



Oxfordshire Clinical Commissioning Group Board Meeting

Date of Meeting: 25 January 2018

Paper No: 18/10

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.

Author: Catherine Mountford, Director of Governance:
catherine.mountford@oxfordshireccg.nhs.uk

Clinical / Executive Lead: Dr Kiren Collison, Clinical Chair:
kiren.collison@oxfordshireccg.nhs.uk

Date of Paper: 15 January 2018

Corporate Governance report: December 2017 – January 2018

Use of the Seal

There have been no uses of the Seal in the period December 2017 – January 2018.

Single Tender Action Waivers: December 2017 – January 2018

Supplier	Justification	Cost
City Audio Visual, Unit 19 Kings Meadow, Ferry Hinksey Road, Oxford, OX2 0DP	To set up run and take down of audio-visual equipment for public engagement events. The company used is the only one in the area able to provide the service required. They are also a trusted company who provides AV support on a regular basis to OCCG Board meetings.	£5,119.00
Insight UK Healthcare	GP COIN Switch Order for 640W AC Config 2 Power SupplySpare; Cisco Catalyst 3650 24 Port PoE 4x1G Uplink IP Base; Cisco Catalyst 3650 48 Port PoE 4x1G Uplink IP Base. This is the first order against the Estates Technology and Transformation Fund £360k (ref John Adelson). It is an order for switches for GP COIN for approximately £30k.	£31,068.60
Oxfordshire Sport and Physical Activity (OxSPA), c/o Community Services Directorate, Oxford City Council, Horspath Road, Oxford, OX4 24H	Go Active Get Healthy Diabetes programme. In January 2017 OCCG had 10 days to complete and submit a bid to NHS England (NHSE) for the national Diabetes Transformation Funding. The 'Go Active Get Healthy' Diabetes programme formed a part of the treatment targets bid and this needed to be completed and submitted in a very short timeframe. OxSPA is a key stakeholder organisation involved in the Integrated Diabetes Project Board and actively involved in physical activity pathways and programmes within Oxfordshire. Their proposal linked the service effectively in with the Type 1 and Type 2 diabetes structured education services and enabled effective coordination of physical activities (through various organisations) around the needs of diabetes patients.	Annual cost for 2017/18: £90,000.00
PCTi/Docman	The provision of Docman Connect for an initial year, to trial and adopt the principle of electronic messaging of clinical documentation from the Oxfordshire EDT Hub to 'out of area' GP Practices. The Oxfordshire solution for EDT from Secondary Care is the use of	£5,600.00

	Docman Hub. All Oxfordshire GP Practices use Docman document management software. There is one outstanding year of the Docman Hub license. If the project goes successfully the cost of future years will be built into the overall Docman EDT Hub contract.	
NB medical Education, The Quadrus Centre, Woodstock Way, Boldon Business Park, Boldon, Tyne & Wear, NE35 9PF	Clinical Training for Nurse Training. OCCG has previously undertaken procurement in 2016 and 2014 for GP clinical training and on both occasions only Red Whale and NB Medical put forward a bid. Given the popularity and high attendance of the Red Whale GP update courses the proposal for this year is to approach Red Whale for the GP Update Course and NB Medical for the nurse update course, with a plan to go out to procurement again in the next year.	£19,500.00
BLOCK Solutions Ltd, 14 Shepherdess Walk, London, N1 7LB	Supply and installation of network firewalls x 13 to secure IP Telephony security weaknesses within Oxfordshire GP Practices. Includes 3-year maintenance period. BLOCK partner with insight, who are on the HTE Framework. Block provides OUHFT technical maintenance thus consolidating hardware purchase with support.	£11,444.22 excluding VAT

Declaration of Hospitality: December 2017 – January 2018

Recipients Name	Position	Date of Offer	Date of Receipt	Details of Gift/ Hospitality	Estimated Value	Supplier/ Offeror Name and Nature of Business	Details of Previous Offers or Acceptance by the Offeror/ Supplier	Details of the officer reviewing and approving the declaration made and date	Declined or Accepted	Reason for Accepting or Declining
Julie Dandridge	Deputy Director, Head of Primary Care and Localities	01.11.17	02.11.17	Lunch	£25.00	PA Consulting – consultancy firm	None	Catherine Mountford	Accepted	Relationship building

