



Governing Body Meeting (in Public)

to be held on Tuesday 9th July 2019 from 14:00-16:00
 in The Snowdrop Room, Bracknell Open Learning Centre, Rectory Lane, Bracknell RG12 7GR
 Chair: Dr William Tong

Agenda – Part I

Item	Description and Purpose	Action	Presenter	Format	Timings
1.	Introduction				
1.1	Chair's introduction and apologies for absence.	Information	Chair	Verbal	14:00-14:10 10'
1.2	Conflicts of interest to declare in relation to the agenda.	Information	Chair	Verbal	
1.3	Draft Minutes of the last Public Meeting held on 12 th March 2019 and matters arising.	Information	All	Verbal	
1.4	Questions asked by the public in advance.	Information	Chair	Verbal	
2.	Clinical Chief Officer's Update				
2.1	Clinical Chief Officer's Report including a patient story.	Information	Sarah Bellars	Paper	14:10-14:25 15'
2.2	Locality Update – Slough.	Information	Dr Jim O'Donnell	Paper	14:25-14:45 20'
3.	Quality and Performance				
3.1	Quality Presentation <i>To update governing body members on any quality exceptions and progress since the last meeting; this includes safeguarding and infection and control and is assured by Quality and Constitutional Standards Committee.</i>	Information	Sarah Bellars/ Jo Greengrass	Paper	14.45-15:00 15'
3.2	CCG Statutory Safeguarding and Child Death Overview Panel (CDOP) responsibility – <i>Following publication of the revised 'working together statutory guidance in 2018 ,Local arrangements for the transition from Local Children Safeguarding Boards to the partnership system must be agreed and published by 29 June ahead of an implementation deadline of 29 September 2019. This represents a significant change to the child safeguarding system.</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf	Information	Debbie Hartrick	Paper	15:00-15:15 15'
4.	Finance				
4.1	Finance Reports for Month 2 Review of the M1 YTD finance position and note any risks included; assured by Finance and QIPP Committee.	Assurance	Jonathan Pettit	Paper	15:15-15:30 15'
4.2	Annual Audit Letter	Assurance	Nigel Foster	Paper	15:30-15:35 5'



Item	Description and Purpose	Action	Presenter	Format	Timings
5.	Strategy				
5.1	On the day Urgent Care Service <i>The aim of this programme is to ensure appropriate integration with the future provision of extended access to provide seamless service for patients seeking same day service.</i>	Information	Rachel Wakefield/ Matthew Staples	Papers	15:35-15:45 10'
6.	Questions from members of the public				
6.1	Questions from members of the public attending the meeting.	Information	Chair	Verbal	15:45-15:50 5'
7.	Committee Minutes				
7.1	Approved Minutes from Finance and QIPP Committees held on 22 nd January 2019, 26 th February 2019, 26 th March 2019, 23 rd April 2019 and 28 th May 2019.	Information	Chair	Verbal	15:50-15:55 5'
7.2	Approved Minutes from Audit Committee held on 8 th February 2019.				
7.3	Approved Minutes from Business Planning and Clinical Commissioning Committee held on 15 th January 2019 and 19 th March 2019.				
7.4	Approved Minutes from Primary Care Commissioning Committee held on 8 th January 2019 and 12 th March 2019.				
7.5	Approved Minutes from Quality and Constitutional Standards Committee held on 8 th January 2019, 5 th March 2019 and 7 th May 2019.				
8.	Any Other Business.				15:55-16:00 5'

Voting

Clinical Voting members = 12 in total

- 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.
- One Secondary Care Specialist Doctor.
- One Medical Director.
- One Director of Nursing and Quality.

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

Executive representation = 3 in total

- Clinical Chief Officer
- Director of Finance or Deputy Director of Finance.
- 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.