

Agenda Item 13

Meeting: Buckinghamshire, Oxfordshire, and Berkshire West CCGs (BOB) Governing Bodies Meetings in Common (in public)

Date of Meeting	9 September 2021
Title of Paper	Corporate Governance Report
Lead Director	Catherine Mountford, Director of Governance
Author(s)	BOB CCG Governance Leads
Paper Type	Assurance
Action Required	The Committee Members are asked to: note the contents of the report as assurance.

Executive Summary

The BOB wide Corporate Governance Report contains the following:

- Conflict of interest returns
- Declarations of Interest, Gifts & Hospitality
- Statutory and Mandatory Training
- Data Security and Protection Toolkit (DSPT) submission 2020/21
- Single Tender Action Waivers
- Use of Seals
- Freedom of Information
- New Records Management Code of Practice
- Accountable Officer Conclusion of Redundancy

Conflicts of Interest

Annual and quarterly self-certifications

CCGs are required to demonstrate compliance with the conflicts of interest indicator within the NHS England Oversight Framework. CCGs submit to NHS England quarterly and annual self-assessments. Collection was suspended by NHS England during 2020/2021. However, CCGs have continued to complete self-assessments for their own assurance purposes; details are published on individual CCG websites. There have been no conflicts of interest policy breaches in Quarter 1.

Self-assessments include training compliance with three modules. Compliance rates as of 31 July 2021:

Buckinghamshire CCG		Oxfordshire CCG		Berkshire West CCG	
Training module	Percentage Compliant	Training module	Percentage Compliant	Training module	Percentage Compliant
Level 1	99	Level 1	100	Level 1	100
Level 2	94.7	Level 2	100	Level 2	100
Level 3	100	Level 3	100	Level 3	100

Declaration of Interest/Register

Governing Body members are asked to check their current Declarations of Interests and advise any changes or amendments.

No conflicts of interest policy breaches recorded.

Gifts, Hospitality, Sponsorship and Joint Working Agreements

There have been no declarations of hospitality in the period July 2021 – August 2021. No new sponsorship or joint working agreements are known to have been entered into during Quarter 1 2021/2022.

Statutory and Mandatory Training

As at the 31 July 2021, compliance across all training element requirements were reported as follows:

- Buckinghamshire CCG: 90.2%
- Oxfordshire CCG: 84.5%
- Berkshire West CCG: 98.5%
- **Joint CCG score: 91.9%**

Data Security and Protection Toolkit (DSPT) submission for 2020/21

The DSPT is an online self-assessment tool that allows organisations to measure their performance against the National Data Guardian's 10 data security standards. All organisations that have access to NHS patient data and systems must use this toolkit to provide assurance that they are practicing good data security and that personal information is handled correctly.

The Data Security and Protection Toolkit (DSPT) submissions for all three CCGs, were submitted within the mandatory timescale, with all the required minimum standards being met. Detailed reports are available upon request.

Buckinghamshire CCG

Register of Single Tender Waivers 2021 – 2022

The following Single Tender Action Waivers have been approved by the Chief Financial Officer in 2021-2022:

Number	Description	Amount Total £*	Date Approved	Date to Audit Committee
2021-2022-01	Liva Healthcare – type 2 diabetes structural education	14,761	02/03/2021	10/06/21
2021-2022-02	Lynden Hill Hydrotherapy	35,000	01/06/2021	10/06/2021
2021-2022-03	Assura Reading LLP – Reading WIC	2,263,912	23/06/2021	28/07/2021

*Please note that individual Single Tender Waivers may include values before VAT has been applied, but the figures in the table above are inclusive of VAT

Berkshire West CCG

Freedom of Information

Between 1 April - 31 August 2021(Q1 - Q2), BW CCG:

- Received 104 FOI requests
- 98% of requests responded to within the 20-day timeframe
- One (1) breach reported in Q1 (June 2021).

New Records management Code of Practice - NHSX

The new Records Management Code of Practice 2021 replaces the existing Records Management Code of Practice for Health & Social Care 2016. This provides guidance on how to keep records, including how long to keep different types of records. On the back of this, the CCGs Records Management Policy was reviewed, with no changes required, and rolled over until May 2022.

Accountable Officer Conclusion of Redundancy Termination Date and Pay Arrangements

Berkshire West CCG held an (Extraordinary) Remuneration Committee meeting on the 10th and 24th August 2020 to confirm the final arrangements and payments for Accountable Officer, Cathy Winfield as agreed by the Remuneration Committee on 20 June 2020.

The financial payment will be awarded on the 26 August 2021, with full disclosure to the Audit Committees in Common at its meeting on the 27th of October 2021.

Oxfordshire CCG

Use of the Seal

There has been no use of the seal during the period of July 2021 – August 2021.

