

AGENDA

A meeting of the Governing Body in public

Date: 12 January 2017
Time: 10:00 – 12:30
Venue: 3rd Floor, Cantilever House, Eltham Road, London SE12 8RN
Chair: Dr Marc Rowland

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Voting Members

Dr Marc Rowland	Chair	Lewisham CCG
Dr David Abraham	Senior Clinical Director	Lewisham CCG
Vacancy	Registered Nurse Member	Lewisham CCG
Dr Charles Gostling	Clinical Director	Lewisham CCG
Dr Mark Hamilton	Secondary Care Doctor	Lewisham CCG
Dr Sebastian Kalwij	Clinical Director	Lewisham CCG
Dr Faruk Majid	Senior Clinical Director	Lewisham CCG
Dr Jacky McLeod	Clinical Director	Lewisham CCG
Dr Angelika Razzaque	Clinical Director	Lewisham CCG
Mr Tony Read	Chief Financial Officer	Lewisham CCG
Mr Ray Warburton OBE	Deputy Chair, Lay Member	Lewisham CCG
Mr Martin Wilkinson	Chief Officer	Lewisham CCG

Non-Voting Members

Ms Aileen Buckton	Executive Director, Community Services, Lewisham Council
Dr Magna Aidoo	Representative, Healthwatch Lewisham
Dr Simon Parton	Chair of Local Medical Council
Dr Danny Ruta	Public Health Director, Lewisham Council

Quorum

The Governing Body will be deemed quorate when a minimum of 7 members, 4 of which must be Clinical Directors, one must be either the Chief Officer or Chief Financial Officer and two must be independent members (Lay Members, Secondary Care Doctor or Registered Nurse).

A member who is present at Governing Body meeting and is conflicted by a particular agenda item will not contribute to the quoracy of the meeting for the duration of that agenda item.

Order of Business

	Time	Item	Papers	Presented by
1.	10:00	Welcome and introductions		Chair
2.		Apologies for absence		
3.		Declarations of Interest <i>Members should discuss any potential conflicts of interest with the Chair prior to the meeting</i>	Enc 1	Chair
4.		To agree minutes of previous meeting To review the action log To agree the minutes of the September 2016 Annual General Meeting	Enc 2 Enc 2.1 Enc 2.2	Chair
5.	10.10	Matters arising		
6.	10.15	Chair's Report <i>To receive and note for information</i>	Enc 3	Dr Marc Rowland
7.	10.20	Chief Officer's Report <i>To receive and note for information</i>	Enc 4	Martin Wilkinson
8.	10.25	Audit Committee Chair's Report <i>No meeting held since the last report to the Governing Body</i>	No report	
9.	10.30	Finance and Investment Committee Chair's Report <i>To receive and note for information from the meeting held on 1 December 2016</i>	Enc 5	Dr Mark Hamilton
10.	10.35	Primary Care Joint Committee Chair's Report <i>To receive and note for information from the meeting held on 15 December 2016</i>	Enc 6	Ray Warburton
11.	10.40	Public Engagement and Equalities Chair's Report <i>To receive and note for information from the meeting held on 13 December 2016</i>	Enc 7	Dr Angelika Razzaque
12.	10.45	Committee in Common Feedback <i>To receive and note the report for information</i>	Enc 8	Martin Wilkinson
13.		Questions in relation to agenda items from members of the public		

INTEGRATED GOVERNANCE				
14.	10:50	Board Assurance Framework 2016/17 <i>To receive and agree risks on the BAF</i>	Enc 9	Martin Wilkinson
15.	11:00	<u>Integrated Governance Committee</u> – Chair’s report from the meetings held on November and December 2016 <i>To receive and note for information</i> <ul style="list-style-type: none"> • Integrated Performance Report Including Quality, Finance, QIPP and Performance <i>To receive and endorse the reports</i> 	Enc 10 Enc 10.1	Martin Wilkinson Tony Read
16.	11:20	Operating Plan and Contracts Report	Enc 11 <i>To follow</i>	Tony Read
17.	11:35	Annual Report and Accounts 2016/17 <i>To approve the process and authorise delegated responsibility to the Audit Committee</i>	Enc 12	Tony Read
STRATEGY AND PLANNING				
18.	11:50	<u>Strategy and Development Workshop</u> – Chair’s report from meeting held on 1 December 2016 <i>To receive and note for information</i>	Enc 13	Dr David Abraham
19.	11:55	Sustainability and Transformation Plan (STP) <i>To receive and endorse the STP</i>	Enc 14	Dr David Abraham
20.	12:15	Annual Equalities Report <i>To receive and agree the report</i>	Enc 15 <i>plus separate enclosure</i>	Martin Wilkinson
21.		Potential Audit and Risk Management Issues <i>To identify any issues which the Governing Body consider would benefit further scrutiny by the Audit Committee</i>		Chair
22.		Any Other Business		
23.	12:25	Questions from members of the public		
FOR INFORMATION ONLY				
24.		Approved Committee minutes for information only:		

