

## NHS Coventry and Rugby CCG and NHS Warwickshire North CCG Governing Body Meetings in Common

to be held in Public on Thursday, 24<sup>th</sup> January 2019,  
 2:45pm to 4:00pm  
 in Endeavour Meeting Room, Heron House, Nuneaton

### A G E N D A

Time	No	Item	Presenter	Enclosure
	<b>1.</b>	<b>Standing Items</b>		
2.45	1.1.	Welcome and Apologies Received	Chair	Verbal
	1.2.	Declarations of Interest: <i>Where possible, any conflict of interest should be declared to the Chair of the meeting in advance of the meeting. See guide below.</i>	Chair	Enclosure A
	1.3.	Minutes of the last Meeting held in common on 8 <sup>th</sup> November 2018	Chair	Enclosure B
	1.4.	Matters Arising/Action Schedule	Chair	Enclosure C
2.50	1.5.	Chair's Report		
		a) <i>Coventry and Rugby CCG</i>	Sarah Raistrick	Enclosure D
		b) <i>Warwickshire North CCG</i>	Deryth Stevens	Enclosure E
	1.6.	Chief Officer's Report	Andrea Green	Enclosure F
	<b>2.</b>	<b>Financial Performance</b>		
2.55	2.1	Finance and Contract Report: Month 8	Clare Hollingworth	
		a) <i>Coventry and Rugby CCG</i>		Enclosure G
		b) <i>Warwickshire North CCG</i>		Enclosure H
	2.2	Procurement Report	Clare Hollingworth	Enclosure I
	<b>3.</b>	<b>Assurance and Governance</b>		
3.00	3.1.	Assurance Framework	Anita Wilson	Enclosure J
	<b>4.</b>	<b>Strategy and Planning</b>		
3.05	4.1	NHS Ten Year Plan	Andrea Green	Presentation
3.10	4.2	Public Health Report		
		a) <i>Coventry and Rugby</i>	Liz Gaulton	Verbal
		b) <i>Warwickshire</i>	Rachel Robinson	Enclosure K
3.15	4.3	Warwickshire Director of Public Health Annual Report 2018	John Linnane	Enclosure L
3.45	4.4	Communications and Engagement Report	Jenni Northcote	Enclosure M
	<b>5.</b>	<b>Quality, Safety and Performance</b>		
3.50	5.1	Integrated Safety, Quality and Performance:	Jo Galloway	
		• Safety and Quality Report	Steve Jarman-	Enclosure N
		• Performance Report	Davies	

<b>Time</b>	<b>No</b>	<b>Item</b>	<b>Presenter</b>	<b>Enclosure</b>
3.55	<b>6.</b>	<b>Human Resources and Organisational Development</b>		
	6.1	Thrive at Work Report	Sue Davies	Enclosure O
	<b>7.</b>	<b>Policies for Ratification</b>		
	7.1	Subject Access Request Procedure	Anita Wilson	Enclosure P
	7.2	Records Management Procedure	Anita Wilson	Enclosure Q
	7.3	Quality Assurance Framework	Jo Galloway	Enclosure R
	<b>8.</b>	<b>Committees in Common Reports</b>	Committee Chairs	Enclosure S
		a) Clinical Quality and Governance Committees in Common: 24 <sup>th</sup> October 2018		
		b) Commissioning, Finance and Performance Committees in Common: 25 <sup>th</sup> October 2018 and 22 <sup>nd</sup> November 2018		
	<b>9.</b>	<b>Questions from Visitors</b>	Chair	Verbal
4.00	<b>10.</b>	<b>Any Other Business</b>	Chair	Verbal

**Future Governing Body Meetings in Common held in Public:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday 20 March 2019	2.45pm – 4pm	Heron House, Nuneaton

## Declarations of Interest

Under the Health and Social Care Act 2012, there is a legal obligation to manage conflicts of interest appropriately. **Where possible, any conflict of interest should be declared to the Chair of the meeting as soon as it is identified in advance of the meeting.** Where this is not possible, it is essential that at the beginning of the meeting a declaration is made if anyone has any conflict of interest to declare in relation to the business to be transacted at the meeting. An interest relevant to the business of the meeting should be declared whether or not the interest has previously been declared.

Type of Interest	Description
<b>Financial Interests</b>	<p>This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could include being:</p> <ul style="list-style-type: none"><li>• A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations;</li><li>• A shareholder (of more than 5% of the issued shares), partner or owner of a private or not for profit company, business or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations.</li><li>• A consultant for a provider;</li><li>• In secondary employment;</li><li>• In receipt of a grant from a provider;</li><li>• In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and</li><li>• Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider).</li></ul>
<b>Non-Financial Professional Interests</b>	<p>This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may include situations where the individual is:</p> <ul style="list-style-type: none"><li>• An advocate for a particular group of patients;</li><li>• A GP with special interests e.g., in dermatology, acupuncture etc.</li><li>• A member of a particular specialist professional body (although routine GP membership of the RCGP, BMA or a medical defence organisation would not usually by itself amount to an interest which needed to be declared);</li><li>• An advisor for CQC or NICE;</li><li>• A medical researcher.</li></ul>
<b>Non-Financial Personal Interests</b>	<p>This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:</p> <ul style="list-style-type: none"><li>• A voluntary sector champion for a provider;</li><li>• A volunteer for a provider;</li><li>• A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation;</li><li>• A member of a political party;</li><li>• Suffering from a particular condition requiring individually funded treatment;</li><li>• A financial advisor.</li></ul>
<b>Indirect Interests</b>	<p>This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above). This should include:</p> <ul style="list-style-type: none"><li>• Spouse / partner;</li><li>• Close relative e.g., parent, [grandparent], child, [grandchild] or sibling;</li><li>• Close friend;</li><li>• Business partner.</li></ul>

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