



**Oxfordshire**  
**Clinical Commissioning Group**

## **Oxfordshire Clinical Commissioning Group Board Meeting**

**Date of Meeting:** 27 July 2017

**Paper No:** 17/52

**Title of Paper:** Corporate Governance Report

**Paper is for:**

(please delete tick as appropriate)

**Discussion**

**Decision**

**Information**

✓

### **Purpose and Executive Summary:**

This report includes information on the following:

- Use of the Seal
- Single Tender Action Waivers
- Declarations of Hospitality
- Declarations of Interest

### **Financial Implications of Paper:**

Use of the seal and single tender action waivers has financial implications for the organisation.

### **Action Required:**

To note the contents of the paper.

### **OCCG Priorities Supported** (please delete tick as appropriate)

✓	Operational Delivery
✓	Transforming Health and Care
✓	Devolution and Integration
✓	Empowering Patients
✓	Engaging Communities
✓	System Leadership

### **Equality Analysis Outcome:**

Not applicable as this is a regular report informing the Board of use of the seal, single tender action waivers, declarations of hospitality and declarations of interest.

**Link to Risk:**  
**Not applicable.**

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**Date of Paper:** 14 July 2017

## ***Corporate Governance report: June 2017 – July 2017***

### ***Use of the Seal***

There have been no uses of the Seal in the period June 2017 – July 2017.

### ***Single Tender Action Waivers: June 2017 – July 2017***

<b>Supplier</b>	<b>Justification</b>	<b>Cost</b>
Mott MacDonald, 10 Fleet Place, London, EC4M 7RB	The supplier has previous experience of undertaking quantitative parking surveys and expertise and specialist technical equipment necessary to conduct the survey. The supplier has previously been through a fully competitive tender process with OCCG for the conduct of an Integrated Impact Assessment (IIA) for the Transformation Programme. The need for a more in-depth parking survey that supplements the IIA was identified later during the public consultation for Phase 1 of the programme. It was not possible to incorporate the additional parking survey in the original specification for the IIA contract, but the expertise, knowledge and value-for-money with Mott MacDonald had recently been established through the competitive tender process. The supplier has detailed knowledge of the Transformation Programme gained through its work to complete an IIA; and an understanding of the Programme and its proposals which enable it to be an 'informed' supplier. The procurement cost and timescale would have had a significant impact on the ability of OCCG to make a fully informed decision on Phase 1 of the programme.	£6,750 excl VAT
Hood and Wolfe	External support for the public consultation was required which included preparation and chairing of 15 public meetings, support for briefing and preparing panel members and the writing up of meeting notes. The specialist nature of the support needed was an important consideration. Hood and Wolfe have considerable experience in providing strategic support in planning and delivering public consultations that are complex and potentially controversial. They had previously provided training for the Board in preparing for a public consultation and the need for an external chair for the public meetings was agreed. The external chair had significant experience as a broadcast journalist in chairing and	£30,849.50 excl VAT

	managing large public meetings. His approach and style was identified as being valuable in commanding respect from a large audience and in reassuring all in the room that their views would be heard and respected.	
Inhealth Echotech Limited, 64 Goldsmith Avenue, Southsea, PO4 8FH	As part of the planned care programme of work, provision of community diagnostics has been reviewed. The wider procurement does not only encompass current community diagnostic services of ultrasound, endoscopy and echocardiogram but also 2 week wait activity and other diagnostic procedures. Procurement will be based on two contracts: Direct Access Endoscopy and Direct Access Ultrasound and Echocardiograms. The Invitation to Tender was released for Ultrasound and Echocardiography on 14 June and is due to close on 24 July. This is a one stage process and potential bidders will be assessed following this date. The new service is due to start on 6 November and this extension will allow for the completion of this process. An element of slippage has been added into this contract extension but a 3 month period with the current providers will enable smooth transition if necessary.	£87,734.55
Sue Ryder, 1 <sup>st</sup> Floor, King's House, King Street, Sudbury, Suffolk, CO10 2ED	Sue Ryder Hospice provides specialist palliative care to adult residents of South East Oxfordshire who are registered with appropriate geographical GPs. Formal tendering of this service has now commenced. A Prior Information Notice has been released and Sue Ryder is the only hospice to express interest in providing services in the South of the county. OCCG will now undertake an assessment process with Sue Ryder to provide assurance of delivery and quality. Following this, a contract will be awarded. This will be completed by September 2017. It is requested the service be allowed to continue in 2017-18 for 6 months only (April 2017 – 30 September 2017) to allow time for necessary procurement steps to take place.	£250,000 fixed price 6 month block contract
Global Diagnostics UK Ltd, Colney Hall, Watton Road, Norwich, NR4 7TY	As part of the planned care programme of work, provision of community diagnostics has been reviewed. The wider procurement does not only encompass current community diagnostic services of ultrasound, endoscopy and echocardiogram but also 2 week wait activity and other diagnostic procedures. Procurement will be based on two contracts: Direct Access Endoscopy and Direct Access Ultrasound and Echocardiograms. The Invitation to Tender was released for Ultrasound and Echocardiography on 14 June and is due to close on 24 July. This is a one stage process and potential bidders will be assessed following this date. The new service is due to start on 6 November and this extension will allow for the completion of this process. An element of slippage has been	£199,802.75

