

Agenda **Part 1** **Meeting held in public**

Meeting title: Northern CCG Joint Committee
(extraordinary meeting)
Date: Thursday 1 March 2018
Time: 3.00pm – 3.45pm
Location: The Durham Centre, Belmont, Durham, DH1 1TN

Item		Lead	Time	Paper
01	Welcome, apologies and declarations of conflicts of interest in relation to the agenda	Chair	1500-1505	Verbal
02	Minutes and action log of previous meeting – 4 January 2018	Chair	1505-1510	Enclosure 01
03	Matters arising from the previous meeting	Chair	1510-1515	Verbal
04	Governance update, to include (i) Appointment of lay members (ii) Appointment of Vice-Chair (iii) To receive the Register of Interests (iv) To note the current position regarding CCG Constitutions	Chair	1515-1530	Verbal Verbal Enclosure 02 Enclosure 03
05	Questions from members of the public relating to specific items on the agenda	Chair	1530-1535	Verbal
06	Any other business	Chair	1535-1545	Verbal
Date and time of next meeting: 5 April 2018 3.00pm – 5.00pm The Durham Centre, Belmont, Durham DH1 1TN				

Representatives of the press and other members of the public are excluded from part 2 of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (Section 1 (2)) Public Bodies (Admission to Meetings) Act 1960

Northern CCG Joint Committee Future meetings 2018

Date	Time	Venue
Thursday 5 April 2018	3.00 – 5.00pm	The Durham Centre
Thursday 5 July 2018	3.00 – 5.00pm	The Durham Centre
Thursday 4 October 2018	3.00 – 5.00pm	The Durham Centre



Northern CCG Joint Committee

4 January 2018 /3.00 – 5.00pm / The Durham Centre

Present

Mark Adams	MA	NHS Newcastle Gateshead CCG and NHS North Tyneside CCG
Nicola Bailey	NB	NHS North Durham CCG and NHS Durham Dales, Easington and Sedgfield CCG
Vanessa Bainbridge	VB	NHS Northumberland CCG
Stewart Findlay	SF	NHS Durham Dales, Easington and Sedgfield CCG
David Hambleton	DH	NHS South Tyneside CCG
Amanda Hume	AH	NHS South Tees CCG
Andrea Jones	AJ	NHS Darlington CCG
Guy Pilkington	GP	NHS Newcastle Gateshead CCG
Boleslaw Posmyk	BP	NHS Hartlepool and Stockton CCG
Janet Probert	JP	NHS Hambleton, Richmond and Whitby CCG
Jonathan Smith	JS	NHS Durham Dales, Easington and Sedgfield CCG
David Rogers	DR	NHS North Cumbria CCG
Jon Rush (Chair)	JR	NHS North Cumbria CCG
Janet Walker	JW	NHS South Tees CCG
Ali Wilson	AW	NHS Darlington CCG and NHS Hartlepool and Stockton CCG

In attendance

Stephen Childs	SC	North of England Commissioning Support (NECS)
David Gallagher	DG	NHS Sunderland CCG
Dan Jackson	DJ	NHS Sunderland CCG
Liz Rogerson (for item 06)	LR	NHS England
Gillian Stanger	GS	North of England Commissioning Support (NECS)

Part 1

Minutes	Action
01 Welcome, apologies and declarations of conflicts of interest in relation to the agenda	
<p>Welcome and introductions were carried out.</p> <p>Apologies were received from Alistair Blair, Neil O'Brien, Alison McNaughton-Jones, Charles Parker, John Matthews, Matthew Walmsley</p> <p>Boleslaw Posmyk (BP) noted that those members of the Joint CCG Committee for CNE (hereinafter called the Committee) whose GP Practices were members of a GP Federation could potentially have an interest in the integrated urgent care element of item 05 (NHS111 and Integrated Urgent Care Regional Procurement). This interest should be declared on members' Conflict of Interest forms and those members who had not yet returned their forms were asked to do so as soon as possible.</p> <p>There were no other declarations of interest were received.</p> <p>Stephen Childs was in attendance at the meeting in his capacity as Managing Director of North of England Commissioning Support (NECS).</p>	All members

