

## Joint CCG Committee for Cumbria and the North East

**5 October 2017 /3.00 – 5.00pm / The Durham Centre**

**Present:** Mark Adams, Nicola Bailey, Alistair Blair, Mark Dornan, Stewart Findlay, David Hambleton, Amanda Hume, Andrea Jones, Alison MacNaughton-Jones, John Matthews, Neil O'Brien, Charles Parker, Boleslaw Posmk, Janet Probert, David Rogers, Jon Rush, Jonathan Smith, Janet Walker.

**In attendance:**

Stephen Childs, Beth Ellett (for item 06), Dan Jackson, Gillian Stanger, Lynne Scurfield (minutes)

Notes	Action
<b>01 Election of Chair</b>	
<p>The Joint Committee discussed election of a Chair.</p> <p>The Committee <b>agreed</b> and appointed Jon Rush, Lay Chair of North Cumbria CCG to be Chair of the Joint Committee for Cumbria and North East.</p> <p>The Committee <b>agreed</b> that Neil O'Brien would Chair the first meeting and Jon Rush would take over Chair responsibilities at its meeting on 4<sup>th</sup> January 2018.</p> <p>It had been noted in the Terms of Reference there was not a statement for "term of office" for the Chair and this was clarified as 2 years. The terms of reference would be amended accordingly.</p>	<b>DJ</b>
<b>02 Welcome, apologies and declarations of conflicts of interest in relation to the agenda</b>	
<p>Welcome and introductions were carried out.</p> <p>Apologies were received from; Ali Wilson, Guy Pilkington, Matthew Walmsley and John Matthews.</p> <p>No declarations of interest were received.</p>	
<b>03 Attendance of NHS Sunderland CCG representatives</b>	
<p>Agenda Items 3 and 4 to be discussed jointly.</p> <p>A paper was circulated to the Committee to consider the membership of the Joint CCG Committee and agree a collective position regarding Sunderland CCG's attendance and potential future membership.</p> <p>An agreement had been previously reached at the Northern CCG Forum meeting that the Joint CCG Committee would spend some time, without Sunderland CCG in the room, to discuss the pros and cons of SCCG not being voting members of the Committee.</p>	

<p>The Committee considered the following recommendations:</p> <ul style="list-style-type: none"> <li>(i) to agree to the attendance of Sunderland CCG as non-voting members for two meetings of the Committee on the condition that where any decision is required by all CCGs that Sunderland CCG would provide their view/decision to the committee chair prior to the meeting, and</li> <li>(ii) request that following two meetings Sunderland CCG are requested to confirm whether or not they wish to be full members.</li> </ul> <p>The Committee discussed the recommendations, noting that, whilst it would be beneficial for Sunderland CCG to attend meetings as non-voting members this could compromise the position of other CCGs (particularly Hambleton, Richmond and Whitby). All acknowledged and agreed that the ultimate aim is to ensure Sunderland CCG feel assured that the work programme and role of the Joint CCG committee offers benefits to them as a CCG. Also that the joint committee gives the opportunity for the Cumbria, North East and Hambleton, Richmond and Whitby CCGs to consider issues that are relevant and pertinent to all CCGs to consider, discuss and make decisions on at the same time. All <b>agreed</b> the need to support Sunderland to take the time they require to work the issues through. In the meantime it was agreed that it would make sense for them to observe how the joint committee operates and to seek assurance on any governance or work programme issues they may have. It was <b>agreed</b> that the formal joint committee meetings will be held in public and will operate to the governance framework and arrangements of North Durham CCG.</p> <p>The Committee <b>agreed</b> that;</p> <ol style="list-style-type: none"> <li>1. Sunderland CCG will be invited to be present to observe the joint committee and that they will have access to meetings papers and the work plan as this develops.</li> <li>2. If a decision is to be made at the Joint Committee that affects all CCGs across CNE and HRW, Sunderland CCG have confirmed it would be their intention to provide their CCGs view/decision to the committee chair prior to the meeting where any decision is required by all CCGs across CNE and HRW.</li> <li>3. Sunderland CCG will be asked to confirm after a further two meetings of the joint committee if they wished to join as members of the joint committee.</li> </ol>	
<p><b>04 Governance briefing</b></p>	
<p><b>(i) Lay member representation</b></p> <p>Joint Committee members considered the appointment of a lay representative to the Joint Committee, agree their role and term of office, and agree for the TOR to be revised. It was noted that one nomination had been received.</p> <p>Following discussion, the Committee <b>agreed</b> to appoint two lay representatives; one from a public and patient perspective and one from finance and governance perspective, one being from the north of the patch and one from the south. The representatives would attend in a non-voting capacity.</p> <p><b>Action:</b> Jon Rush (JR) and Dan Jackson (DJ) to liaise on arrangements to appoint the two lay representatives and TOR would be amended accordingly.</p> <p><b>(ii) Public access to future Joint Committee meetings</b></p>	<p>JR/DJ</p>

The Committee considered whether future meetings should be held in public. This was **agreed** but the Committee would reserve the right to exclude the public for any item on the grounds of confidentiality.

**(iii) Remit and work programme**

The Joint Committee discussed the need to expand its remit to include issues arising from the shared STP programme, subject to the unanimous approval of Joint Committee members.

As referred to previously, the Committee’s remit had narrowed, partly to get Sunderland CCG involved. A discussion ensued regarding the STP work streams at a CNE/HRW level questioning what this would mean in terms of expanding that remit.

The Joint Committee noted that any change to its remit could only be undertaken with the unanimous approval of all members and that CCG Governing Bodies may ultimately have to agree to this.

**05 To approve the Joint Committee Terms of Reference**

The Joint Committee **agreed** to recommend the adoption of the Terms of Reference by CCG Councils of Members and Governing Bodies, subject to the amendments noted in items 01 and 04(i) above and the following minor amendments:

- Delegated financial limited to be specified.
- Page 3 point 2 states voting membership of the joint committee will comprise the Clinical Chair and Chief Officer and this needs to change to reflect the fact that Jon Rush is a Lay Chair.
- Points 14 and 15 to be changed to reflect that decisions would be taken by those CCGs to whom a particular issue applies, for example, all CCGs may not have the same 111 provider
- Point 15 – delete reference to section 19.1 which does not exist.

DJ referred to page 2 of the report, stating this section had been inserted following communication by NHS England who are undertaking an audit on Constitutions. CCGs had been advised to insert this guidance in their Constitutions and DJ is liaising with Christine Briggs regarding this.

**06 NHS 111 & Integrated Urgent Care Regional Procurement**

Beth Ellett (BE), Senior Commissioning Manager with NECS, presented the paper which included the following recommendations:

1. Agree to continue with procurement process as detailed in the timeframe
2. Agree that the Joint Committee will delegate approval of the Procurement and Evaluation Strategy to the NCCG Forum

The Committee discussed and commented on the paper noting instruction had been received from the Northern CCG Forum to go out to tender for procurement. A project group had been set up and regular communication was circulated to the group. Although invitations had been sent to the project group meetings, not all CCGs had participated and this would need to be prioritised.

Charles Parker (CP) had not been part of that conversation and BE would email an update.

DJ

BE

<p>The Committee <b>agreed</b> to present the Procurement and Evaluation Strategy to the Northern CCG Forum in December and, if discussed and agreed at the Forum in theory full agreement could be approved at the Joint Committee meeting in January 2018, otherwise this would impact on the timeline.</p>	
<p><b>07 Any other business</b></p>	
<p>There were no items of any other business.</p>	

**Date and time of next meeting:**  
**Thursday 4<sup>th</sup> January 2018**  
 The Durham Centre