

NHS DORSET CLINICAL COMMISSIONING GROUP

GOVERNING BODY MEETING

27 May 2015

SPECIAL MEETING - MINUTES

A special meeting of the Governing Body of the NHS Dorset Clinical Commissioning Group was held at 11.15hrs on Wednesday 27 May 2015 at Vespasian House, Barrack Road, Dorchester, Dorset, DT1 1TG.

Present: Forbes Watson, Chair (FW)
 Jenny Bubb, Locality Chair for Mid Dorset (JB)
 Paul French, Locality Chair for East Bournemouth (PF)
 Tim Goodson, Chief Officer (TG)
 Teresa Hensman, Audit and Quality Committee Chair (TH)
 David Jenkins, Deputy CCG Chair/Public Engagement Member (DJ)
 Paul Vater, Chief Finance Officer (PV)

In attendance: Conrad Lakeman, Governing Body Secretary (CGL)
 Jane Pike, Director of Service Delivery (JP)
 Sally Shead, Director of Quality (SSh)
 Charles Summers, Director of Engagement and Development (CS)

		Action
1.	Apologies	
1.1	Apologies were received from Peter Blick, Chris Burton, Rob Childs, Colin Davidson, David Haines, Karen Kirkham, Tom Knight, Chris McCall, Blair Millar, Andy Rutland, Patrick Seal, Stephen Tomkins and Mary Monnington.	
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. 2014/2015 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 He explained the purpose of the Governance Statement and that it summarised all the controls that were in place in the CCG.

4.1.3 The Chief Finance Officer advised the Governing Body of changes to the draft Governance Statement that had been made by the Audit and Quality Committee, particularly:

4.58 – the inclusion of words to state that the Assurance Framework was in development and that its worth to the organisation was improving with each iteration and the CCG wished to continue with the use of the document.

4.9 – words clarifying that the Governing Body met monthly, every other month formally and in the intervening months informally.

4.58 – the inclusion of words to reflect the appointment of the Lay Chair and Lay Vice Chair of the Joint Primary Care Committee.

4.1.4 The Governing Body **approved** the Governance Statement subject to the amendments above and subject to the correction of minor typographical errors.

4.2 Annual Report and Accounts (Financial Statements for the Year Ending March 2015)

4.2(i).1 The Chief Finance Officer introduced the Financial Statements for the Year Ending March 2015.

4.2(i).2 He highlighted the Key Performance Indicators within the accounts and confirmed that the CCG had returned its control surplus.

4.2(i).4 The Governing Body **noted** the Financial Statements for the Year Ending March 2015.

4.2(ii).1 The Chief Finance Officer introduced the Annual Report and Accounts 2014-15 and tabled a list of amendments and

amended pages to the Annual Report and Accounts to update the circulated version.

- 4.2(ii).2 He further explained that he was arranging for the remuneration of GPs who had roles in addition to their Governing Body role to be checked for accuracy.
- 4.2(ii).3 He tabled an update to the 'Going Concern' Statement and advised members that the Governing Body was required to confirm that the assessment made in the documentation that the CCG remained in a financially stable position and would remain a going concern for at least a period of twelve months from 27 May 2015 notwithstanding the significant challenges regarding continuing healthcare and provider financial sustainability.
- 4.2(ii).4 He updated the Governing Body on the Auditors comments in their report concerning sustainability in relation to the financial position of its providers and the fact that the CSR initiative outcomes were still unknown.
- 4.2(ii).5 The Governing Body **approved** the Annual Report and Accounts 2014/2015 and specifically confirmed the Going Concern assessment.

4.3 **ISA260 Audit Findings Report 2014/2015**

- 4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Audit Findings Report 2014/2015.
- 4.3.2 He again drew the Governing Body's attention to the RAG rating regarding the difficulties in the provider landscape.
- 4.3.3 He confirmed that there were no other issues that he wished to draw to the Governing Body's attention and further confirmed that there were no post-balance sheet events of which he was aware.
- 4.3.4 The Governing Body **noted** the Report of the External Auditors and the ISA260 Audit Findings Report 2014/2015.

4.4 **Management Representations Letter**

- 4.4.1 The Chief Finance Officer introduced his Report on the Management Representations Letter.
- 4.4.2 The Governing Body Secretary and General Counsel explained to members their obligations in regard to disclosures to auditors.

4.4.3 Members individually confirmed that they were 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 establish that the CCG auditors were aware of that information.

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 Chair of the Audit and Quality Committee confirmed that the Auditor had ensured that McKinsey and Co. had met all relevant targets before stage payments had been made regarding the CSR project.

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

4.6 **ISAE 3402 Report 2014-2015**

4.6.1 The Chief Finance Officer introduced the Report on ISAE3402 2014-2015.

4.6.2 He confirmed that the letter from Grant Thornton regarding the Audit of SBS effectively confirmed that adequate controls were in place.

4.6.3 The Governing Body **noted** the Report of the Chief Finance Officer and the ISAE3402 Report 2014/2015.

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 Report of the Chief Finance Officer and members inspected the Registers.

5. **Any Other Business**

5.1 There was no other business.