	added into this contract extension but a 3 month period with the current providers will enable smooth transition if necessary.	
Katharine House Hospice, East End, Adderbury, Banbury, Oxon, OX17 3NL	Katharine House Hospice provides specialist palliative care to adult residents of North Oxfordshire who are registered with appropriate geographical GPs. Formal tendering of this service has now commenced. A Prior Information Notice has been released and Katharine House is the only hospice to express interest in providing services in the North of the county. OCCG will now undertake an assessment process with Katharine House to provide assurance of delivery and quality. Following this, a contract will be awarded. This will be completed by September 2017. It is requested the service be allowed to continue in 2017-18 for 6 months only (April 2017 – 30 September 2017) to allow time for necessary procurement steps to take place.	£411,073.37 6 month block contract

***Declaration of Hospitality: June 2017 – July 2017***

<b>Recipients Name and Position</b>	<b>Date of Receipt</b>	<b>Details of Gift / Hospitality</b>	<b>Estimated Value</b>	<b>Supplier / Offeror Name and Nature of Business</b>	<b>Details of Previous Offers or Acceptance by the Offeror / Supplier</b>	<b>Declined or Accepted</b>	<b>Reason for accepting or declining</b>
Sonja Janeva, Senior Commissioning Manager	29/06/2017	Payment for attending market research meeting	£50.00	WDG Research LLP  Market Research Agency	None	Declined	OCCG does not accept payments to take part in research

***Declaration of Interest Register***

Please see below the Declaration of Interests by members of the OCCG Board:

Name	Position	Voting Board Member	Interest
Dr Stephen Attwood	Locality Clinical Director – North East Locality	✓	<ul style="list-style-type: none"> <li>• GP partner Bicester Health Centre</li> <li>• Part owner Bicester Health Centre</li> <li>• Practice owns one share in Principal Medical</li> <li>• Practice is a member of 'ONEMED' GP federation</li> </ul>
Dr Ed Capo-Bianco	Locality Clinical Director – South East Locality	✓	<ul style="list-style-type: none"> <li>• GP Partner Goring &amp; Woodcote Medical Practice</li> <li>• Wife is a salaried GP at Woodlands Medical Centre</li> <li>• Practice owns one share in Principal Medical Limited</li> <li>• Practice is a member of SEOX GP Federation</li> </ul>
Dr Miles Carter	Locality Clinical Director West Oxfordshire Locality	✓	<ul style="list-style-type: none"> <li>• Director, 50% owner and shareholder of QMasters Medical Informatics Ltd</li> <li>• Director and shareholder of Hanborough Medical Services</li> <li>• GP Partner Eynsham Medical Group</li> <li>• Practice owns shares in Principal Medical Limited</li> <li>• Practice is a member of WestMed federation</li> </ul>
Dr David Chapman	Locality Clinical Director - City	✓	<ul style="list-style-type: none"> <li>• GP partner and part owner at Hollow Way Medical Centre</li> <li>• Undertakes work for Southern Health paid via Practice</li> <li>• Practice is a member of OxFED</li> <li>• Practice Partner is a Director of OxFED</li> </ul>
Dr Jonathan Crawshaw	Locality Clinical Director – South West Locality	✓	<ul style="list-style-type: none"> <li>• Partner at Berinsfield Health Centre</li> <li>• Berinsfield Health Centre is part of the Abingdon Federation</li> <li>• Berinsfield Health Centre holds a share in Principal Medical Limited</li> <li>• Wife employed by Oxford University Hospitals NHS Trust as a Medical Consultant</li> </ul>
Mike Delaney	Lay Member		<ul style="list-style-type: none"> <li>• Director and Shareholder MFD Partners</li> </ul>