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"> • GP partner Bicester Health Centre • Part owner Bicester Health Centre • Practice owns one share in Principal Medical • Practice is a member of 'ONEMED' GP federation
Dr Ed Capo-Bianco	Locality Clinical Director – South East Locality	✓	<ul style="list-style-type: none"> • GP Partner Goring & Woodcote Medical Practice • Wife is a salaried GP at Woodlands Medical Centre • Practice owns one share in Principal Medical Limited • Practice is a member of SEOX GP Federation
Dr Miles Carter	Locality Clinical Director West Oxfordshire Locality	✓	<ul style="list-style-type: none"> • Director, 50% owner and shareholder of QMasters Medical Informatics Ltd • Director and shareholder of Hanborough Medical Services • GP Partner Eynsham Medical Group • Practice owns shares in Principal Medical Limited • Practice is a member of WestMed federation
Dr David Chapman	Locality Clinical Director - City	✓	<ul style="list-style-type: none"> • GP partner and part owner at Hollow Way Medical Centre • Undertakes work for Southern Health paid via Practice • Practice is a member of OxFED • Practice Partner is a Director of OxFED • Wife is an Advisor Manager at Oxford Citizens Advice Bureau

Dr Kiren Collison	Clinical Chair		<ul style="list-style-type: none"> • Locum GP • Partner is employed by Oxford University Hospitals NHS Foundation Trust • Urgent Access Hubs Clinical Lead, employee Principal Medical Ltd
Dr Jonathan Crawshaw	Locality Clinical Director – South West Locality	✓	<ul style="list-style-type: none"> • Partner at Berinsfield Health Centre • Berinsfield Health Centre is part of the Abingdon Federation • Berinsfield Health Centre holds a share in Principal Medical Limited • Wife employed by University Hospitals Birmingham NHS Foundation Trust as a Respiratory Medicine Consultant at the Queen Elizabeth Hospital
Mike Delaney	Lay Member		<ul style="list-style-type: none"> • Director and Shareholder MFD Partners International Ltd
Heidi Devenish	Practice Manager Representative		<ul style="list-style-type: none"> • Employee of Summertown Health Centre • Husband is Deputy Chief Pharmacist at Oxford University Hospitals NHS Foundation Trust
Roger Dickinson	Lay Member Lead for Governance and Vice Chair	✓	<ul style="list-style-type: none"> • Associate of Dudley Smith Ltd
Diane Hedges	Deputy Chief Executive and Chief Operating Officer		<ul style="list-style-type: none"> • Managing Director of Diane Hedges Ltd
Gareth Kenworthy	Director of Finance	✓	<ul style="list-style-type: none"> • None
			<ul style="list-style-type: none"> •
Dr Jonathan McWilliam	Director of Public Health, Oxfordshire County Council		<ul style="list-style-type: none"> • Wife is a director of and holds shares in OMG Plc • OCC pooled budgets with NHS
Catherine Mountford	Director of Governance and Business Process		<ul style="list-style-type: none"> • None
Dr Paul Park	Locality Clinical Director – North Oxfordshire Locality	✓	<ul style="list-style-type: none"> • GP partner at Hightown Surgery • Wife is Chief Officer of Leighton Buzzard Citizen's Advice Bureau • Practice owns shares in Principal Medical Limited • Practice is a member of NOXMed federation
Louise Patten	Chief Executive Officer	✓	<ul style="list-style-type: none"> • Husband holds Global Directorship role in DHL

			(Logistics) <ul style="list-style-type: none"> • Volunteer with the Teenage Cancer Trust (Charity) • Member of Brunel Business School Strategic Advisory Board • Trustee Director of Chalfonts Community College Academy
Guy Rooney	Medical Specialist Advisor	✓	<ul style="list-style-type: none"> • Medical Director Great Western Hospitals NHS Foundation Trust
Duncan Smith	Lay Member	✓	<ul style="list-style-type: none"> • Partner in Dudley Smith Limited Management Consultants. Wife also partner in the business. • Associate with Bevan Brittan LLP which will involve work with NHS provider trusts
Kate Terroni	Director for Adult Services, Oxfordshire County Council		<ul style="list-style-type: none"> • OCC pooled budgets with NHS
Professor Louise Wallace	Lay Representative – Patient and Public Involvement	✓	<ul style="list-style-type: none"> • Director and Shareholder of Health Behaviour Research Limited • Managing Director of Health Behaviour Research Consultancy • Lay Member General Dental Council Fitness to Practice Panel • Scientific advisor to Department of Health National Institute for Health Research Health Services and Delivery Research Programme • Director and Trustee of UK Public Health Register • Professor of Psychology & Health at the Open University (part-time)
Sula Wiltshire	Director of Quality and Innovation and Lead Nurse	✓	<ul style="list-style-type: none"> • Daughter employed as Nurse at Oxford University Hospitals Trust • Appointed Member of Council of Governors at Oxford Health NHS Foundation Trust