

**NHS COUNTY DURHAM CCG
EXTRAORDINARY GOVERNING BODY**

1.00pm Tuesday 28 July 2020

THE MEETING TOOK PLACE BY VIDEO CONFERENCE

Due to the exceptional circumstances linked to the Coronavirus, the meeting was not held in public.

CONFIRMED MINUTES

Present:

Andrew Atkin	AA	Lay Member (Chair)
Nicola Bailey	NB	Chief Officer
Dr James Carlton	JCa	Medical Director
Dr Ian Davidson	ID	Medical Director
Jason Cram	JC	Director of Nursing
Richard Henderson	RH	Chief Finance Officer
Feisal Jassat	FJ	Lay Member – Patient and Public Involvement
Dr Ian Spencer	IS	Secondary Care Clinician
John Whitehouse	JW	Lay Member, Audit and Governance

In Attendance:

Chris Allan	CA	Public Health representative, Durham County Council
Sarah Burns	SB	Joint Head of Integrated Strategic Commissioning
Chris Cunningham-Shore	CS	Patient Reference Group (PRG) Chair, Sedgfield Locality
Anne Greenley	AG	Director of Quality Improvement
Keith Holyman	KH	PRG Chair, North Durham locality
Susan Parr	SP	Executive Assistant (minutes)
Jane Robinson	JR	Corporate Director, Adult and Health Services, Durham
Angela Seward	AS	PRG Chair, Durham Dales Locality

Apologies:

Mike Brierley	MB	Director of Commissioning Strategy and Delivery
Joseph Chandy	JCh	Director of Commissioning Strategy and Delivery
Dr Stewart Findlay	SF	Chief Officer
Amanda Healy	AH	Director of Public Health, Durham County Council County Council
Dr Chris Markwick	CM	Elected Health Care Professional (GP)
Sue Mole	SM	PRG Chair, Easington Locality
Dr Neil O'Brien	NO'B	Accountable Officer/Clinical Chief Officer
Dr Jonathan Smith	JS	Clinical Chair

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E GB/ 20/01	<p>Apologies for absence</p> <p>Apologies were received as recorded above.</p> <p>There was discussion with regard to quoracy and it was decided that without a third Governing Body clinician that a decision could not be made with regard to item E GB/ 20/04, Proposal relating to the CCG's membership of the Southern CCG Collaborative Joint Committee. It was decided the Members present would make a decision for ratification at the Governing Body meeting to be held in September 2020.</p>	
E GB/ 20/02	<p>Declarations of conflicts of interest</p> <p>The Chair reminded members of the Governing Body of their obligation to declare any interest they might have on any issues arising at the meeting, which might conflict the business of County Durham CCG.</p> <p>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's website at the following link:</p> <p>https://countydurhamccg.nhs.uk/documents/declarations-conflict-interest/</p> <p>There were no conflicts of interest declared.</p>	
E GB/ 20/03	<p>Identification of any other business</p> <p>There were no other items of business identified.</p>	
	<p><u>ITEMS FOR DECISION</u></p>	
E GB/ 20/04	<p>Proposal relating to the CCG's membership of the Southern CCG Collaborative Joint Committee <i>Ali Wilson, Director of Strategic Development, Tees Valley CCG</i> <i>Nicola Bailey, Chief Officer, County Durham CCG (presenting)</i></p> <p>NB advised that it had been agreed to propose to stand down the Southern CCG Collaborative Joint Committee of the predecessor CCGs (Darlington CCG, Hartlepool and Stockton-on-Tees CCG, South Tees CCG, North Durham CCG, Durham Dales, Easington and Sedgefield CCG and Hambleton, Richmondshire and Whitby CCG) and to form a new Joint Committee following the establishment of County Durham CCG, Tees Valley CCG and North Yorkshire CCG.</p> <p>NB said that it was important for the Governing Bodies to recognise that the decisions made by the new Joint Committee would again be binding on all member CCGs; the accountability for decisions did, however, remain with individual CCGs. The flow of information and discussion with Governing Bodies was, therefore vitally important and should be achieved through:</p> <ul style="list-style-type: none"> • appropriate membership on committees; 	