02 Minutes and action log of previous meeting (5 October 2017)	
The minutes of the meeting held on 5 October 2017 were accepted as an accurate record.	
03 Matters arising from the previous meeting	
03.1 Attendance of Sunderland CCG representatives	
The Chair noted that during the meeting, the views of Sunderland CCG would be given directly by David Gallagher (DG) in relation to items on part 1 of the agenda rather than through the Chair.	
03.2 Terms of Reference	
The revised Terms of Reference would be brought to the April meeting of the Committee to be signed off. If NHS Sunderland CCG had reached a decision as to whether or not it would become a member of the Committee, then this would be included in the Terms of Reference.	GS
04 Governance update	
(i) Lay member representation	
The Chair noted that there had been eight expressions of interest received for the two lay member positions. Informal interviews were to take place on 5 January 2018 and the outcome would be notified to members.	JR/GS
05 NHS 111 & Integrated Urgent Care Regional Procurement	
Stewart Findlay (SF) presented the paper which provided an update on the Procurement and Evaluation Strategy for NHS111 and the Integrated Urgent Care Clinical Assessment Service.	
In line with the responsibility delegated to it by the Committee, the Northern CCG Forum had approved the recommendations outlined in the Procurement and Evaluation Strategy at its meeting held on 7 December 2015 and it was noted that the tender had now been issued with a closing date of 22 January 2018.	
The Committee was therefore ratifying the decision made by the Northern CCG Forum.	
DG noted that Sunderland CCG had approved the recommendations in advance of the meeting of the Northern CCG Forum. and was committed to ensuring that the CCG's views on the Recommended Bidder report would be available prior to the next meeting of the Committee.	
The Committee agreed to the following recommendations in the report:	
<ul style="list-style-type: none"> • Give the approvals sought for the Procurement and Evaluation Strategy, evaluation methodology, evaluation questions, procurement timetable, financial envelope, contract term, OJEU advert and to note any risks identified. • Provide delegated responsibility to the NHS 111 Project Group to amend the technical questions and weightings if necessary. • Provide delegated authority to the NHS 111 Project Group to amend the project timeline if necessary. • Approve the opening of the tenders by the authorised representative of NECS. • To hold an extraordinary meeting of the Joint CCG Committee for Cumbria and the North East to approve the Recommended Bidder Report. 	JR/GS

- Note the request for a Recommended Bidder Report to be added to the agenda for the extraordinary Joint CCG Committee for CNE on the 1 March 2018 and for NHS Sunderland CCG to consider in advance of the meeting
- Note the request for minute references for the approvals requested, and that these minutes are sent to the following email address: necsu.neprocurement@nhs.net.

DG confirmed that Sunderland CCG would consider the recommended Bidder Report in advance of the extraordinary meeting of the Committee on 1 March 2018.

The Committee noted that that North Cumbria CCG and Hambleton, Richmond and Whitby CCG would not participate in decision-making relating to this item.

06 Cumbria and the North East Specialised Commissioning Strategy

Liz Rogerson (LR) presented the report (and slides) which accompanied the broader draft Specialised Services strategy document and invited the Committee to:

1. Engage in joint discussion with the NHS England Specialised Commissioning team to shape their work programme for 2017/18 and to help determine priorities for specialised services in Cumbria and the North East based on the CCGs’ shared work programme.
2. Consider the possible models for place-based decision-making on specialised services as described in the Strategy Document. The initial proposal from NHS England is that CCGs in CNE have secured at least a ‘seat at the table’ for decision-making on specialised services from the 1st April 2018, with the option to explore further devolution of powers pending the development of an ACS model for CNE.