			International Ltd
Roger Dickinson	Lay Member Lead for Governance and Vice Chair	✓	<ul style="list-style-type: none"> <li>Associate of Dudley Smith Ltd</li> </ul>
Diane Hedges	Deputy Chief Executive and Chief Operating Officer		<ul style="list-style-type: none"> <li>Managing Director of Diane Hedges Ltd</li> </ul>
Gareth Kenworthy	Director of Finance	✓	<ul style="list-style-type: none"> <li>None</li> </ul>
Stuart MacFarlane	Practice Manager Representative		<ul style="list-style-type: none"> <li>Partner of Bury Knowle Health Centre</li> <li>Partner of Wood Farm Medical Centre</li> <li>Director and shareholder in BK Health Limited (holds a PMS Contract for the Berryfields Medical Centre in Aylesbury)</li> <li>Practice is a member of OxFED</li> </ul>
Dr Joe McManners	Clinical Chair	✓	<ul style="list-style-type: none"> <li>GP partner Manor Surgery</li> <li>Wife works in obstetrics and gynaecology at Oxford University Hospitals NHS Foundation Trust (OUHFT)</li> <li>Practice is a member of OxFED</li> <li>Practice Partner is a Director of OxFED</li> </ul>
Dr Jonathan McWilliam	Director of Public Health, Oxfordshire County Council		<ul style="list-style-type: none"> <li>Wife is a director of and holds shares in OMG Plc</li> <li>OCC pooled budgets with NHS</li> </ul>
Catherine Mountford	Director of Governance and Business Process		<ul style="list-style-type: none"> <li>None</li> </ul>
Dr Paul Park	Locality Clinical Director – North Oxfordshire Locality	✓	<ul style="list-style-type: none"> <li>GP partner at Hightown Surgery</li> <li>Wife is employee of Citizen's Advice Bureau</li> <li>Practice owns shares in Principal Medical Limited</li> <li>Practice is a member of NOXMed federation</li> <li>Appointed Member of Council of Governors at Oxford University Hospitals NHS Foundation Trust</li> </ul>
Guy Rooney	Medical Specialist Advisor	✓	<ul style="list-style-type: none"> <li>Medical Director Great Western Hospitals NHS Foundation Trust</li> </ul>
David Smith	Chief Executive	✓	<ul style="list-style-type: none"> <li>Wife owner of Imagine Your Potential and works in the NHS, local government and private sector</li> </ul>
Duncan Smith	Lay Member	✓	<ul style="list-style-type: none"> <li>Partner in Dudley Smith Limited Management Consultants. Wife also partner in the business.</li> </ul>

			<ul style="list-style-type: none"> <li>• Associate with Bevan Brittan LLP which will involve work with NHS provider trusts</li> </ul>
Kate Terroni	Director for Adult Services, Oxfordshire County Council		<ul style="list-style-type: none"> <li>• OCC pooled budgets with NHS</li> </ul>
Professor Louise Wallace	Lay Representative – Patient and Public Involvement	✓	<ul style="list-style-type: none"> <li>• Director and Shareholder of Health Behaviour Research Limited</li> <li>• Managing Director of Health Behaviour Research Consultancy</li> <li>• Lay Member General Dental Council Fitness to Practice Panel</li> <li>• Scientific advisor to Department of Health National Institute for Health Research Health Services and Delivery Research Programme</li> <li>• Director and Trustee of UK Public Health Register</li> <li>• Professor of Psychology &amp; Health at the Open University (part-time)</li> </ul>
Sula Wiltshire	Director of Quality and Innovation and Lead Nurse	✓	<ul style="list-style-type: none"> <li>• Daughter employed as Nurse at Oxford University Hospitals Trust</li> <li>• Appointed Member of Council of Governors at Oxford Health NHS Foundation Trust</li> </ul>