

**Oxfordshire Clinical Commissioning Group
Board Meeting**

Date of Meeting: 26 January 2017	Paper No: 17/13
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Title of Presentation: Corporate Governance Report

Is this paper for	Discussion		Decision		Information	✓
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<p>Purpose and Executive Summary (if paper longer than 3 pages)::</p> <p>This report includes information on the following:</p> <ul style="list-style-type: none"> • 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 have financial implications for the organisation.
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Action Required: To note the contents of the paper.
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NHS Outcomes Framework Domains Supported (please tick ✓)	
<input type="checkbox"/>	Preventing People from Dying Prematurely
<input type="checkbox"/>	Enhancing Quality of Life for People with Long Term Conditions
<input type="checkbox"/>	Helping People to Recover from Episodes of Ill Health or Following Injury
<input type="checkbox"/>	Ensuring that People have a Positive Experience of Care
<input type="checkbox"/>	Treating and Caring for People in a Safe Environment and Protecting them from Avoidable harm

Equality Analysis completed (please tick and attach)	Yes	No	Not applicable ✓
Outcome of Equality Analysis			

Author: Catherine Mountford Director of Governance	Clinical Lead: Dr Joe McManners Clinical Chair
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Corporate Governance report: December 2016 – January 2017

Use of the Seal

There have been no uses of the Seal in the period December 2016 – January 2017.

Single Tender Action Waivers: December 2016 – January 2017

Supplier	Justification	Cost
Oxfordshire & West Berkshire CRUSE, Bereavement Care Wesley Memorial Hall, New Inn Hall Street, Oxford, OX1 2DH	Cruse Bereavement Care is the UK's leading bereavement charity, providing free support and advice to anyone who has been affected by death and is available to clients registered with an Oxfordshire GP. In November 2011, the NICE Quality Standards, a set of specific, concise statements and measures were released. They set out aspirational markers of high quality, cost-effective patient care, covering the treatment and prevention of different diseases and conditions. 'Care After Death – Bereavement Support' is a specific quality Statement to End of Life. The statement forms part of the Oxfordshire End of Life strategy and is a key priority in providing quality services for bereaved individuals within Oxfordshire. Following a review of End of Life Care services, a process of '3 quotes' will be undertaken to secure services for 2017-18 and this has been approved by the CCG Executive in November 2016. To de-commission this service prior to this process would potentially de-stabilise bereavement care as CRUSE support the Majority of Oxfordshire patients. The STW would allow the service to continue during 2016-17.	£20,000 Fixed Price 1 Year Block Contract
Marie Curie, 89 Albert Embankment, London, SE1 7TP	Marie Curie provides assessment and provision of nursing care to support individuals and their families to remain at home, to prevent hospital admission and to facilitate patient discharge from hospital or hospice, symptom control and pain relief, including the administration of prescribed medication. Care provision is undertaken by a trained nurse as based on the assessed needs of the patient and family by the district nurse or nursing co-ordinator. Marie Curie service facilitates 'Patient Choice', helps prevent admissions via A&E and reduces the call on ambulance services. Formal tendering for this service for the financial year 2016-17 is not deemed practical due to the current work being carried out to remodel End of Life services. This will take 9 months to 1 year, whilst this work is taking place we need to stabilise the current service. It is anticipated a full procurement of End of Life service will take place for 2017-18 following approval by the CCG Executive in November 2016. The STW would allow the service to continue during 2016-17.	£207,772.00