Discussion ensued which covered:

- The need to strengthen the role of the Specialised Commissioning Oversight Group to set the direction of travel, shape services for CNE and submit recommendations for place based commissioning to the Committee for approval.
- The need for CCG involvement to identify which of the specialised commissioning priorities it would want to take forward on a joint working, regional footprint
- The strong inter-relationship between this work and the vulnerable services workstream
- The four proposed models for place-based commissioning of specialised services and the issue of Local Authority input into the process. The view that this would relate to the transforming care agenda (mental health and learning disability) and only to other services where it would be considered logical to do so was noted.
- The need for a plan to show how CCGs could receive full delegation of the specialised commissioning budget by 2019.

The Committee agreed that:

1. Liz Rogerson would develop a Specialised commissioning work programme which would link in to the vulnerable services workstream and which would go to the Northern CCG Forum for consideration in the first instance then to this Committee in April.
2. A paper would also be submitted to the Northern CCG Forum regarding the process for potential delegation of the specialised commissioning budget to CCGs by 2019.

LR

LR

07 Questions from members of the public relating to specific items on the agenda	
There were no questions received.	
08 Any Other Business	
There were no items of any other business.	

Representatives of the press and other members of the public were excluded from part 2 of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (Section 1 (2)) Public Bodies (Admission to Meetings) Act 1960

Date and time of next meetings:

**Thursday 1st March 2018
(extraordinary meeting)
The Durham Centre**

**Thursday 5th April 2018
The Durham Centre**

Joint CCG Committee for Cumbria and the North East – Action log (completed actions shown in be greyed out section)

	Date of Action	Action captured	Owner	Timescale	Progress	Outcome
1	04.01.18	Declarations of Interest Those members who had not yet returned their DOI forms were asked to do so as soon as possible.	All members who have not submitted DOI forms	asap	Register of Interests on agenda for 1 March meeting	
2	04.01.18	Terms of Reference Final version to be produced for sign off by Committee	GS	5 April meeting	Amended version circulated 16 March – for sign off at 5 April meeting	
3	04.01.18	Cumbria and the North East Specialised Commissioning Strategy 1. develop a Specialised commissioning work programme which would link in to the vulnerable services workstream and which would go to the Northern CCG Forum for consideration in the first instance then to this Committee in April. 2. Submit paper to the Northern CCG Forum regarding the process for delegation of the specialised commissioning budget to CCGs by 2019.	LR LR	Feb/March Northern CCG Forum Joint Committee meeting April		

Completed actions

	Date of Action	Action captured	Owner	Timescale	Progress	Outcome
1	04.01.18	Lay member representation Conduct information interviews and advise members as to appointments made.	JR/GS	After 5.1.18	Appointments made and all members notified	Complete
2	04.01.18	Extraordinary meeting Convene extraordinary meeting of the Joint CCG Committee for Cumbria and the North East to approve the Recommended Bidder Report for NHS111 and Integrated Care regional Procurement	JR/GS	asap	Meeting to be held 1 March 2018	Complete

Register of Interests

Name	Current position(s) held in the CCG(s)	Declared Interest (name of the organisation and nature of business)	Type of Interest				Nature of interest	Is the interest direct or indirect	Date declared	Action taken to mitigate risk
			Financial Interests	Non-financial Professional	Non-financial	Personal				
Mark Adams	Chief Officer	Newcastle Gateshead CCG	✓			Accountable Officer	direct	Nov-17	Will declare at meetings as required	
	Chief Officer	North Tyneside CCG	✓			Accountable Officer	direct		Will declare at meetings as required	
		Beverley Park Leisure Ltd	✓			Director	direct		Not relevant to CCG role	
		GLSKR.com Ltd	✓			Director	direct		Will declare at meetings as required	
Nicola Bailey	Chief Operating Officer Governing Body member Committee Member Management Executive Member Commissioning and Procurement Working Group member	North Durham CCG	✓			Chief Operating Officer Governing Body member Committee Member Management Executive Member Commissioning and Procurement Working Group member	direct	Nov-17	The Chair of a committee should decide whether they can take part in the discussion of the conflicted item.	
		Durham Dales, Easington and Sedgfield CCG	✓							
Vanessa Bainbridge	Accountable Officer	Northumbria Healthcare NHS	✓			Accountable Officer Northumberland CCG/Northumbria Healthcare NHS Trust - Dual role with CCG Accountable Officer and Northumberland County Council as DASS – declarations and interest in Local Authority business Employment basis is with Northumbria Health Care NHS Foundation Trust	direct	Dec-17	Declaring an interest with current CCG role which is applicable for joint committee	
Mark Dornan (named deputy to Guy Pilkington)	Assistant Clinical Chair Governing Body member	Newcastle Gateshead CCG	✓			Assistant Clinical Chair Governing Body member Executive Committee Chair	direct	Feb-18	Will be declared at meetings where relevant	
		Teams Medical Practice	✓			Partner and GP Trainer	direct			
		Academic Health Science Network		✓		Governing Body Member	direct			
Stewart Findlay	Chief Clinical Officer	Durham Dales, Easington and Sedgfield CCG	✓			Accountable Officer	direct	Nov-17	Will declare at meetings as required	


