meeting of the Governing Body.

He also welcomed members of the public to the meeting and explained that due to the current restrictions on social distancing we were livestreaming Governing Body meetings being held in public.

For the benefit of members of the public and others in attendance, the Chair asked that Governing Body members raise their hands virtually or through the chat function if they wished to speak and to identify themselves first with their name and role on Governing Body.

Apologies from Governing Body Members had been received from Ms Sandie Buchan (SB), Director of Commissioning Development, Mr Brian Hughes (BH), Deputy Accountable Officer, and Dr Zak McMurray (ZM), Medical Director.

Apologies for absence from those who were normally in attendance had been received from Mr Greg Fell (GF), Sheffield Director of Public Health, Mr John Macilwraith (JMcl), Executive Director of People's Services, Sheffield City Council, Mr Nicky Normington (NN), Locality Manager, North, Ms Judy Robinson, Chair, Healthwatch Sheffield, and Mr Paul Wike (PW), Locality Manager, Central.

The Chair declared the meeting was quorate.

63/21 Declarations of Interest

The Chair reminded 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). The Chair also reminded members that not only would any conflicts of interests need to be noted but there would also need to be a note of the action taken to manage this.

A conflict of interest occurs where an individual's ability to exercise judgement, or act in a role, is or could be impaired or otherwise influenced by his or her involvement in another role or relationship. The Standards of Business Conduct and Conflicts of Interest Policy and Procedure can be found at: <http://www.sheffieldccg.nhs.uk/our-information/documents-and-policies.htm>

There were no declarations of interest.

64/21 Questions from Members of the Public

One question relating to cardiac rehabilitation services had been received. The Associate Director of Corporate Services was asked to contact the member of the public to start an open dialogue in order to be able to answer this question.

65/21 Adoption of NHS Sheffield CCG Audited Financial Accounts for 2020/21

The Director of Finance presented the final audited accounts for 2020/21. She advised Governing Body that the auditors had now completed their review of the annual accounts and section 2 of the paper confirmed there had been one minor change recommended since the unaudited accounts were presented to Governing Body on 6 May, and related to some audit fees (specifically in relation to the audit of the Mental Health Investment Standard compliance statement) that weren't included in the draft accounts that had now been included. She explained that this increased expenditure by £12k and meant the in-year surplus reduced to £3,020k (£3m relating to South Yorkshire and Bassetlaw Integrated Care System) (ICS) and £20k relating to the CCG's own position).

Section 3 highlighted one unadjusted audit difference above £300k relating to an over accrual of prescribing costs of £937,644.

The Director of Finance drew Governing Body's attention to the paper that had been received from our external auditors confirming that, following adoption of the accounts by Governing Body and receipt of our Letter of Management Representation, they intended to issue an **Unqualified Opinion** on the accounts, concluding that the CCG had made proper arrangements to secure economy, efficiency and effectiveness in its Value for Money (VfM) and Use of Resources and that they had not identified any significant weaknesses.

Ms Morris, Chair of the Audit and Integration Governance Committee (AIGC) advised that the AIGC had reviewed the accounts and Letter of Management Representation earlier in the day and recommended them 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 Chair and Accountable Officer, as appropriate.

The Director of Finance confirmed that, in accordance with national guidance, individual Governing Body members had 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"*.

Governing Body thanked the CCG's various teams that had worked together to ensure the accounts were completed on time in these unprecedented times and the external auditors who again had had to work quite differently this year in auditing the accounts.

Governing Body:

- Noted the verbal update from the Chair of AIGC regarding the

recommendations to Governing Body following the Committee's review of the accounts and audit opinion

- Approved and adopted the final audited accounts for the financial year 2020/21
- Approved that the Chair and Accountable Officer sign the Letter of Management Representations on behalf of the Governing Body
- Delegated responsibility to the Chair of AIGC to approve any changes required to the accounts before the submission to NHS England

66/21 Adoption of NHS Sheffield CCG Annual Report for 2020/21

The Associate Director of Corporate Services presented the CCG's annual report for 2020/21 and advised that it had been reviewed by the AIGC earlier in the day alongside the annual accounts. She highlighted that the CCG's external auditors had requested a number of minor changes, as set out in section 1.4, which had been incorporated into the final version.

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 had been updated since the 6 May Governing Body meeting, provided a **Significant Assurance** Opinion, was appended at section 12.

Professor Gamsu, Lay Member, asked if we were going to use the report to produce smaller pieces of work and / or information that would connect with the public and if would make sure that it gets embedded into the system going forward. The Accountable Officer responded that our ambition was a positive one and we would be taking forward the good ideas included in the report. As we move into the transition year of the ICS she was keen that we start this work this summer which would entail the work of all the CCGs moving forward in the future plan.

Finally, the Associate Director of Corporate Services thanked members of the finance, corporate services and communications teams for their hard work and contributions to pulling the report together. She particularly thanked Ms Sue Laing, Corporate Services Risk and Governance Manager, for all her hard work and contribution to the CCG and wished her well in her impending retirement.

Governing Body approved the final Annual Report incorporating the Annual Governance Statement and that all relevant sections and declarations were signed by the Accountable Officer.

67/21 Celebration of the Annual Report

Ms Jane Howcroft, Programme and Performance Assurance Manager, introduced this item and explained that the report had been produced around four themes: Integration, Impact of COVID on the population and services, Cultural Change, and Governance.

Members of staff from the CCG joined the meeting at this stage to showcase examples of innovation from the past year their particular

teams had been involved in and of the outstanding work that had been achieved. Governing Body expressed thanks to all those involved in the presentations and to all staff who had worked so hard over a challenging year.

68/21 Reports Circulated in Advance for Noting

Governing Body formally noted the following report:

- **NHS Sheffield CCG Annual Report for 2020/21**

69/21 Any Other Business

There was no further business to discuss this month.

70/21 Reflections from the Meeting

- Good to hear reports of what has been happening throughout the CCG and the hard work going on – Exciting
- Impressive to hear from the heart of the people who have delivered the hard work through significant barriers over the past year
- Overwhelmed by what has been heard today, cannot believe how much we have worked through overwhelming people how we are working integrated ways
- Struck by maximising the potential of our people – piece of learning that if conditions are right and you empower people to use their initiative you can achieve amazing results to make the important changes to people of Sheffield

71/21 Date and Time of Next Meeting

The next full meeting will take place on Thursday 1 July at 2.00 pm. Details to be confirmed.

There being no further business, the Chair declared the meeting was closed.

Appendix A: Glossary of Abbreviations and Acronyms

AGS	Annual Governance Statement
AIGC	Audit and Integrated Governance Committee
CCG	Clinical Commissioning Group
ICS	Integrated Care System
VCF	Value for Money