

Governing Body Meeting in Common (in Public)
Wednesday 19th July 2017
18:30 – 20:00
Easthampstead Park Conference Centre
Off Peacock Lane, Wokingham RG40 3DF
Chair: Dr William Tong

AGENDA

Item	Description	Purpose	Lead	Approx. Timings
1	Introduction			
1.1	Chairman's introduction and apologies for absence		Dr William Tong	10 min
1.2	Conflicts of Interest to declare in relation to the agenda	Information	All	
1.3	Governing Body minutes of the Public meetings held :- Bracknell & Ascot CCG – 8 th March 2017 Slough CCG – 7 th March 2017 Windsor, Ascot & Maidenhead CCG – 1 st March 2017 June GB in common held 21 st June 2017 and matters arising & AOB	Approval	Dr William Tong	
1.4	Questions from the Public		Board	
2	Strategy			
2.1	Accountable Officer's Report	Information	John Lisle	10 min
2.2	Terms of Reference for all delegated meetings	Approve	John Lisle	10 min
2.3	Primary Care Commissioning Committees In Common Update from the Chair - VERBAL	Information/ Approval	Clive Bowman	10 min
3	Assurance Matters			
3.1	Annual Report & Accounts for three CCGs- approved by Audit Committee on 25 th May 2017	Approval	Nigel Foster	5 min
3.2	Annual Audit letter – recommended approval by Audit Committee on 29 th June 2017	Approval	Nigel Foster	5 min
3.3	Prime Financial Policies & Scheme of Delegation - recommended approval by Audit Committee on 29 th June 2017	Approval	Nigel Foster	5 min
3.4	Updated Conflict of Interest Policy – recommended approval by Audit Committee on 29 th June 2017	Approval	Nigel Foster/Anshu Varma	5 min
3.5	Finance Report Month 2 – Assured via Finance/QIPP Committee	Information	Nigel Foster	10 min
3.6	Communications Update	Information	Fiona Harcombe	5 min
4	For Note			
4.1	Approved Minutes of Business Planning and Clinical Commissioning Committee – 8 May 2017	Information		
4.2	Approved Minutes of IM&T Committee – 26 May 2017	Information		
4.3	Approved Minutes of the Finance & QIPP – 26 May 2017	Information		
4.5	Approved Minutes of Audit Committee – 5 th & 25 th May 2017	Information		
5	Questions from the Public			
6	Meeting Review - Did the meeting make good use of people's time? - Did it deliver what it should?	Discussion		

Key roles for the meeting

Role of the Chair:

- Agree the agenda for the meeting two weeks in advance to allow for the papers to be collated from the various leads
- At the end of each agenda item to summarise the discussion, agree the decision, action agreed, identify the lead and the date to complete the actions
- If there are no actions required “No Actions” to be recorded on the relevant agenda item.
- It is the Chair’s responsibility to hold the lead for the action responsible if the individual does not complete their action prior to the date identified.
- Chair to be responsible for any Conflicts of Interest. If it is known there is a conflict of interest then Chair to have a conversation prior to the meeting with the relevant individual
- Chair to finalise the minutes/action log within five days of receiving the draft from the administrator so that they can be sent to the attendee 7 days prior to the next meeting.

Role of the Administrator/minute taker

- It is the administrator’s responsibility to send out the agenda and papers one week beforehand
- Send the draft minutes/action minutes to the chair within 7 days from the meeting date
- Action log will be sent to the attendees as a draft 7- 10 days after the meeting
- Actions to be chased once only. It is the Chair’s responsibility as a consequence of an individual not completing their action
- Keep a record of forthcoming agenda items
- Keep a record of the forthcoming meeting dates
- Ensure that the room has the appropriate equipment (projector) set up prior to the meeting
- Agree with Chair whether papers and minutes are sent via Board pad or e-mailed out
- To ensure that at the end of the agenda, minutes/action minutes
 - Date of next meeting is added
 - Date papers to be sent to the Administrator for the next meeting
- Document Storage -The issue of storage will be resolved with the reconfiguration of DIVA. Documents will be named as follows: - 2016.08.22.file name.draft.version number under each CCG. The footer will also have the detail of the file name
- Governing Body Part 2 meetings to be stored onto the Collaborative “NHS Confidential” folder
- Where appropriate the final minutes will be also published on each of the CCG website by the communication team
- Attendance -The administrator will record attendance for each meetings

Attendees of the meetings/ leads for the actions

- It is the attendee’s responsibility to read all papers in advance of the meeting
- Submit their papers a week in advance to the administrator of that meeting
- Ensure that they provide an update on their allocated actions to the chair and the administrator 10 days prior to the next meeting

Recording - For those meetings which are recorded and saved the following will be inserted on the agenda **“This meeting will be recorded for auditing purposes”**. If an individual does not want their discussion recorded, they need to advise prior to the meeting before the discussion takes place