

NORTH YORKSHIRE CLINICAL COMMISSIONING GROUP

GOVERNING BODY MEETING

Thursday, 2 April 2020 10:00 – 11:00

Virtual Meeting

Present	
Dr Charles Parker	Clinical Chair (Chair)
Dr Alistair Ingram	Vice Clinical Chair
Jane Hawkard	Chief Finance Officer
Wendy Balmain	Director of Strategy and Integration
Julie Warren	Director of Corporate Services, Governance & Performance
Simon Cox	Director of Acute Commissioning
Sue Peckitt	Chief Nurse
Ken Readshaw	Lay Member for Audit and Governance
Sheenagh Powell	Lay Member for Financial Performance (Vice-Chair)
Kate Kennady	Lay Member for Patient and Public Involvement
Dr Ian Woods	Secondary Care Doctor
Dr Peter Billingsley	GP Governing Body Member
Dr Chris Ives	GP Governing Body Member
Dr Mark Hodgson	GP Governing Body Member

Apologies	
Amanda Bloor	Accountable Officer
Dr Bruce Willoughby	GP Governing Body Member

In Attendance	
Sasha Sencier	Senior Governance Manager and Board Secretary to the Governing Body

1.0 Apologies for Absence

Apologies were received from Amanda Bloor, Accountable Officer and Dr Bruce Willoughby, GP Governing Body Member. It was noted that both Amanda and Bruce were attending an urgent Covid-19 related call. The Governing Body was deemed quorate.

NY CCG Governing Body: Noted apologies and that the NY CCG Governing Body meeting is quorate.

2.0 Declarations of Interests in relation to the business of the meeting

The Chair reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of the Governing Body.

NY CCG Governing Body: Noted that there were no declarations made in relation to the business of the meeting.

3.0 Scheme of Reservation and Delegation

Julie Warren presented the NY CCG Scheme of Reservation and Delegation to the Governing Body and noted that as of 1 April 2020, the NY CCG is bound by its Constitution, and other key governance documents. All staff must ensure that these documents are adhered to in the day to day running of the organisation.

The 2006 Act (as amended by the 2012 Act) provides the CCG with powers to delegate its functions and those of the Governing Body to certain bodies (such as committees) and certain persons. The CCG has decided that certain decisions may only be exercised in formal session. These decisions and also those delegated are contained in the CCG's Scheme of Reservation and Delegation. The Scheme of Reservation and Delegation has been drawn up to ensure the delegated functions regulate the proceedings of the CCG and can fulfil its obligations, as set out largely in the 2006 Act, as amended by the 2012 Act and related Regulations.

Under policy area *Regulation and Control*, the Governing Body queried the delegation for the *consideration and approval of the Corporate Governance Handbook* as no indication was given. It was noted that these powers are reserved to the Governing Body.

Under policy area *Practice Member Representatives & Members of The Governing Body*, the Governing Body queried the delegation for *approving the appointment of Lay Members / Secondary Care Doctor and GP Governing Body Members*. It was noted that these powers are reserved to the Accountable Officer.

In light of the recent national crisis of the pandemic, Covid-19, the Governing Body discussed Emergency and Urgent decision making as currently these decisions must be made by the Accountable Officer, Chief Finance Officer and Clinical Chair collectively. It was agreed by the Governing Body that, as decisions need to be made quickly, emergency and urgent decisions relating to areas of national concern can be made by two from the Accountable Officer, Chief Finance Officer or Clinical Chair.

NY CCG Governing Body: Approved the Scheme of Reservation and Delegation subject to the noted amendments.

4.0 Operational Scheme of Delegation

Jane Hawcard presented the Operational Scheme of Delegation to the Governing Body which is derived from the Scheme of Reservation and Delegation and sets out the lowest level that day to day operational decisions are delegated to or defines delegated limits where appropriate.

The Governing Body queried the financial limit reserved to the Finance, Performance, Contracting and Commissioning Committee (FPCCC) and agreed that it would be reasonable to increase the limit to £1.5m as the CCG covered a much wider footprint across the whole of North Yorkshire. The Governing Body approved to raise the financial limit to £1.5m but noted that Governing Body input would still be required for any strategic decisions.

The Governing Body discussed business case approvals with the increased value. Wendy Balmain proposed that while significant investments would require a full business case there may be a differential approach for smaller investments. These smaller investments will still subject to a clear process but the intensive resource required to produce a full business case

would be reduced. The Project Management Office (PMO) would carry out a piece of work to rationalise the business case process.

Jane Hawkard drew attention to the approval of GP rent reviews based on professional assessment and informed that delegated authority sits with the FPCCC and to be noted at the Primary Care Commissioning Committee (PCCC). The Governing Body queried the transparency if decisions relating to Primary Care were made by the FPCCC, however it was noted that only co-commissioning decisions were required to be approved through PCCC.

