



Governing Body Meeting (in Public)

**to be held on Tuesday 12th November 2019 from 14:00 – 15:30
 at The Copthorne Hotel, Slough**

Chair: Dr William Tong

Agenda

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 9 th July 2019 (there were no matters arising).	Information	All	Verbal	
2.	Clinical Chief Officer's Update				
2.1	Clinical Chief Officer's Report including a patient story.	Information	Dr Andy Brooks	Paper	14:10-14:20 10'
2.2	Place update – Windsor, Ascot and Maidenhead.	Information	Dr Huw Thomas	Paper	14:20-14:40 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	Paper	14:40-14:50 10'
4.	Finance				
4.1	Finance Reports for Month 6 <i>Review of the M1 YTD finance position and note any risks included; assured by Finance and QIPP Committee.</i>	Assurance	Debbie Fraser	Paper	14:50-15:00 10'
5.	Strategy				
5.1	Emergency Preparedness and Resilience Response <i>To provide assurance to the Governing Body of the planning in place for a wide range of incidents and emergencies that could affect health or patient care.</i>	Assurance	Fiona Slevin-Brown	Paper	15:00-15:10 10'
6.	Questions from Members of the Public				
6.1	Questions from Members of the Public present at the meeting.	Information	Dr William Tong	Verbal	15:10-15:20 10'
7.	Committee Minutes				
7.1	Approved Minutes from Finance and QIPP Committees held on 25 th June 2019, 23 rd July 2019, 27 th August 2019 and 24 th September 2019.	Information	Chair	Paper	15:20-15:25 5'



Item	Description and Purpose	Action	Presenter	Format	Timings
7.2	Approved Minutes from Audit Committee held on 3 rd May 2019.	Information	Chair	Paper	
7.3	Approved Minutes from Business Planning and Clinical Commissioning Committee held on 16 th April 2019 and 18 th June 2019.	Information	Chair	Paper	
7.4	Approved Minutes from Primary Care Commissioning Committee held on 14 th May 2019 and 9 th July 2019.	Information	Chair	Paper	
8.	Any Other Business	Information	Chair	Verbal	15:25-15:30 5'
8.1	Close of Meeting				15:30

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:

- Bracknell Forest Council
- Slough Borough Council
- 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.