		Bishopgate Medical Centre, Bishop Auckland	✓			part owner	direct		
		Newcastle Gateshead CCG		✓		daughter works for CCG	indirect		
		NECS Shadow Customer Owned Board		✓		Member	direct		
David Hambleton	Chief Executive	South Tyneside CCG	✓			Chief Executive	direct	Nov-17	Will declare all interests within meetings as appropriate and exclude myself from
		North of England Commissioning Support		✓		Wife employed by NECS	indirect		
Amanda Hume	Chief Officer	NHS South Tees CCG	✓			Chief Officer Governing Body Member	direct	Nov-17	Will declare at meetings as appropriate
Andrea Jones	Chief Clinical Officer CCG Employee	NHS Darlington CCG – Clinical Commissioning	✓			Chief Clinical Officer CCG Employee	direct	Dec-17	Will declare at meetings as appropriate
		NHS Hartlepool and Stockton-on-Tees CCG - Clinical Commissioning	✓			Chief Clinical Officer CCG Employee	direct		
		Middlesbrough Dental Practice	✓			Husband is an NHS dentist in Middlesbrough and also holds additionally an NHS orthodontic contract in Middlesbrough	indirect		
Alison MacNaughton-Jones	Clinical Chair Governing Body member	Darlington CCG	✓			Clinical Chair Governing Body member	direct	Jan-18	Declare at meetings where there is a conflict
		PHD Federation Member practice	✓			Member practice - may bid for contracts	direct		
		Rockcliffe Court Surgery	✓			Part-owner	direct		
John Matthews	Governing Body member/Council of Practice member/ Committee member / CCG employee/	North Tyneside CCG	✓			Governing Body member/Council of Practice member/ Committee member / CCG employee/	direct	Nov-17	Will not participate in decision making
		Park Road Medical Practice	✓			Partner of GMS service	direct		
		Tynehealth	✓			Provider organisation - Practice is a member	direct		
		Newcastle Hospitals Foundation Trust	✓			Spouse is a palliative care consultant	Indirect		
		Wallsend Memorial Hall & Peoples Centre of Community Service			✓	Trustee (provider of community service)	direct		
		Health Education North East	✓			Trainer	direct		

