

Meeting of Governing Body

Date: 4th June 2019

Time: 1.30 pm

Location: The Vassall Centre, Gill Avenue, Downend, Bristol, BS16 2QQ

Agenda number: 9.6

Report title: Statutory Committee Annual Reports

Report Author: Sarah Carr

Report Sponsor: John Rushforth, Chair of Audit Governance and Risk, Sarah Talbot-Williams, Chair of Remuneration Committee, Alison Moon, Chair of Primary Care Commissioning Committee

1. Purpose

This paper presents the annual reports from the Chairs of the Audit, Governance and Risk Committee, the Remuneration Committee and the Primary Care Commissioning Committee. These are the statutory committees of the CCG Governing Body.

2. Recommendations

The Governing Body is asked to receive the annual reports from the Chairs of the statutory Committees

3. Executive Summary

The, the Audit, Governance and Risk Committee, the Remuneration Committee and the Primary Care Commissioning Committee are mandatory committees required by statute. As part of the annual governance cycle the Chairs' of the Committees present to the Governing Body an annual report.

4. Financial resource implications

The reports have no financial or other resource implications.

5. Legal implications

The reports have no legal implications.

6. Risk implications

The reports have no risk implications.



7. Implications for health inequalities

The reports have no health inequalities implications.

8. Implications for equalities (Black and Other Minority Ethnic/Disability/Age Issues)

The reports have no implications for equalities.

9. Consultation and Communication including Public Involvement

The reports have been agreed with the Committee Chairs

Agenda item: 9.6

Report title: Statutory Committee Annual Reports

1. Background

The, the Audit, Governance and Risk Committee, the Remuneration Committee and the Primary Care Commissioning Committee are mandatory committees required by statute. As part of the annual governance cycle the Chairs' of the Committees present to the Governing Body an annual report. These annual reports are below.

2. Audit, Governance and Risk Committee

The Audit, Governance and Risk Committee is accountable to the Governing Body and provides an independent objective view and assurance on controls and governance arrangements. The Committee is responsible for the oversight of financial reporting and disclosure. The Audit, Governance and Risk Committee is chaired by a lay member who is a qualified accountant and with experience at Director of Finance level. Membership of the Committee and attendance at meetings are detailed in table 1. The Audit, Governance and Risk Committee provides assurance to the Governing Body that an appropriate system of internal control is in place.

During 2018/19 the Committee reviewed a number of internal audit reports and action plans;

Area of Audit	Level of Assurance Given
The STP (Healthier Together Partnership) Working – Position Statement	satisfactory
Personal Health Budget (PHB)	limited
Corporate Governance	significant
Financial Systems	satisfactory
Savings Plan	satisfactory
Financial Management & Strategic Planning	satisfactory
Risk Management	significant
Conflicts of Interest	significant
Data Security Toolkit	n/a

Primary Care Commissioning – Finance	Full Assurance
Performance Monitoring and Management	satisfactory
Clinical Safety (Safeguarding Adults)	Draft Satisfactory

In addition, the Committee has oversight of and receives regular reports on:

- Counter fraud
- The management of interests including gifts and hospitality
- Waivers of standing orders and standing financial instructions

The Audit, Governance and Risk Committee reviewed and revised its terms of reference at its February meeting as part of the annual governance cycle. The revisions were presented to the April Governing Body meeting for comment and then shared with the GGC membership for approval. The terms of reference were agreed by 100% of the CCG members in May 2019.

The Audit, Governance and Risk Committee completed an annual review of effectiveness. A questionnaire was circulated to all members and attendees. Five responses, three from external sources, were received and these were collated and are presented to the committee with the comments received. As a result of the review the committee agreed that the meeting effectiveness checklist would be reviewed and revised. This would be shared across the statutory committees to ensure a consistent approach. The Committee agreed that the questions for 2019/20 would be reviewed to ensure that all the questions were relevant to the committee.

3. Remuneration Committee

The Remuneration Committee is accountable to the Governing Body and makes recommendations about the remuneration fees and other allowances (including pension schemes) for employees and other individuals who provide services to the CCG. Our Remuneration Committee is chaired by the Governing Body Lay Member for Patient and Public Involvement. Membership of the Committee and attendance at meetings are detailed in table 1.

The Remuneration Committee reviewed and revised its terms of reference as part of the annual governance cycle. These revisions were presented to the April Governing Body meeting for comment and then shared with the GGC membership for approval. The terms of reference were agreed by 100% of the CCG members in May 2019.

