

## NHS DORSET CLINICAL COMMISSIONING GROUP

### GOVERNING BODY MEETING

04 June 2014

### SPECIAL MEETING - MINUTES

A special meeting of the Governing Body, of the NHS Dorset Clinical Commissioning Group was held at 14:00 hrs on on Wednesday 04 June 2014 at Canford House, Discovery Court Business Centre, 551-553 Wallisdown Road, Poole, Dorset, BH12 5AG.

**Present:** Forbes Watson, Chair (FW)  
 Peter Blick, Locality Chair for Central Bournemouth (PB)  
 Paul French, Locality Chair for East Bournemouth (PF)  
 Tim Goodson, Chief Officer (TG)  
 David Haines, Locality Chair for Purbeck (DH)  
 Teresa Hensman, Lay Member (TH)  
 David Jenkins, Lay Member (DJ)  
 Chris McCall, Locality Chair for Poole North (CM)  
 Mary Monnington, Nurse Member (MM)  
 Patrick Seal, Locality Chair for Poole Central (PS)  
 Paul Vater, Chief Finance Officer (PV)

**In attendance:** Conrad Lakeman, Governing Body Secretary (CGL)  
 Sally Shead, Deputy Director of Quality (SSh)  
 Charles Summers, Director of Engagement and Development (CS)  
 Justine Turner, Head of Internal Audit, South Coast Audit (JT)

#### Action

#### 1. Apologies

- 1.1 Jenny Bubb, Locality Chair for Mid Dorset (JB)  
 Chris Burton, Consultant Member (CB)  
 Rob Childs, Locality Chair for North Dorset (RC)  
 Colin Davidson, Locality Chair East Dorset (CD)  
 Richard Jenkinson, Locality Chair for Christchurch (RJ)  
 Karen Kirkham, Locality Chair for Weymouth and Portland (KK)  
 Tom Knight, Locality Chair for North Bournemouth (TK)  
 Blair Millar, Locality Chair for West Dorset (BM)  
 Andy Rutland, Locality Chair for Poole Bay (AR)

## 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 (A&Q) Committee confirmed that all matters listed on the Agenda for approval had been considered by the A&Q Committee in a meeting that day and were recommended by that committee for approval to the Governing Body.

## 4. 2013/2014 Annual Accounts

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

- 4.1.1 The Deputy Director of Quality introduced the Report and the Governance Statement.

- 4.1.2 She said that the A&Q Committee had been concerned that all members of the Clinical Commissioning Committee had not been shown in the report and a direction had been given by the Committee that such information should be included in future years.

- 4.1.3 She said that the document had been prepared in an iterative manner and that this was version eight.

- 4.1.4 The Governing Body approved the Governance Statement.

### 4.2 Annual Report and Accounts (Financial Statements – March 2014)

- 4.2.1 The Chief Finance Officer introduced his Report and the Annual Report and Accounts.

- 4.2.2 He tabled two substitution sheets and explained to Members the reclassification of costs regarding Locality Chair expenses. He confirmed that all Key Performance Indicators had been achieved and that running costs had been within allowances.

- 4.2.3 In response to a question the Director of Engagement and Development confirmed that corrected copies of the Annual Report and Accounts would be available for members and the public.

4.2.4 The Governing Body directed the Annual Report and Accounts to be embargoed until the 11 June 2014, the date of the Members Event and Annual General Meeting at which the document would be published.

4.2.5 The Governing Body **approved** the Annual Report and Accounts 2013/2014.

## 4.3 **ISA260 Audit Highlights Memorandum 2013/2014**

4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Highlights Memorandum 2013/2014.

4.3.2 He referred members to the helpful summary on pages 5,6 and 7 and confirmed that the auditors had given an unqualified opinion. He explained to members the position regard to the unadjusted misstatement.

4.3.3 The Governing Body **noted** the Report of the External Auditors and the ISA260 Audit Highlights Memorandum 2013/2014.

## 4.4 **Management Representations Letter**

4.4.1 The Chief Finance Officer introduced his Report the Management Representations Letter.

4.4.2 He explained the purpose of the letter and that it was part of the audit process.

4.4.3 In response to a request from the Chair, members confirmed that individually 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 Head of Internal Audit introduced her Annual Report on Internal Audit.

4.5.2 She reported that at the A&Q Committee meeting concerns had been expressed regarding the “significant assurance” rating of the report despite deficiencies within the Board

# 4.2

Assurance Framework (BAF).

- 4.5.3 The Governing Body noted that a new BAF would be presented to the next A&Q Committee meeting on 9 July
- 4.5.4 The Governing Body **noted** the Annual Internal Audit Report.

## 4.6 **ISAE 3402 Report 2013/2014**

- 4.6.1 The Chief Finance Officer introduced the Report on ISAE3402 2013/2014.
- 4.6.2 The Governing Body **noted** the Report of the Chief Finance Officer and the ISAE3402 Report 2013/2014.

## 4.7 **Inspection of Registers**

- 4.7.1 The Chief Finance Officer introduced his Report on Inspection of Registers.
- 4.7.2 He advised members that registers for Declarations of Interest, Gifts and Hospitality, a Tender Summary and the use of the Clinical Commissioning Group Seal were available at the back of the room for inspection.
- 4.7.3 He reminded members that the Tender Summaries contained confidential information that should not be discussed beyond the Governing Body.
- 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 Members received an update regarding Dorset Healthcare University Foundation Trust and Royal Bournemouth and Christchurch Hospitals.