Neil O'Brien	Clinical Chief Officer/Governing Body Member/Committee Member/Management Executive Member	NHS North Durham CCG	✓			Clinical Chief Officer/ Governing Body Member/ Committee Member/ Management Executive Member	direct	Nov-17	This person should not take part in any decision making relating to the financial conflict of interest that has been declared. Nor should they receive any reports relating to the interest. The Chair of a committee should decide whether they should leave the meeting where this conflict of interest is highlighted.
		Cestria Health Centre	✓			Partner and GP – Cestria Health Centre provides enhanced services in	direct		
		Chester-le-Street Federation	✓			Practice is a partner in the Chester-le-Street Federation	direct		
		County Durham and Darlington NHS Foundation Trust	✓			Wife is a Consultant Obstetrician & Gynaecologist employed by the Trust	direct		
Charles Parker	Chair	NHS Hambleton, Richmond and Whitby CCG	✓			Chair	direct	Jan-18	Declare before discussion and exclude from decision voting
		Topcliffe Surgery	✓			GP	direct		
		South Tees NHS Foundation Trust	✓			GP in A&E	direct		
Guy Pilkington		NHS Newcastle Gateshead CCG	✓			Clinical Chair/Assistant Chair	direct	Nov-17	Will declare at meetings as appropriate
		Cruddas Park Surgery (part of Westend Family Health Social Enterprise)	✓			GP Partner	direct		
Boleslaw Posmyk	CCG Chair	NHS Hartlepool and Stockton CCG	✓			CCG Chair/salary	direct	Nov-17	Interests will be declared at meetings as required
		Havelock Grange GP Practice	✓			Profit share Income from owned practice premises	direct		
		HASH GP Federation	✓			Interest via practice shareholding in federation	Indirect		
Janet Probert	Chief Officer/Governing Body member	NHS Hambleton Richmondshire and Whitby CCG	✓			Chief Officer/ Governing Body member	direct	Nov-17	Any decisions made on behalf of HRW CCG will have had prior approval from the CCG Governing Body Will not participate in any discussions relating to AHSN membership. No routine actions that will cause conflict. Any issues will be raised with Clinical Chair to agreed mitigation. No routine actions that will cause conflict. Any issues will be raised with Clinical Chair to agreed mitigation.
		Academic Health Science Network		✓		Non-Executive Director	direct		
		Federation of Eppleby Forcett and Middleton Tyas Church of England Primary Schools			✓	Chair of Governors	direct		
		Richmond Church of England Primary School			✓	Chair of Governors	direct		

		Dales Church Academy Trust			✓	Trustee	direct		No routine actions that will cause conflict. Any issues will be raised with Clinical Chair to agreed mitigation.
David Rogers	Medical Director / Interim Accountable Officer	NHS North Durham CCG	✓			Medical Director / Interim Accountable Officer	direct	Dec-17	Will declare at meetings as appropriate
Jon Rush	Chair	NHS North Cumbria CCG	✓			Chair	direct	Jan-18	Where there is a relevant decision required at the Joint Committee that affects my role as Chair of the Safeguarding Board and could deem to be a potential conflict, I will declare it and then decide what role I take in the decision making. Bearing in mind I am at the meeting in 2 roles: 1. Chair of North Cumbria CCG – which does not affect my role in Redcar 2. Chair of the joint committee – which could impact on my role but not be particularly impactful as all the decisions need to be unanimous so the chair vote does not come into particular significance
		Redcar and Cleveland Safeguarding Children Board			✓	Independent Chair - role is to hold to account all relevant statutory agencies in the Redcar and Cleveland area that affect/impact on children. One of which is the South Tees CCG – a member of our Committee	direct		
David Shovlin	Director	NHS Northumberland CCG	✓			West Locality Director & Director for Unplanned Care	direct	Feb-18	Will declare at meetings as appropriate
		Vocare, Provider of out of hours GP services	✓				direct		
		Northumbria Healthcare NHS Trust	✓			Hospital Practitioner in Cardiology	Direct		
		Burn Brae Medical Group	✓			GP Partner	direct		
		HPCA, provider of extended hours GP access	✓			Member practice	direct		
Jonathan Smith	Clinical Chair	Durham Dales, Easington and Sedgfield CCG	✓			Clinical Chair	direct	Dec-17	All interests will be declared at meetings as appropriate
		Silverdale Family Practice, South Hetton	✓			GP Partner	direct		
		Council of Members, Durham Dales, Easington and Sedgfield CCG	✓			Representative for Silverdale Family Practice	direct		
		Academic Health Science Network		✓		Director	direct		

