

**Governing Body Meeting in Public**

**Date: 17 January 2017**

**Time: 12.00 – 3.30**

**Venue:** Chalvey Community Centre  
The Green  
Chalvey  
Slough SL1 2SP

**Chair:** Dr Jim O'Donnell

**AGENDA**

Item		Description	Purpose	Lead	Approx. Timings
<b>1</b>		<b>Introduction</b>			
	1.1	Chairman's introduction and apologies for absence		Dr Jim O'Donnell	10 mins
	1.2	Conflicts of Interest to declare in relation to the agenda	Information	All	
	1.3	Governing Body minutes of 4 <sup>th</sup> October and matters arising	Approval	Dr Jim O'Donnell	
	1.4	Pre-notified questions from the public			
<b>2</b>		<b>Reports</b>			
	2.1	Chairs Report (Verbal)	Information	Dr Jim O'Donnell	10 mins
	2.2	Accountable Officer Report (verbal)	Information	John Lisle	10 mins
<b>3</b>		<b>Strategy</b>			
	3.1	Sustainability & Transformational Plan	Presentation	John Lisle/Fiona Slevin-Brown	20 mins
	3.2	Future Plans for Closer working with LAs and Integration and or BCF Update	Information (Verbal)	Fiona Slevin-Brown	20 mins
<b>4</b>		<b>Assurance Matters</b>			
	4.1	Public Sector Equality Duty – Annual Plan Assured by Equality and Diversity Steering group	Information (verbal)	Sarah Bellars	10 mins
	4.2	Quality & Constitutional Standards Chair Report including Scorecard - Assured via Quality Committee	Assurance	Sarah Bellars	10 mins
	4.3	Communication & Engagement Report	Information	Karen Shukla/Mike Connolly	10 mins
	4.4	Finance Report Month 8 - Assured via Finance/QIPP and Audit Committees	Information	Nigel Foster	20 mins
<b>5</b>		<b>Questions from the Public</b>			
	5.1	Questions from members of the public		All	20 mins
<b>6</b>		<b>For Note - Committee Minutes</b>			
	6.1	Approved Minutes of Quality & Constitutional Standards Committee – 28 September 2016	Information		
	6.2	Approved Minutes of Business Planning & Clinical Commissioning – 17 <sup>th</sup> November 2016	Information		
<b>7</b>		<b>Meeting Review</b> - Did the meeting make good use of people's time? - Did it deliver what it should?	Discussion		10 mins

**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 Boardpad 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