

NHS DORSET CLINICAL COMMISSIONING GROUP

GOVERNING BODY MEETING

24 MAY 2017

SPECIAL MEETING - MINUTES

A special meeting of the Governing Body, of the NHS Dorset Clinical Commissioning Group was held at 11am on 24 May 2017 at Vespasian House, Barrack Road, Dorchester, Dorset, DT1 1TG.

Present: Forbes Watson, Chair (FW)
 Tim Goodson, Chief Officer (TG)
 David Haines, Locality Lead for Purbeck (DH)
 Teresa Hensman, Audit and Quality Chair (TH)
 David Jenkins, Deputy CCG Chair/Public Engagement Member (DJ)
 Karen Kirkham, Locality Lead for Weymouth and Portland and Assistant Clinical Chair (KK)
 Mufeed Ni'Man, Locality Lead for East Bournemouth (MN)
 Ben Sharland, Locality Lead for Central Bournemouth (BS)
 Jacqueline Swift, Primary Care Commissioning Committee Chair (JS)
 Paul Vater, Chief Finance Officer (PV)

In attendance: Conrad Lakeman, Secretary and General Counsel (CGL)

1. Apologies

1.1 Apologies were received from:

Jenny Bubb, Locality Lead for Mid Dorset (JB)
 Colin Davidson, Locality Lead East Dorset (CD)
 Nick Evans, Locality Lead for Poole Bay (NE)
 Blair Millar, Locality Lead for West Dorset (BM)
 Ravin Ramtohal Locality Lead for Christchurch (RR)
 David Richardson, Locality Lead for Poole North (DR)
 Elaine Spencer, Registered Nurse Member (ES)
 Simone Yule, Locality Lead for North Dorset (SY)
 Simon Watkins, Locality Lead for Poole Central (SW)

2. Quorum

2.1 It was agreed that the meeting could proceed as there was a quorum of members present.

Action

3. **Declarations of Interest**

3.1 There were no Declarations of Interest made.

Members were reminded of the need to ensure Declarations of Interest were up to date and to notify the Corporate Office of any new declarations.

The Chair of the Audit and Quality Committee confirmed that all matters listed on the agenda for approval had been considered by the Audit and Quality Committee in a meeting that day and were recommended by that committee for approval to the Governing Body.

4. **2016/2017 Annual Accounts**

4.1 **Governance Statement (Statement of Internal Control)**

4.1.1 The Accountable Officer introduced the Governance Statement.

4.1.2 Subject to the amendments to page 17 noted by the Audit and Quality Committee, the Governing Body **approved** the Governance Statement.

4.2 **Annual Report and Accounts (Financial Statements for the Year Ending March 2017)**

4.2.(i).1 The Chief Finance Officer introduced the Financial Statements for the year ending March 2017 (including checklists)

4.2.(i).2 He advised members of proposed changes to the Annual Report at pages 5 and 26 and read to the Governing Body the tabled amendments.

4.2.(i).3 Subject to the proposed changes, the Governing Body **approved** the Financial Statements for the year ended 31 March 2017 (including checklists).

4.2.(ii).1 The Chief Finance Officer introduced the Annual Report and Accounts 2016-17.

4.2.(ii).2 The Governing Body noted the tone of the document but noted that it may not adequately reflect the challenging state of finances within providers.

4.2.(ii).3 The Governing Body directed that the summary document be made more transparent regarding this aspect.

4.2.(ii).4 Subject to the changes to the incorporated Governance Statement referred to earlier and the changes to pages 5 and 26 as tabled by the Chief Finance Officer, the Governing Body **approved** the Annual Report and Accounts 2016-17.

4.3 **ISA260 Audit Findings Report 2016/2017**

4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Audit Findings Report 2016/2017.

4.3.2 He explained that the Auditors had been present at the Audit and Quality Committee meeting and had provided an unqualified report.

4.3.3 He advised the Governing Body that the Auditors had emphasised the challenging NHS environment elsewhere and also reported to the Governing Body the control issue highlighted within the audit findings.

4.3.4 The Governing Body **noted** the Report of the External Auditors and the ISA260 Audit Findings Report 2016/2017.

4.4 **Management Representations**

4.4.1 The Chief Finance Officer introduced the Report on the Management Representations.

4.4.2 The Secretary and General Counsel received confirmation from Members individually that each was unaware of any relevant audit information of which the CCG auditors were unaware, and in addition that they had taken all steps that ought to have been taken as Members of the Governing Body to make themselves aware of any relevant audit information and established that the CCG auditors were aware of that information.

4.4.3 The Governing Body **approved** the Management Representations Letter.

4.5 **Annual Internal Audit Report**

4.5.1 The Chief Finance Officer introduced the Annual Report of the Head of Internal Audit.

4.5.2 The Governing Body **noted** the Annual Internal Audit Report.

4.6 **ISAE 3402 Report 2017**

- 4.6.1 The Chief Finance Officer introduced the Independent Service Auditor Report.
- 4.6.2 He highlighted the issues with Capita and NHS Digital and the associated control risks.
- 4.6.3 The Governing Body noted with concern the position regarding the two external bodies. The Governing Body noted that the Audit and Quality Committee would be receiving a further update with regard to the matter.
- 4.6.4 The Governing Body expressed concern regarding the Capita performance and the lack of progress to improve. It was noted that this could become a reputational issue for the CCG notwithstanding that it had limited ability to influence outcomes.
- 4.6.5 The Governing Body directed the Primary Care Commissioning Committee to review the position and to obtain from the contracting teams a report setting out the themes and issues.
- 4.6.6 The Chief Finance Officer informed the Governing Body that the CCG would shortly be monitored by a different Area Team and that the transfer to a different Area Team was not without risk.
- 4.6.7 The CCG directed that a separate report be prepared setting out the risks.
- 4.6.8 The Governing Body further directed that both matters should be brought and discussed at the additional Primary Care Commissioning Committee meeting.
- 4.6.9 The Governing Body **noted** the Independent Service Auditor Report.

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4.7 **Inspection of Registers**

- 4.7.1 The Chief Finance Officer introduced the Report on Inspection of Registers.
- 4.7.2 The Governing Body **noted** the Report of the Chief Finance Officer and members inspected the Registers.

5. **Any Other Business**

- 5.1 There was no other business discussed.