		South Durham Health Federation	✓			Member	direct		
Janet Walker	NHS South Tees CCG	CCG Clinical Chair	✓			Clinical Chair	direct	Jan-18	Declaration recorded in CCG DoI and GB members aware for internal and external related business and discussions.
		Manor House Surgery, Normanby, Middlesbrough	✓			GP Partner (Practice business partnership , provider of primary care services)	direct		
Matthew Walmsley	South Tyneside CCG	Chair	✓			Chair	direct	Feb-18	Declaration and withdrawal
		Health and Wellbeing Board		✓		Vice Chair	direct		
		Marsden Road Health Centre	✓			Partner	direct		
		Houghton Medical Group	✓		✓	Wife is a Partner	indirect		
Ali Wilson	Chief Officer (Accountable) - CCG Employee	NHS Hartlepool and Stockton-on-Tees CCG - Clinical Commissioning	✓			Employed	direct	Dec-17	Will declare at meetings as required
	Chief Officer (Accountable) - CCG Employee	NHS Darlington CCG - Clinical Commissioning	✓			Employed	direct		
		North East Leadership Academy - Education and training of health and social care professionals		✓		Chair - Represents NHS	direct		
		Ad Astra Academy (School) - Educational			✓	Member	direct		
		NECS Shaddow Customer Board	✓			Customer Director	direct		

Non voting members

Stephen Childs, Managing Director of NECS	 C:\Users\gillian.stanger\Desktop\20171207								Non-voting member
Ken Readshaw, Lay member	Governing Body member	Hambleton Richmondshire Whitby CCG	✓			Governing Body member	direct	Jan-18	Non-voting member
		Scarborough and Ryedale CCG	✓			Governing Body member	direct		
		The Wensleydale School and sixth form			✓	Governing Body member	direct		
		Charlton Highdale Parish meeting			✓	Responsible financial officer	direct		
		University of York	✓			Spouse is project manager for TB and tobacco	indirect		

Feisal Jassat	Governing Body lay member	North Durham CCG	✓			Governing Body mlay member	direct	Jan-18	Non-voting member
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Northern CCG Joint Committee

Date of meeting: 1 March 2018

Does paper need to be circulated before the agenda goes out (ie earlier than 10 working days prior to the meeting) (please circle): **No**

Title of report: Register of Interests

Purpose of report (brief description):

To receive the Register of Interests of members of the Northern CCG Joint Committee.

Recommendations: none

Is the paper for (please tick):

Decision-making

Information Sharing

Discussion

Actions required by Northern CCG Joint Committee

To receive the report

Sponsor: Jon Rush
Report Author: Gillian Stanger
Job Title: Business Support Manager, NECS
Date: 19 February 2018

Northern CCG Joint Committee

Date of meeting: 1 March 2018

Does paper need to be circulated before the agenda goes out (ie earlier than 10 working days prior to the meeting) (please circle): **No**

Title of report: CCG Constitutions

Purpose of report (brief description):

To receive a report detailing the current position in relation to amended CCG Constitutions.

Recommendations: none

Is the paper for (please tick):

Decision-making

Information Sharing



Discussion

Actions required by Northern CCG Joint Committee.

To note the report.

Sponsor: Jon Rush
Report Author: Gillian Stanger
Job Title: Business Support Manager, NECS
Date: 19 February 2018

CCG Constitutions

CCG	Approval letter	Comments
Darlington		Submitted to NHSE w/c 8/1/18
DDES		Submitted to NHSE , response awaited
HaST		Submitted to NHSE w/c 8/1/18
HRW		All internal processes have received approval and relevant documentation submitted to NHSE for approval. Response awaited.
Newcastle Gateshead		Submitted revised Constitution to NHSE before Christmas but response confirming approval to the suggested changes not yet received.
North Cumbria	 Approval letter - North Cumbria CCG 1C	
North Durham		Submitted to NHSE, response awaited
North Tyneside		Application submitted 4.12.17, advised would be received within 8 weeks.
Northumberland		While the constitution has been amended in draft to reflect the Joint Committee – it has not yet been agreed by our membership and therefore NHS England, due to the fact that the constitutional changes will also incorporate revised CCG governance arrangement which have yet to be finalised. It is hoped that this will be complete by 31 March.
South Tees	 South Tees_approval_letter .	
South Tyneside		Amended constitution sent to NHSE for approval on 11.12.17. email received 19.12.17 from NHSE advised application was being processed and NHSE would endeavour provide a response within 8 weeks.