Single Tender Action Waivers: July 2021 – August 2021

Supplier	Justification	Cost
Phoenix Software Ltd, Pocklington, York, YO42 1NS	Purchase of N365 licences for Oxfordshire CCG and GPs for years 2 and 3 of the nationally negotiated contracts. Oxfordshire has obtained GP IT Capital funding to support N365. The project has identified full 3-year costs for Oxfordshire CCG and for a proportion of the GP IT estate. In order to secure this Capital funding, it has been agreed to order the full 3-year set of licences with this supplier, and then GP IT Capital allocation can be secured with them, protecting OCCG's financial position.	£222,962.40 ex VAT
Fresh Design & Print Solutions Ltd, 2 Townsend Piece, Bicester Road, Aylesbury, Bucks, HP19 8BQ	3000 coffee cups and cards designed to give to all those who have volunteered their time as part of the COVID-19 vaccination programme as a thank you from the NHS. Fresh Design & Print Solutions were the cheapest quote received from companies already on our system and able to produce the coffee cups and cards by the required deadline.	£6,265.00 ex VAT

Supplier	Justification	Cost
<p>Camburg The Oaks, 3 Village Road, West Kirby, Wirral, CH48 3JN</p>	<p>The human resources agenda in moving towards creating an ICS body is substantial and even with an Interim HR/OD Director additional support is required to cover a number of pieces of work. Camburg have been working with Surrey Heartlands ICS on similar work and understand the work required and the likely capacity and capability gaps. Other suppliers were interviewed but only Camburg were identified to have the necessary skills and experience.</p>	<p>£37,500 ex VAT and expenses</p>
<p>Ekim Consulting Ltd</p>	<p>Immediate need to work with BOB ICS Leadership and Regional Locality Director to undertake a rapid diagnostic of the current BOB ICS plans and workstreams for the transition of the ICS to becoming a statutory body. Based on the diagnostic to produce a proposed road map (including constituent workstreams and where necessary resource plans) for the ICS to achieve that transition within the prescribed timescale. The road map to be supported by a risk register and, if requested and time permits, a high-level programme plan. Ekim Consulting Ltd is a known company and has a good reputation for previous support across the region in similar roles.</p>	<p>£28,000 ex VAT</p>
<p>Oxford Fertility Unit, Institute of Reproductive Sciences, 8000 Alex Issigonis Way, Oxford Business Park North, Oxford, OX4 2HW</p>	<p>The current Semen Analysis contract is due to expire on 31 October 2021. Re-procurement coincides with several contracts that are being tendered at this time, due to this and service recovery resulting from the pandemic, resources are limited. This is a new contract to be awarded to the Oxford Fertility Unit for one year commencing 1 November 2021 with an option to extend by a further year with a notice period of six months. Berkshire West has renewed its contract with Thames Valley Fertility for a two-year period until 31 May 2023 with a notice period of three months. Buckinghamshire CCG commission the service through Bucks Health Trust. This approach provides the potential to align the service to be commissioned at ICS level when it is next submitted to tender. As this is a low value contract with few providers there is minimal risk to not tendering.</p>	<p>£33,875 per annum</p>
<p>Camburg The Oaks, 3 Village Road, West Kirby, Wirral, CH48 3JN</p>	<p>The full value of contracts with Camburg is £202,500. This is a second STW to cover the difference between the two amounts.</p>	<p>£165,000 ex VAT and expenses</p>

Supplier	Justification	Cost
Clarity Informatics Ltd, 1 st Floor, Deltic House, Kingfisher Way, Silverlink Business Park, Wallsend, NE28 9NX	Team Net has been successfully used across Buckinghamshire and Oxfordshire CCG's practices as is a useful way to cascade information. Berkshire West CCG is now taking up the option making this a system approach as an ICS and a key part of supporting the digital first agenda. This will provide the ICS with one platform initially for primary care whilst allowing places to have place specific sites making sharing of information easier to all practices within the ICS. It has not been possible to procure a system from anywhere else. The fee is based on population with a two-year renewal to 31 July 2023.	£170,672.58 ex VAT = BCCG £51,196.68 ex VAT; OCCG £69,512.50 ex VAT; BW CCG £49,965.50 ex VAT
Raksha Advisory Limited, 10 The Hub Building, Harberson Road, London, SW12 9TT	In preparation for shadow and statutory status the BOB ICS is reviewing its digital programmes and interdependencies of these programmes across all participants within the ICS. The ICS also needs to plan and develop its future digital strategy, leadership, and governance. Harpreet Sood will undertake a short review (12 days) to provide an outline. The specialist nature of the work and the level of experience required given the complexities of the current digital arrangements are met through the appointment of Harpreet Sood. The day rate falls within the parameters recommended by NHSEI. Harpreet brings a blend of clinical and digital experience at the highest levels.	£10,080.00 (12 days at £840 per day)
Sitekit Ltd, Sitekit House, Broom Place, Portree, Scotland, IV51 9HL	Annual subscription for the maintenance and support of OCCG website and the Clinox website. The costs include SSL certification for both platforms which is an annual charge for inclusion of both domains: www.oxfordshire.nhs.uk and www.clinox.info . Sitekit is responsible for the maintenance, access and support of both sites to ensure they operate effectively.	£11,000 ex VAT