The Remuneration Committee completed an annual review of effectiveness. A questionnaire was circulated to all members and attendees. Five responses were received; this is a 100% of the Committee membership. The responses were collated and presented to the Committee for consideration. As a result of the review the committee agreed that the meeting effectiveness checklist used by the Audit, Governance and Risk Committee be added to the agenda as a standing item. The Committee agreed that the questions for 2019/20 would be reviewed to ensure that all the questions were relevant to the committee.

4. Primary Care Commissioning Committee

As a CCG with delegated authority for the commissioning of primary care the CCG has established a committee that oversees the contracting of primary care services within the context of the CCG strategic plan. The Committee is chaired by the Independent Registered Nurse member of the Governing Body. Membership and attendance at meetings are detailed in table 1. The Committee received monthly reports on primary care contracts, quality and financial performance. Contract reports cover all core contracts and performance relating to improved access and enhanced services. Contractual changes, including requests for mergers, boundary applications and temporary closures are considered by the Committee. Reports on primary care quality include regular 'deep dives' in key aspects of quality. The Primary Care Commissioning Committee holds its monthly meetings in public and the papers for these meetings are available on the CCG website. Key issues considered by the Committee during 2018/19 included:

- The transition of primary care commissioning from NHS England to the CCG
- Local Enhances Services Review
- NHS England GP Forward View
- Locality developments, including the Locality Transformation Scheme
- General Practice Resilience and Transformation
- Improved Access
- The ethical decision making framework
- The Intensive Support Scheme in Weston and Worle
- The development of Primary Care Networks

- Fair shares prescribing budget and Prescribing Quality Scheme 2019/20
- Primary care budget setting
- GP contract reform
- Referral trends and management

The Committee reviewed its terms of reference in March 2019. No revisions were made and the terms of reference were presented to the April Governing Body meeting for comment and then shared with the GGC membership for approval. The terms of reference were agreed by 100% of the CCG members in May 2019.

The Committee agreed that the attendance of an out of area GP would be followed up and a practice manager attendee would be sought.

The Primary Care Commissioning Committee completed an annual review of effectiveness. A questionnaire was circulated to all members and attendees. Nine responses were received. The responses were collated and presented to the Committee for consideration. A range of comments were made by respondents. Whilst there were no clear themes a number of comments focused on the frequency of meetings. As a result of the review the committee agreed to amend the frequency of meetings to 8 business meetings with 4 seminars.

The Committee noted, in its review that its relationship with the Governing Body differed to the those of other sub-committees of the Governing Body. It was agreed to adapt the effectiveness question for 2019/20 to reflect this.

5. Financial resource implications

The reports have no financial or other resource implications.

6. Legal implications

The reports have no legal implications.

7. Risk implications

The reports have no risk implications.

8. Implications for health inequalities

The reports have no health inequalities implications.

9. Implications for equalities (Black and Other Minority Ethnic/Disability/Age Issues)



The reports have no implications for equalities.

10. Consultation and Communication including Public Involvement

The reports have been agreed with the Committee Chairs

11. Recommendations

The Governing Body is asked to receive the annual reports from the Chairs of the statutory Committees.

Report Author: Sarah Carr

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Appendix 1 Committee Attendance

(table 1) **Attendance at Meetings**

Name	Title	Audit	Rem	PCCC
Colin Bradbury	Area Director North Somerset			10/11
David Jarrett	Area Director South Gloucestershire			7/11
Dr Martin Jones	Medical Director Commissioning and Primary Care			11/11
Dr Nick Kennedy	Independent Secondary Care Doctor	3/4	1/2	
Lisa Manson	Director of Commissioning			10/11
Peter Marriner	Lay Member, Chair of Strategic Finance Committee April- Dec 2018	3/3	2/3	
Alison Moon	Independent Registered Nurse, Chair of PCCC and Quality Committee		2/2	11/11
Ann Morris	Director of Nursing and Quality, April – Dec 2018			9/9
Justine Rawlings	Area Director Bristol			8/11
Julia Ross	Chief Executive			8/11
John Rushforth	Lay Member, Chair of Audit Governance and Risk Committee and Chair of Strategic Finance Jan-April 2019	4/4	3/3	11/11
Sarah Talbot Williams	Lay Member, Patient and Public Involvement Chair of Remuneration Committee, Patient and Public Involvement Forum		1/2	10/11

Sarah Truelove	Chief Financial Officer		11/11*
Andrew Burnett	Director of Public Health North Somerset		8/11

*or nominated deputy