		<ul style="list-style-type: none"> • Integrated Governance Committee (October and November 2016) • Strategy and Development Workshop (October 2016) • Public Engagement and Equalities Committee (October 2016) • Health and Wellbeing Board (July 2016) 	Enc 16	
			Enc 17	
			Enc 18	
			Enc 19	
25.	12:30	Date of next meeting: Governing Body; 9 March 2017 Cantilever House, Eltham Road, London SE12 8RN		

The Committee to agree that, if required the public should be excluded from the meeting while the remaining business is under consideration, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Managing Conflicts of Interest: Governing Body, committees, sub-committees and working groups

13. The chair of the Governing Body and chairs of committees, subcommittees and working groups will ensure that the relevant register of interest is reviewed at the beginning of every meeting, and updated as necessary.
14. The chair of the meeting has responsibility for deciding whether there is a conflict of interest and the appropriate course of corresponding action. In making such decisions, the chair may wish to consult the member of the governing body who has responsibility for issues relating to governance.
15. All decisions, and details of how any conflict of interest issue has been managed, should be recorded in the minutes of the meeting and published in the registers.
16. Where certain members of a decision-making body (be it the governing body, its committees or sub-committees, or a committee or sub-committee of the CCG) have a material interest, they should either be excluded from relevant parts of meetings, or join in the discussion but not participate in the decision-making itself (i.e., not have a vote).
17. In any meeting where an individual is aware of an interest, previously declared or otherwise, in relation to the scheduled or likely business of the meeting, the individual concerned will bring this to the attention of the chair, together with details of arrangements which have been confirmed by the governing body for the management of the conflict of interests or potential conflict of interests. Where no arrangements have been confirmed, the chair may require the individual to withdraw from the meeting or part of it. The new declaration should be made at the beginning of the meeting when the Register of Interests is reviewed and again at the beginning of the agenda item.
18. Where the chair of any meeting of the CCG, including committees, sub-committees, or the governing body, has a personal interest, previously declared or otherwise, in relation to the scheduled or likely business of the meeting, they must make a declaration and the deputy chair will act as chair for the relevant part of the meeting. Where arrangements have been confirmed with the governing body for the management of the conflict of interests or potential conflicts of interests in relation to the chair, the meeting must ensure these are followed. Where no arrangements have been confirmed, the deputy chair may require the chair to withdraw from the meeting or part of it. Where there is no deputy chair, the members of the meeting will select one.
19. Where significant numbers of members of the governing body, committees, sub committees and working groups are required to withdraw from a meeting or part of it, owing to the arrangements agreed by the Governing Body for the management of conflicts of interest or potential conflicts of interest, the remaining chair will determine whether or not the discussion can proceed.
20. In making this decision the chair will consider whether the meeting is quorate, in accordance with the number and balance of membership set out in the CCG's standing orders or the relevant terms of reference. Where the meeting is not quorate, owing to the absence of certain members, the discussion will be deferred until such time as a quorum can be convened. Where a quorum cannot be convened from the membership of the governing body, committees, sub committees and working groups owing to the arrangements for managing conflicts of interest or potential conflicts of interest, the chair may invite on a temporary basis one or more of the following to make up the quorum so that the CCG can progress the item of business:
 - a. an individual GP or a non-GP partner from a member practice who is not conflicted
 - b. a member of the Lewisham Health and Wellbeing Board;
 - c. If quorum cannot be achieved by a) or b) (above) a member of a governing body of another clinical commissioning group.
21. These arrangements will be recorded in the minutes.