

NHS DORSET CLINICAL COMMISSIONING GROUP

GOVERNING BODY MEETING

22 MAY 2019

SPECIAL MEETING - MINUTES

A special meeting of the Governing Body, of the NHS Dorset Clinical Commissioning Group was held at 11am on 22 May 2019 at Vespasian House and Canford House (via video conference), Barrack Road, Dorchester, Dorset, DT1 1TG.

Present: Forbes Watson, Chair (FW)
 Mary Armitage, Secondary Care Consultant Member (MA)
 Tim Goodson, Chief Officer (TG)
 Stuart Hunter, Chief Finance Officer (SH)
 Mufeed Ni'Man, Locality Lead for East Bournemouth (MN)
 Ravin Ramtohal Locality Lead for Christchurch (RR)
 David Richardson, Locality Lead for Poole North (DR)
 Nick Robinson, Governing Body Lay Member (Audit Chair) (NR)
 Ben Sharland, Locality Lead for Central Bournemouth (BS)
 Elaine Spencer, Registered Nurse Member (ES)
 Kay Taylor, Governing Body Lay Member for Public and Patient Participation (KT)
 Simon Watkins, Locality Lead for Poole Central (SW)

In attendance: Conrad Lakeman, Secretary and General Counsel (CGL)
 Stephanie Lower, Executive Assistant (SL)
 Vanessa Read, Director of Nursing and Quality (VR)
 Charles Summers, Director of Engagement and Development (CS)

	Action
1. Apologies	
1.1 Apologies were received from:	
Jenny Bubb, Locality Lead for Mid Dorset	
Nick Evans, Locality Lead for Poole Bay	
David Haines, Locality Lead for Purbeck	
Blair Millar, Locality Lead for West Dorset	
Colin Davidson, Locality Lead East Dorset	
Karen Kirkham, Locality Lead for Weymouth and Portland and Assistant Clinical Chair	
Tom Knight, Locality Lead for North Bournemouth	
Jacqueline Swift, Governing Body Lay Member and Deputy CCG 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, Gifts or Hospitality made.

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

4. 2018/2019 Annual Accounts

4.1 Annual Governance Statement (Statement of Internal Control)

- 4.1.1 The Accountable Officer introduced the Annual Governance Statement.

- 4.1.2 The original wording in paragraphs 6.34 and 6.35 relating to the cyber-attack had been amended.

- 4.1.3 The Governing Body directed that under paragraph 6.35 of the amended wording, the sentence finish after the word 'incident'. The same wording would need to be updated in the Annual Report and Accounts.

- 4.1.4 The Governing Body noted that organisational risks would be a future focus of the Audit Committee.

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

4.2 Annual Report and Accounts (Financial Statements for the Year Ending March 2019)

- 4.2(i).1 The Chief Finance Officer introduced the Financial Statements for the year ending March 2019 (including checklists)

- 4.2(i).2 The Audit Committee had considered the audit opinion and management representations and no significant issues had been raised.

VR/TL

4.2

- 4.2(i).3 The Governing Body **approved** the Financial Statements for the year ended 31 March 2019 (including checklists).
- 4.2(ii).1 The Chief Finance Officer introduced the Annual Report and Accounts 2018-19.
- 4.2(ii).2 The Governing Body noted the safeguarding date on page 37 should have read September 2019 not April 2019 and this would be amended accordingly.
- 4.2(ii).3 Positive feedback had been received from the Audit Committee regarding the presentation of the report.
- 4.2(ii).4 There was a discussion regarding the advertising of employment opportunities, particularly regarding armed forces personnel and the Director of Engagement and Development was directed to discuss such opportunities with HR Director colleagues across the system.
- 4.2(ii).5 The Governing Body **approved** the Annual Report and Accounts 2018-19.

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4.3 **ISA260 Audit Findings Report 2018/2019**

- 4.3.1 The Chief Finance Officer introduced on behalf of external auditors their ISA260 Audit Findings Report 2018/2019.
- 4.3.2 Page 8 of the report set out the significant findings. The Governing Body noted External Audit had given Other Critical Policies an amber rating. The CCG had adopted the standard accounting policy as per the guidance but External Audit had indicated that this was not in line with their own guidance. It was recognised there was an inconsistency with different regulators' guidance and this would be reviewed in-year in terms of producing the 2019-20 accounts. The inconsistencies would also be flagged with the national team.
- 4.3.3 Although the CCG had achieved all of its financial targets for the year, some individual QIPP programmes had not delivered as much as had been originally planned. The audit recommendation that more work was needed to understand the reasons for the under-delivery was accepted and would be taken forward.
- 4.3.4 External audit had recommended the red-amber-green colour code reporting for the QIPP programme be clarified as currently the colour coding only related to the initial risk assessment. This would be addressed.

SH

SH

4.3.5 The Governing Body noted the external audit work was substantially complete apart from a number of outstanding areas which would be signed off following the meeting.

4.3.6 The Governing Body **approved** the Report of the External Auditors and the ISA260 Audit Findings Report 2018/2019.

4.4 **Management Representations**

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

4.4.2 He confirmed that all the necessary information had been provided within the standard template letter for the accounts to be drawn upon.

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

4.5 **Internal Audit Annual Report and Head of Internal Audit Opinion**

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

4.5.2 The Internal Audit opinion given was that of moderate assurance. Moderate assurance was the second highest assurance rating and it was noted no NHS organisation had yet received substantial assurance.

4.5.3 The Governing Body **noted** the Internal Audit Annual Report and Head of Internal Audit Opinion.

4.6 **ISAE 3402 Report 2018/2019**

4.6.1 The Chief Finance Officer introduced the Independent Service Auditor Report.

4.6.2 There was continued concern regarding the national issues in relation to Capita Business Services. As at the date of the meeting, the CCG had not received a copy of the final Capita service auditor report for 2018-19 and continued to press for this.

4.6.3 The Governing Body noted the Primary Care Commissioning Committee was assisting in pressing for a resolution.

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 and invited Governing Body members to inspect the Registers.

4.7.2 The Governing Body noted that the Audit Committee was not convinced that this was the best way of scrutinizing the Registers and would consider further at the July Audit Committee.

4.7.3 Governing Body members present inspected the Registers. For those attending the meeting at the Canford site, some Registers were available for inspection on-line.

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 no other business.

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