

**NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP
COUNCIL OF MEMBERS MEETING
Wednesday 18 July 2018, 7:00PM
Greenhill Hotel, Red Dial, Wigton, CA7 8LS**

AGENDA

Formal Meeting

1	Welcome & Introductions	Jon Rush	7:00pm
2	Declarations of Interest	Jon Rush	7:05pm
3	Minutes of 8 February 2018	Jon Rush	7:10pm
4	NHS North Cumbria CCG Governance Update <ul style="list-style-type: none"> – Appointment of Governing Body Members – Interim Accountable Officer/Medical Director – Annual Report and Annual Accounts – Annual General Meeting 	Jon Rush	7:15pm

Development Session

5	General Practice Development Update	Niall McGreevy	7:30pm
6	Becoming an ICS <ul style="list-style-type: none"> – What this means and how we can take it forward 	David Rogers	8:00pm
7	Date and time of next meeting: 6:00pm, Wednesday 13 February 2019	Jon Rush	8:30pm



Kindness



Fairness



Ambition



Spirit

NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP
FULL COUNCIL OF MEMBERS MEETING
Thursday 8 February 2017, 5:30pm
Castle Inn Hotel, Bassenthwaite, Nr Keswick, CA12 4RG

Present:

Allerdale Locality:	Dr. Julie Saxton Dr. Gary Li Dr. Rachel Kidd Dr. Richard Massey Dr. Mark Kingham Dr. Simon Desert Dr. Niall McGreevy Dr. Cheryl Timothy-Anotine Dr. Andrea Mulgrew Dr. Dan Berkeley Dr. Mark Steel Dr. Pauline Gage Dr. Darren Hymers Dr. Gareth Smith Dr. Christina Russell	Aspatia Medical Group Beechwood Group Practice Caldbeck Surgery Caldbeck Surgery Castlegate & Derwent Surgery Castlegate Health Centre James Street Group Practice James Street Group Practice Maryport Health Services Maryport Health Services Maryport Health Services Maryport Health Services Silloth Group Medical Practice The Croft Surgery Wigton Group Medical Practice
Carlisle Locality:	Dr. Colin Patterson Dr. Alan Edwards Dr. Ian Marshall Dr. Robert Westgate Dr. Sue Rossi Dr. Charlotte Asquith Dr. Alex Docton Rebecca Ware	Brunswick House Medical Group Carlisle Healthcare Carlisle Healthcare Carlisle Healthcare Eden Medical Group Fusehill Medical Practice Spencer Street Surgery Warwick Road Surgery
Copeland Locality	Dr. Helen Horton Dr. Heather Naylor Dr. Eve Miles Dr. Celia Heasman	Distington Surgery Distington Surgery Seascale Health Centre Westcroft House
Eden Locality:	Dr. Michael Hanley Dr. Peter Hodkin Dr. Viv Purdy Dr. Jo Thompson Dr. Mark Plenderleith Dr. Davina Soloman	Alston Medical Practice Birbeck Medical Group Kirkoswald Surgery Temple Sowerby Medical Practice The Lakes Medical Practice Upper Eden Medical Practice

Governing Body Members:

Jon Rush
Les Hanley
David Rogers
Charles Welbourn

Chair
Lay Member
Medical Director
Chief Finance Officer

In Attendance:

Amanda Boardman
Stephen Childs
Julie Clayton
Eleanor Hodgson
Jennifer Park
Joanne Percival
Caroline Rea

Clinical Lead Children & Safeguarding
Chief Executive
Head of Comms & Engagement
Director for Children & Families
Senior Administrator Primary Care
Programme Support Officer
Director of Primary Care

FCM 001/18 **AGENDA ITEM 1: Declaration of Interest**

There were no declarations of interest raised.

FCM 002/18 **AGENDA ITEM 2: Minutes of the Full Council of Members Meeting held on 18 May 2017**

JR updated on the below actions within the minutes:

FCM 003/17 *A voting options paper to be prepared for consideration at the next Full Council of Members. This item is on the agenda for this meeting.*

FCM 004/17 *All practices to meet ICC leads and consider what their priorities are and how they are going to work together. This item was discussed at the July 2017 Full Council of Members.*

Resolved: The minutes of the above meeting were agreed as a true record.

FCM 003/18 **AGENDA ITEM 3: North Cumbria and the North East CCG joint Committee, and the North Cumbria Committee in Common**

JR presented the report updating members on the developing partnership arrangements across North Cumbria & the North East.

JR advised that the Committee had been established to be able to make decisions on a limited number of issues where there is a clear interest for all CCGs in the region.

Discussion took place around the most effective way for General Practice to be represented at the proposed Committee in Common. It was advised that Dr Niall McGreevy and Dr Mark Alban currently represent General Practice on the Systems Leadership Board and there is the intention to keep this representation to further strengthen the GP links under the new arrangements.

