

## NHS DORSET CLINICAL COMMISSIONING GROUP

### GOVERNING BODY MEETING

25 May 2016

### SPECIAL MEETING - MINUTES

A special meeting of the Governing Body of the NHS Dorset Clinical Commissioning Group was held at 11:00hrs on Wednesday 25 May 2016 at Vespasian House, Barrack Road, Dorchester, Dorset, DT1 1TG.

**Present:**

- Forbes Watson, Chair (FW)
- Peter Blick, Locality Lead for Central Bournemouth (PB)
- Nick Evans, Locality Lead for Poole Bay (NE)
- Tim Goodson, Chief Officer (TG)
- 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)
- Tom Knight, Locality Lead for North Bournemouth (TK)
- Mary Monnington, Registered Nurse Member (MM)
- Stephen Tomkins, Locality Lead for Christchurch (ST) (by proxy)
- Paul Vater, Chief Finance Officer (PV)
- Simon Watkins, Locality Lead for Poole Central (SW)

**In attendance:**

- Conrad Lakeman, Governing Body Secretary (CGL)
- Phil Richardson, Director of Design and Transformation (PR)
- Sally Shead, Director of Nursing and Quality (SSh)
- Charles Summers, Director of Engagement and Development (CS)
- Mike Wood, Director of Service Delivery (MW)

#### Action

#### 1. Apologies

1.1 Apologies were received from:

- Jenny Bubb, Locality Lead for Mid Dorset (JB)
- Colin Davidson, Locality Lead East Dorset
- David Haines, Locality Lead for Purbeck (DH)
- Blair Millar, Locality Lead for West Dorset (BM)
- David Richardson, Locality Lead for Poole North (DR)
- George Thomson, Secondary Care Consultant Member (GT)
- Simone Yule, Locality Lead for North Dorset

## 2. Quorum

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

## 3. Declarations of Interest

- 3.1 No additional interests were declared.

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. 2015/2016 Annual Accounts

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

- 4.1.1 The Accountable Officer introduced the Report and the Governance Statement.

- 4.1.2 The Governing Body was made aware of subsequent typographical changes to be made to the Governance Statement following the Audit and Quality Committee review as follows:

‘Accounting Officer’ to be changed to ‘Accountable Officer’

The statement in the Annual Report regarding independence of lay members was to be incorporated into the Governance Statement.

‘Risks’ to be substituted for ‘controls’ at paragraph 5.11.

- 4.1.3 The Governing Body **approved** the Governance Statement subject to the amendments listed above.

### 4.2 Annual Report and Accounts (Financial Statements for the Year Ending March 2016)

- 4.2(i).1 The Chief Finance Officer introduced the Financial Statements for the Year Ending March 2016.

- 4.2(i).2 He said that the wider financial situation of the NHS within Dorset had been noted in the statements. He explained that the CCG did not hold assets and highlighted note 5 regarding operating expenses.

- 4.2(i).3 He drew members attention to the positive movement in staff sickness and working days lost.
- 4.2(i).4 The Governing Body **noted** the Financial Statements for the Year Ending March 2016.
- 4.2(ii).1 The Chief Finance Officer introduced the Annual Report and Accounts 2015-16 and referred members to his comments regarding the financial statements.
- 4.2(ii).2 The External Auditor noted that it was unusual for CCGs to obtain an unqualified opinion which had been provided in the case of NHS Dorset.
- 4.2(ii).3 The Governing Body noted the assurance given by the Chair of the Audit and Quality Committee that her Committee had reviewed in detail the Annual Report and Accounts and was recommending the same to the Governing Body for approval, subject to minor typographical errors being corrected.
- 4.2(ii).4 The Governing Body **approved** the Annual Report and Accounts 2015/2016, subject to the corrections directed by the Audit and Quality Committee Chair being made.

CS

### 4.3 **ISA260 Audit Findings Report 2015/2016**

- 4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Audit Findings Report 2015/2016.
- 4.3.2 He explained that this was effectively an External Auditors' report that was unqualified.
- 4.3.3 The Governing Body **noted** the Report of the External Auditors and the ISA260 Audit Findings Report 2015/2016.

### 4.4 **Management Representations**

- 4.4.1 The Chief Finance Officer introduced his Report on the Management Representations.
- 4.4.2 He explained the purpose of the letter and the matters to which he referred.
- 4.4.3 The Governing Body noted that External Auditors had commended the CCG's actions in addressing the sustainability of NHS Services in Dorset.
- 4.4.4 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 'reasonable assurance' provided by the Annual Internal Audit Report.
- 4.5.3 The Governing Body **noted** the Annual Internal Audit Report.

## 4.6 **ISAE 3402 Report 2016**

- 4.6.1 The Chief Finance Officer introduced the Report on ISAE3402 2016 (NHS SBS letter).
- 4.6.2 The Governing Body **noted** the Report of the Chief Finance Officer and the ISAE3402 Report 2016 (NHS SBS letter).

## 4.7 **Inspection of Registers**

- 4.7.1 The Chief Finance Officer introduced his Report on Inspection of Registers.
- 4.7.2 The Governing Body noted the inclusion of a Register of Actions to address Conflicts of Interest.
- 4.7.3 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.