

## NHS DORSET CLINICAL COMMISSIONING GROUP

### GOVERNING BODY MEETING

23 MAY 2018

### SPECIAL MEETING - MINUTES

A special meeting of the Governing Body, of the NHS Dorset Clinical Commissioning Group was held at 11am on 23 May 2018 at Vespasian House, Barrack Road, Dorchester, Dorset, DT1 1TG.

**Present:** Forbes Watson, Chair (FW)  
 Mary Armitage, Secondary Care Consultant Member  
 Jenny Bubb, Locality Lead for Mid Dorset (JB)  
 Tim Goodson, Chief Officer (TG)  
 Stuart Hunter, Chief Finance Officer (SH)  
 David Jenkins, Deputy CCG Chair/Public Engagement Member (DJ)  
 Tom Knight, Locality Lead for North Bournemouth (TK)  
 Ravin Ramtohal Locality Lead for Christchurch (RR)  
 Ben Sharland, Locality Lead for Central Bournemouth (BS) (part)  
 Elaine Spencer, Registered Nurse Member (ES)  
 Simon Watkins, Locality Lead for Poole Central (SW)

**In attendance:** Conrad Lakeman, Secretary and General Counsel (CGL)  
 Vanessa Read, Director of Nursing and Quality (VR) (part)  
 Sally Sandcraft, Director of Primary and Community Care (SSa)

	<b>Action</b>
<b>1. Apologies</b>	
1.1 Apologies were received from:	
Colin Davidson, Locality Lead East Dorset	
Nick Evans, Locality Lead for Poole Bay	
David Haines, Locality Lead for Purbeck	
Teresa Hensman, Audit and Quality Chair	
Karen Kirkham, Locality Lead for Weymouth and Portland and Assistant Clinical Chair	
Blair Millar, Locality Lead for West Dorset	
Mufeed Ni'Man, Locality Lead for East Bournemouth	
David Richardson, Locality Lead for Poole North	
Jacqueline Swift, Primary Care Commissioning Committee Chair	
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 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.

- 3.2 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. 2017/2018 Annual Accounts

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

- 4.1.1 The Accountable Officer introduced the Governance Statement and highlighted the error at pages 15 and 16 and said that the word 'interim' in both instances should be deleted.

- 4.1.2 The Governing Body was concerned with regard to paragraph 5.3 although noted that the wording had been mandated by the Department of Health.

- 4.1.3 The Governing Body further noted that paragraph 5.4 confirmed that the Chief Executive relied on assurances from Directors to whom he had delegated certain responsibilities, regarding the CCG's capability to satisfy the legislative requirements.

- 4.1.4 The Governing Body also noted that the Board Assurance Framework identified the framework system for managing risk but did not of itself manage those risks.

- 4.1.5 The Governing Body **approved** the Governance Statement.

### 4.2 Annual Report and Accounts (Financial Statements for the Year Ending March 2018)

- 4.2.(i).1 The Chief Finance Officer introduced the Financial Statements for the year ending March 2018 (including checklists)

- 4.2.(i).2 The Chief Finance Officer introduced the Financial Statements for the year ending March 2018 (including checklists).
- 4.2.(i).3 The Governing Body noted that Dorset providers were now achieving their targets but reiterated that quality and delivery needed to be maintained and should not be compromised by funding pressures.
- 4.2.(i).4 The Governing Body **approved** the Financial Statements for the year ended 31 March 2018 (including checklists).
- 4.2.(ii).1 The Chief Finance Officer introduced the Annual Report and Accounts 2017-18.
- 4.2.(ii).2 The Governing Body noted that at page 2 of the Annual Report the report did not adequately explain remedial measures to address the variance in life expectancy and directed that greater clarity should be included within the report.
- 4.2.(ii).3 The Chief Finance Officer was directed to provide a post-meeting note setting out how performance metrics under the new system approach would be monitored.
- 4.2.(ii).4 The Governing Body **approved** the Annual Report and Accounts 2017-18.

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### 4.3 **ISA260 Audit Findings Report 2017/2018**

- 4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Audit Findings Report 2017/2018.
- 4.3.2 He confirmed that the audit was now substantially complete and that he intended to issue an unqualified Value For Money assessment and Audit Report.
- 4.3.3 The Governing Body noted that more than 50% of CCGs would return deficits and/or adverse Value For Money assessments this year.
- 4.3.4 The Governing Body noted the positive audit findings for NHS Dorset CCG.
- 4.3.5 The Governing Body **approved** 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 Management Representations.
- 4.4.2 The External Auditor confirmed that no specific responses had been requested and that the management representations were all standard.
- 4.4.3 The Governing Body **approved** the Management Representations.

#### 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 He said that the Head of Internal Audit had provided an opinion which gave 'reasonable assurance' overall but highlighted the limited assurance provided in respect of QIPP. He said that an action plan had been agreed and put in place to address the shortcomings in the QIPP assurance.
- 4.5.3 The Governing Body **noted** the Annual Internal Audit Report.

#### 4.6 ISAE 3402 Report 2018

- 4.6.1 The Chief Finance Officer introduced the Independent Service Auditor Report.
- 4.6.2 The GP Member of the Audit and Quality Committee had reported at the previous meeting that significant concerns and problems were being experienced by GPs with the new Capita system. She did not believe that performance was currently improving.
- 4.6.3 The Audit and Quality Committee had directed the Director of Primary and Community Care to provide a report for the next scheduled meeting of the Audit and Quality Committee.
- 4.6.4 The Governing Body **noted** the Independent Service Auditor Report.

#### 4.7 Inspection of Registers

- 4.7.1 The Chief Finance Officer introduced the Report on Inspection of Registers.

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- 4.7.2 He confirmed that no losses of compensation had been paid in the year 2017/18.
- 4.7.3 He invited Committee Members to inspect the registers.
- 4.7.4 The Governing Body **noted** the Report of the Chief Finance Officer and members inspected the Registers.

## 5. **Any Other Business**

- 5.1 There was none.