Resolved:

1. The members noted that North Cumbria CCG has become a member of the Joint CCG Committee for Cumbria and the North-East

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2. The members noted that the CCG's Constitution, Standing Orders and Scheme of Delegation have been amended to formalise the CCG's arrangements within the joint committee
 3. The members noted the Terms of Reference for the Joint CCG Committee for Cumbria and the North-East
 4. The members noted that on 7 February 2018 the NHS North Cumbria CCG Governing Body considered a proposal to establish a Committee in Common with partner organisations in North Cumbria.
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FCM 004/18

AGENDA ITEM 4: Authorisation to Committees

CW updated members on the changes to the CCG's scheme of delegation which would ensure that NHS North Cumbria CCG has appropriate arrangements in place to exercise its functions effectively, efficiently and economically and in accordance with established principles of governance.

Resolved: The updates be noted.

FCM 005/18

AGENDA ITEM 5: Future Voting Options

CR gave an overview of the current voting rights for practices. CR advised that following the first Full Council of Members in May 2017 and the redrawing of the CCG boundaries with the new constitution for NHS North Cumbria CCG it was agreed that options would be considered for members to have the opportunity to review and decide on the preferred approach for the future.

CR informed that in September 2017 an options paper was prepared by the GP leads and was sent to all practices for discussion.

Member practices were asked to consider and vote on the following:

Should the CCG retain the current voting rights of the practices (one practice one vote)

Practices voted:

15 votes to retain the current voting rights

10 votes to change the current voting rights (2 of these were postal votes)

Resolved: The Committee voted to retain the current voting rights of practices.

FCM 006/18

AGENDA ITEM 6: Date and time of next meeting

Wednesday 11 July 2018, 5:30pm, Venue TBC

NHS North Cumbria CCG Full Council of Members	Agenda Item 4
11 July 2018	

NHS North Cumbria CCG Governance Update

Purpose of the Report							
The purpose of this report is to update CCG Members on the governance arrangements that have taken place since the last Full Council of Members meeting.							
Outcome Required:	Approve	X	Ratify		For Discussion		For Information
Assurance Framework Reference:							
As detailed in the Strategic Objectives below.							

Recommendation(s):
<p>The Full Council of Members is asked to:</p> <ol style="list-style-type: none"> 1. Approve the appointment of John Whitehouse, Lay Member for Finance & Governance, and Carole Green, Lay Member for Quality & Performance, to the Governing Body 2. Endorse the process and position in relation to the CCG Interim Accountable Officer and Medical Director. 3. Note that the CCG has complied with its Statutory duties in relation to the Annual Report and Annual Accounts for 2017/18 4. Note the date of the CCG's Annual General Meeting

Executive Summary:
<p>Key Issues:</p> <p>Appointment of Governing Body Members</p> <p>On the 30 June 2018 the term of office for the following Governing Body Members came to an end:</p>

- Lay Member for Finance & Governance
- Lay Member for Health Improvement
- Governing Body Registered Nurse

The CCG took the opportunity to review the requirements to appoint to these roles in line with best practice. Given the requirements contained in NHS England's statutory guidance on managing conflicts of interest for CCGs, which requires the CCG to have three lay members, the CCG was required to appoint two further Lay Members. The Lay Member for Finance & Governance is a statutory role and therefore remains unchanged. However the CCG revised the Lay Member for Health Improvement role to focus on improving quality and performance and therefore advertised for a Lay Member for Quality & Performance.

In respect of the Registered Nurse role, regulations provide that the CCG must appoint a registered nurse that does not provide patient care within its area. When the CCG was established in 2013 the Director of Nursing provided care within the CCG area. Therefore it appointed an independent Registered Nurse. However, currently the Director of Nursing and Quality does not provide patient care and therefore can undertake the role of the Registered Nurse on the Governing Body, which will provide a small cost saving. Anna Stabler was seconded to the CGG in February 2018 and will undertake the role of the Registered Nurse on the Governing Body from July 2018. Any potential perceived conflicts of interest have been registered and are being managed by the Interim Accountable Officer.

The CCG therefore undertook the recruitment process in line with 4.7 of Section D of the CCG's Standing Orders (process to appoint Members of the Governing Body as approved by the Full Council of Members in April 2016) and the following Members were appointed:

John Whitehouse – Lay Member for Finance & Governance
 Carole Green – Lay Member for Quality & Performance

The above appointee's will be introduced to the Membership at the meeting and Members will be asked to ratify their appointment to the Governing Body in line with 1.4 of the CCG's Scheme of Delegation.

For completeness Members are also reminded that the following people were previously appointed to the Governing Body and have been ratified by the Membership:

Denise Leslie – Lay Member for Public Engagement
 Kevin Windebank – Secondary Care Doctor
 Jon Rush – CCG Chair
 David Rogers – Interim Accountable Officer/Medical Director
 Colin Patterson – Lead GP
 Amanda Boardman – Lead GP
 Peter Rooney – Chief Operating Officer
 Charles Welbourn – Chief Finance Officer

Interim Accountable Officer/Medical Director and CCG Clinical Leader

Jon Rush previously wrote to all GP practices outlining the current position and change in

circumstances in relation to David Rogers who is the CCG's Medical Director and Clinical Leader and, additionally, has also acted as the CCG's Interim Accountable Officer since December 2016.

