

## Governing Body Meeting

### PUBLIC PART I

to be held on Wednesday 14<sup>th</sup> November 2018 from 14:00 – 15:15  
in The Eton Suite, Copthorne Hotel, Slough, SL1 2YE

Chair: Dr William Tong

### AGENDA

Item	Description and Purpose	Action	Presenter	Format	Timings
<b>1.</b>	<b>Introduction</b>				
1.1	Chair's introduction and apologies for absence.	Information	Chair	Verbal	14:00 10'
1.2	Conflicts of Interest to declare in relation to the agenda.	Information	All	Verbal	
1.3	Draft Minutes of the last public meeting held on 11 July 2018.	Approval	Chair	Paper	
<b>2.</b>	<b>Clinical Chief Officer's Update</b>				
2.1	Clinical Chief Officer's Report.	Information	Dr Andy Brooks	Paper	14:10 10'
<b>3.</b>	<b>Governance</b>				
3.1	Emergency Preparedness, Resilience and Response framework - this is an overarching generic plan that details how the CCG will respond to any health related incident or emergency at local level.	Approval	Rachel Wakefield/ Anshu Varma	Paper	14:20 10'
<b>4.</b>	<b>Quality and Performance</b>				
4.1	Quality Report - to update the Governing Body on any quality exceptions and progress since the last Governing Body meeting. This will include safeguarding and infection and control - assured by the Quality & Constitutional Standards Committee.	Information	Sarah Bellars	Presentation	14:30 10'
<b>5.</b>	<b>Finance</b>				
5.1	Finance Reports for Month 6 - to review the M6 YTD finance position and note any risks included - assured by Finance and QIPP Committee.	Assurance	Debbie Fraser	Paper	14:40 10'
<b>6.</b>	<b>Questions from the public</b>				
	Questions from the public.	Discussion	Chair		14:50 10'
<b>7.</b>	<b>Committee Minutes and Approval of Policies</b>				
7.1	Approved Minutes of Finance and QIPP Committee held on 28th September 2018.	Information	Chair	Paper	15:00 5'
7.2	Approved Minutes of Quality & Constitutional Standards Committee held on 26 <sup>th</sup> September 2018.	Information		Paper	

Item	Description and Purpose	Action	Presenter	Format	Timings
7.3	Policies.	Information	Chair	Papers	
8.	<b>Any Other Business.</b>				15:10 5'

**The next meeting (in private) will be held on 11<sup>th</sup> December 2018 from 14:00 – 16:00 at Board Room, King Edward VII Hospital**

### **Voting**

#### **Clinical Voting members = 12 in total**

- a) Nine General Practitioners as Governing Body member representatives of East Berkshire CCG member practices (three from each locality). One of these members shall be elected as the Clinical Chair. In the absence of the Clinical Chair one of the Locality Leads on rotation will take up the responsibility of the Clinical Chair.
- b) One Secondary Care Specialist Doctor.
- c) One Medical Director.
- d) One Director of Nursing and Quality.

**Lay Member Representatives = 3 in total** – one member from each locality.

#### **Executive representation = 3 in total**

- a) Clinical Chief Officer
- b) Director of Finance or Deputy Director of Finance.
- c) Director of Strategy and Operations

#### **Non-Voting Member Representatives - one in rotation from:**

- a) Bracknell Forest Council
- b) Slough Borough Council
- c) The Royal Borough of Windsor and Maidenhead

Other representatives will be invited to attend the meeting in relation to the agenda of the meeting or if a named individual is deputising for any of the members.

Each voting member of the Governing Body will have one vote (including anyone who is deputising at that meeting). If the number of votes for or against a proposal is equal, the Chair will have a casting vote. All decisions will be made on a majority vote; of this majority 60% must be clinical.

### **Quoracy**

The Committee will be considered quorate when:

- There are six clinical representatives with at least one clinical representative from each locality.
- There are two lay member representatives.
- There are two executive members (the Medical Director and the Director of Quality and Nursing are considered executive as well as clinical for quoracy purposes).

The Governing Body of East Berkshire CCG may accept votes from those governing body members who are not present at the meeting via email with agreement from the rest of the Governing Body members.

### **Key roles for the Meeting**

### Role of the Chair

- a) Agree the agenda for the meeting two weeks in advance of the meeting date to allow for the papers to be collated and organised in a timely manner.
- b) Summarise the discussion, agree the decision or action and identify the lead and the date for completion of the action and hold the lead person for the action responsible if the individual does not complete their action prior to the date identified.
- c) Conflicts of Interest – if there is a known conflict of interest the Chair should discuss with the individual prior to the meeting and ensure it is noted in the minutes.

### Role of the Administrator/Minute Taker

- a) Send out the agenda and papers one week before the meeting.
- b) Send the draft minutes to the Chair within **7 days** from the meeting date.
- c) Send the action log to the attendees of the meeting as a draft **10 days** after the meeting.
- d) Actions should be chased once only. It is the Chair's responsibility to follow up if an individual has not completed their action.
- e) Keep a record of forthcoming agenda items and meeting dates.
- f) Ensure that the room has the appropriate equipment (e.g. projector etc.) set up prior to the meeting.
- g) Document Storage – documents to be saved on Collaborative X Drive/Meetings folder. Documents will be named as follows: - item number, item name, version number.
- h) Attendance – record attendance for the meeting.
- i) State on the agenda that the meeting will be recorded for auditing purposes.

### Role of the Attendees of the Meetings/Leads for the Actions

- a) It is the attendee's responsibility to read all papers in advance of the meeting.
- b) Submit papers **a week** in advance to the administrator of the meeting.
- c) Ensure that an update of actions is provided to the Chair and the Administrator **10 days** prior to the next meeting.
- d) If an individual does not want their discussion recorded they need to advise the Chair and Administrator prior to the meeting.