Jane Hawkard informed that NHS England has approved for that costs will be reimbursed if in relation to Covid-19 and are valid, genuine and reasonable and in line with NHSE guidance. On this basis, a financial document has been produced to detail who can approve spend across the Executive Directors. A robust governance process is being implemented to track any spend and this includes a due diligence process to ensure due process is being adhered to. NHS England has requested regular submissions on spending across the CCG's.

Jane Hawkard informed that a £255k float has already been distributed across the North Yorkshire GP Practices in order to help them deliver the services required. This spend will also be monitored closely by the CCG and processes are in place to record actual spend against the cash floats so that the CCG can apply for reimbursement.

NY CCG Governing Body: Approved the Operational Scheme of Delegation subject to the noted amendments.

5.0 Prime Financial Policies

Jane Hawkard presented the Prime Financial Policies to the Governing Body which is part of CCG's control environment for managing the organisations financial affairs. They contribute to good corporate governance, internal control and managing risks. They enable sound administration; lessen the risk of irregularities and support commissioning and delivery of effective, efficient and economical services.

It was noted that the Prime Financial Polices are standard across all CCGs.

No comments or queries were noted.

NY CCG Governing Body: Approved the Prime Financial Policies.

6.0 Delegation of Approval of Annual Report and Accounts 2019/20

Jane Hawkard presented the report that sets out a recommendation for the Governing Body to delegate authority to the Audit Committee to approve the Annual Report and Accounts 2019-20 for the three North Yorkshire CCGs.

The CCGs Constitution and Scheme of Reservation and Delegation currently state that the Governing Body must approve the Annual Report and Accounts.

Due to the timing of Governing Body meetings taking place in relation to year end reporting requirements a recommendation has been made by the Executive Directors for the Audit Committee to approve the Annual Report and Accounts 2019-20 for the three North Yorkshire CCGs.

NY CCG Governing Body: Delegated authority to the Audit Committee to approve the Annual Report and Accounts 2019-20 for the three North Yorkshire CCGs.

7.0 Covid-19 Update

Wendy Balmain presented a set of slides to the Governing Body detailing the North Yorkshire and York Command and Control Model for managing the pandemic. The slides detailed the Incident Control Hub that has the following functions:

- Provides daily CCG oversight of all Covid -19 related issues
- Monitors and responds to incoming communications – emails, phone calls from Primary Care, Acute and Community providers, NYCC, Hospice, VCS
- Communicates with Silver operational leads in response to guidance and other communications
- Maintains log of actions
- Prepares content for daily GP briefing
- Ensures key meetings in command structure are covered and actions recorded and shared
- Provides daily or as required updates for Directors

The Incident control hub has a number of work streams in place to monitor issues, including: acute, care capacity, primary care, community health & social care, and wider community response. The work streams have the following functions:

- To plan and implement operational responses
- To maintain log of actions (coordinate with ICH)
- To escalate key information to the Incident Control Hub

The Control Hub has a number of enablers to support critical functions, including: communications, a clinical cell, digital tools and IT, data and information, quality and safety, workforce and finance.

Finally, the Project Management Office supports the incident control hub by providing project support and project management guidance to work streams, to work with PMO functions in other system partners to co-ordinate system plans, and to provide programme support to NYY Silver Command.

Risks are being clearly defined and monitored by the Quality and Clinical Governance Committee.

The CCG had discussed Covid-19 at the Integrated Assessment Framework meeting with NHS England and there was positive feedback that the CCG was managing the crisis well.

NY CCG Governing Body: Noted the update on Covid-19.

8.0 Any Other Business

None to discuss.

NY CCG Governing Body: Noted that no other business to discuss.

9.0 Date of Next Meeting

The Governing Body is next due to meet on 30 April 2020. It is currently expected that this meeting will take place virtually as social distancing rules are in place. All papers will be published on the CCG website and members of the public will have the opportunity to send any questions in advance of the meeting in line with usual processes.

NY CCG Governing Body: Noted the date of the next Governing Body meeting on 30 April 2020.

All Actions are detailed at Appendix A.

**NHS North Yorkshire Clinical Commissioning Group
Actions from the Governing Body meeting on 2 April 2020**

Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
3.0 Scheme of Reservation and Delegation	SoRD to be updated as noted within the minutes.	Sasha Sencier, Board Secretary	Completed 2 April 2020
4.0 Operational Scheme of Delegation	OSD to be updated as noted within the minutes.	Jane Hawkard, Chief Finance Officer	Completed 2 April 2020