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	<ul style="list-style-type: none"> • careful timing of the cycle of business for the Joint Committee to ensure that Governing Bodies were given the opportunity to fully consider the work being undertaken and proposed by the Joint Committee. This allowed the Joint Committee's membership to be apprised of the views of the Governing Bodies. This could include discussions at Governing Body Development Sessions (individual or in-common); • the membership of the Committee needed to have the authority to enter into decisions that reflected the evolving nature of discussions that might happen within the Committee meeting itself. <p>NB drew attention to the flow chart (E GB-20-04d Joint Ctte example flow) and highlighted the flow of decision making from individual CCG Executive Committees (internal) to the Joint Committee (external) before reporting to individual CCG Governing Bodies. It would be important Members were aware that they were making decisions not on behalf of County Durham CCG but on behalf of the population covered by the Joint Committee, hence it was essential that CCGs had the opportunity to discuss any proposals or times prior to the Joint Committee making a final decision.</p> <p>Referring to Appendix E (GB 20 04b Membership Table) NB said that the membership would need to reflect the same roles on a Governing Body as per the previous Joint Committee and highlighted the following key points:</p> <ul style="list-style-type: none"> • Boleslaw Posmyk (Tees Valley CCG Clinical Chair) would be proposed as Chair, replacing AA, and JS would be proposed as Vice-chair, • either NO'B or NB would be nominated as the County Durham CCG representative therefore there would be no change to the previous post holder(s), • a discussion was needed with regard to the Secondary Care Clinician post holder, which had previously been Derek Cruickshank, now of Tees Valley CCG, • a discussion was needed with regard to the Lay Member post holder, AA had been the previous post holder, • Mark Pickering of Tees Valley CCG, had been proposed as the Chief Finance Officer post holder given the financial impact on Tees Valley – he would be replacing RH, • Jean Golightly of Tees Valley CCG had volunteered to continue in the role as Executive Nurse. <p>In summary NB advised that no decisions had been made as yet with regard to the membership but that all CCGs were proactively considering the Terms of Reference.</p> <p>The Chair invited questions and comments from Members.</p> <p>In response to IS's concern with regard to CCG representatives making decisions at the Joint Committee that had not previously been discussed by the Governing Body, NB referred to the flow chart and highlighted that the Joint Committee was a public facing meeting, with papers circulated well in advance and that it was therefore open to scrutiny. She said that there should always be time for the Governing Body to have discussions in</p>	

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	<p>advance of a Joint Committee meeting however, if necessary, an extraordinary Governing Body could be arranged to facilitate discussion. In addition, Governing Body Development Sessions could also be arranged both in common with other CCGs Governing Bodies or as a County Durham Governing Body to ensure all members had an opportunity to feed in to the Joint Committee.</p> <p>FJ raised two points for clarification. He asked that given the type of decisions being made, commissioning being an important element, did the integrated commissioning work within County Durham fit within the Joint Committee's responsibilities. In response NB advised that this was not the case as that work was about 'place' it would remain within the remit of the County Durham Governing Body and the Local Authority. In response to FJ's second point regarding any decisions or issues that may arise from the work of the Southern Independent Funding Panels (IFR) that may be of use to feed into this committee, NB advised that the IFR panel would have the opportunity to provide input into the Joint Committee if the issues were only relevant to the geography covered by the Southern Joint Committee and not to the North Cumbria and North East CCGs Joint Committee as this was where the IFR panels currently fed into.</p> <p>There was then a discussion with regard to the nominations for the Joint Committee membership. It was decided that IS would not put his name forward given that David Embleton had volunteered to take on the role of Secondary Care Clinician. It was proposed that AA would be nominated for the County Durham CCG Lay Member role.</p> <p>The Governing Body:</p> <ul style="list-style-type: none"> • confirmed its agreement that the existing Joint Committee may be formally stood down; • agreed to the proposal for the formation of a new Joint Committee; comprising of representatives from County Durham CCG, Tees Valley CCG and North Yorkshire CCG for the purpose of making decisions normally delegated to the Governing Bodies, where those decisions must be made together to ensure a consistent and efficient approach to the commissioning and reconfiguration of services that met the needs of the populations served; • considered and approved the draft Terms of Reference and related amendments to the CCG's Scheme of Reservation and Delegation to reflect the Terms of Reference. <p>This decision would be ratified at the next Governing Body to be held in September 2020.</p>	
E GB/ 20/05	<p>Other Business</p> <p>There were no items of other business.</p>	
E GB/ 20/06	<p>Risk round up</p> <p>There had been no new risks identified during discussion at the meeting.</p>	

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	<p>Next Meeting</p> <p>The next scheduled formal Governing Body meeting would be held on Tuesday 15 September 2020.</p>	
	<p>Contacts for the meeting:</p> <p>Susan Parr, Executive Assistant Tel: 0191 389 8621 susan.parr@nhs.net</p> <p>Mags Wells, Governance Administrator Tel: 0191 371 3224 margaret.wells1@nhs.net</p>	

Signed: *Approved by email*

Chair: Andrew Atkin (Vice-Chair)

Date: 21 September 2020