In essence I advised that the Accountable Officer undertakes many of the roles of a Chief Executive in other organisations. David Rogers still holds a GMC registration but has not been a practising GP since March 2017. His licence to practice expired in March 2018 following his decision not to undertake the required appraisal process. I have consulted with NHS England, Human Resources, the ICC GP Leads and the CCG Governing Body, who all agree that David's decision to allow his licence to practice does not in any way prevent him from continuing in his role as the CCG Clinical Leader or Interim Accountable Officer.

The guidance for CCG roles states the following for the Clinical Leader; "is the individual recognised by the CCG as the leading clinician who represents the clinical voice of its members."

As I advised in my email I am today asking you, as CCG GP Practice members, to endorse the process undertaken in retaining the clinical leadership and the required Accountable Officer role.

Annual Report and Annual Accounts Publication

The CCG is required to produce an Annual Report and Annual Accounts each year. The 2017/18 Annual Report and Annual Accounts were produced in line with NHS England's guidance and were submitted to NHS England on 29 May 2018. The attached report was presented to the Governing Body on 6 June 2018 and has been included to provide assurance to the Membership that the CCG has complied with its statutory duties in this matter. An electronic version of the Annual Report and Annual Accounts has been distributed sent to all Membership Practices and is available on the CCG website by following the link below:

<http://www.northcumbriaccg.nhs.uk/about-us/Annual-Reports-and-Annual-Accounts/annual-reports-and-annual-accounts.aspx>

Annual General Meeting

The CCG will hold its Annual General Meeting on 1 August 2018 commencing at 1 pm and will take place at Energus, Blackwood Road, Lilyhall, Workington, CA14 4JW.

Key Risks:

Appointment of Governing Body Members

The CCG is required to appoint three Lay Members and a Registered Nurse to the Governing Body. Therefore if the appointments are not ratified the CCG will not meet its statutory duties.

Interim Accountable Officer/Medical Director and CCG Clinical Leader

The CCG is required to have an Interim Accountable Officer/CCG Clinical Leader. There has been a significant process undertaken and NHS England has approved the continuation of David Rogers as the Interim Accountable Officer/CCG Clinical Lead. Therefore, if the Membership does not endorse the recommendation proposed, there could be implications in the CCG having to consider its leadership arrangements at a time of significant change with North Cumbria and the

North East Health systems moving towards an Integrated Health Care System.

Annual Report and Annual Accounts Publication and Annual General Meeting

There are no associated risks with the context of this item.

Implications/Actions for Public and Patient Engagement:

There are no implications for Public and Patient Engagement in this report although Members should note that there was a fair and open process undertaken to recruit the Lay Member roles. This included adverts through NHS Jobs and through public media campaigns provided through the CCG’s Communication and Engagement Team. Sue Stevenson from Healthwatch Cumbria was also part of the interview panel.

Financial Impact on the CCG:

There is cost saving of £13,250 per annum in relation to the appointment of the Director of Nursing being appointed to the Governing Body as the Registered Nurse. There are no financial implications in the items detailed in this report.

Strategic Objective(s) supported by this paper:	Please select (X)
Support continuous quality improvement within existing services including General Practice	
Commission a range of health services, including an increasing range of integrated services, appropriate to our population’s needs	
Develop our system leadership role (in the context of an integrated health and care system) and our effectiveness as a partner	X
Continuously improve our organisation and support our staff to excel	X

Impact assessment: (Including Health, Equality, Diversity and Human Rights)	N/A
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<p>Conflicts of Interest Describe any possible Conflicts of interest associated with this paper, and how they will be managed</p>	<p>There is a perceived conflict of interest for the following:</p> <p>Appointment of Governing Body Members</p> <p>There is a direct financial interest for John Whitehouse, Lay Member for Finance & Governance and Carole Green, Lay Member for Quality & Performance if their appointments to the Governing Body are not approved. Therefore they should remain in the meeting to be introduced to the Membership in order outline their skills and abilities. However they should withdraw whilst the vote of the Membership takes place even though it is acknowledged that they are not voting members of the Full Council of Members.</p> <p>There is a non-financial interest for the Director of Nursing and the provision stated above for the Lay Members should also be applied.</p>
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	<p>Interim Accountable Officer/Medical Director and CCG Clinical Leader</p> <p>There is a direct financial interest for the above post holder. Therefore the post holder should not be present during the discussion or voting at the meeting.</p>
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Lead	Jon Rush, CCG Chair
Presented By	Jon Rush, CCG Chair
Contact Details	Jon.rush@northcumbriaccg.nhs.uk
Report Author	Brenda Thomas, Governing Body Support Officer
Date Report Written	July 2018