Sue Ryder, 1 st Floor, King's House, King Street, Sudbury, Suffolk, CO10 2ED	Sue Ryder provides palliative care to residents of South Oxfordshire. Formal tendering for this service for the financial year 2016-17 is not deemed practical due to the current work being carried out to remodel End of Life services following approval by the CCG Executive in November 2016, this will take 9 months to 1 year, whilst this work is taking place we need to stabilise the current service. The service being provided by Sue Ryder is deemed to be of high quality and is performing on budget. Furthermore the care provided by Sue Ryder palliative care across community, inpatient and day hospice settings, if of such a specialist nature that it would be unlikely that additional providers would come forward with the appropriate time frame. The STW would allow the service to continue during 2016-17.	£500,00 Fixed Price 1 Year Block Contract
Katharine House Hospice, East End, Adderbury, Banbury, Oxon, OX17 3NL	Katharine House Hospice provides specialist palliative care to adult residents of Oxfordshire who are registered with appropriate geographical GPs. The care provided by Katharine House Hospice, palliative care across community, inpatient and day hospice settings is of such a specialist nature that it would be unlikely that additional providers would come forward within the appropriate time frame. Formal tendering of this service for the financial year 2016-17 is not deemed practical due to the current work being carried out to remodel End of Life services following approval by the CCG Executive in November 2016, this will take 9 months to 1 year, whilst this work is taking place we need to stabilise the current service. The STW would allow the service to continue during 2016-17.	£821,257.63 Fixed Price 1 Year Block Contract
Age UK (OxBel), St Edmund House, 39 West St Helen Street, Abingdon, Oxon, OX14 5BT	Oxfordshire Befriending for Life is being provided by OxBel in association with Age UK. It is a service designed to make the end of life less lonely, less isolated and less frightening. Support is offered by matching volunteers to individuals who do not have long to live, in the form of friendship, company and practical help. OxBel offer time, normality and continuity. They are just present for their friend, sharing thoughts, experiences and often humour. This service differs from a health worker as these visits are arranged for a specific purpose. Over the past year OxBel supported circa 150 people facing the end of their lives of which circa 120 were new referrals. In addition around 450 carers and family members have also been helped. OxBel also facilitated eight awareness-raising events and six Death Cafés, reaching out to approximately 100 people. Formal tendering for this service for the financial year 2016-17 is not deemed practical due to the current work being carried out to remodel End of Life services following approval by the CCG Executive in November 2016. This will take 9 months to 1 year, whilst this work is taking place we need to stabilise the current service. The STW would allow the service to continue during 2016-17.	£51,000 fixed Price 1 Year Block Contract
QES, Woodford, Gloucestershire	QES is the only provider of a system that allows for electronic reporting of Child Death Overview Panels through eCDOP. It is also the system used in Buckinghamshire and	£12,444 ex VAT

	Berkshire which will allow for joined up CDOP reporting between these areas.	
Sobell House Hospice Charity Ltd, Sir Michael Sobell House, Churchill Hospital, Headington, Oxford, OX3 7LE	The aim of Sobell House bereavement service is to provide a high quality service that will help bereaved people cope with the death of a loved one, regardless of their age, nationality or belief. In November 2011, the NICE Quality Standards, a set of specific, concise statements and measures were released. They set out aspirational markers of high quality, cost-effective patient care, covering the treatment and prevention of different diseases and conditions. 'Care After Death – Bereavement Support' is a specific quality Statement to End of Life. The statement forms part of the Oxfordshire End of Life strategy and is a key priority in providing quality services for bereaved individuals within Oxfordshire. Formal tendering for this service for the financial year 2016-17 is not deemed practical due to the current work being carried out to remodel End of Life services following approval by the CCG Executive in November 2016. This will take 9 months to 1 year, whilst this work is taking place we need to stabilise the current service. The STW would allow the service to continue during 2016-17.	£110,000 Fixed Price 1 Year Block Contract

Declaration of Hospitality: December 2016 – January 2017

Recipient	Organisation/Meeting	Organisation/Person Supplying Gift	Venue	Type of Sponsorship/Gift	Date	Value
Catherine Mountford		Blake Morgan LLP	St John's College, Oxford	Dinner	24 November 2016	£50.00 estimate

Declaration of Interest Register

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

Name	Position	Voting Board Member	Interest
Dr Julie Anderson	Locality Clinical Director – South West Locality	✓	<ul style="list-style-type: none"> • Salaried GP at Berinsfield Health Centre • Director of Berinsfield Pharmacy • Practice is a member of Abingdon Federation
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

			<ul style="list-style-type: none"> • Practice owns one share in Principal Medical • Practice is a member of 'ONEMED' GP federation
Dr Andrew Burnett	Locality Clinical Director – South East Locality	✓	<ul style="list-style-type: none"> • GP partner and part owner at Sonning Common Health Centre • Wife and daughter employed by Royal Berkshire Hospital • Practice is a member of SEOX 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 Director of OxFED
Mike Delaney	Lay Member		<ul style="list-style-type: none"> • Director and Shareholder MFD Partners International Ltd
Roger Dickinson	Lay Member Lead for Governance and Vice Chair	✓	<ul style="list-style-type: none"> • Non Executive Director / Trustee Institute of Food Research, Norwich • Associate of Dudley Smith Ltd
Diane Hedges	Director of Delivery and Localities		<ul style="list-style-type: none"> • Managing Director of Diane Hedges Ltd
			<ul style="list-style-type: none"> •
Gareth Kenworthy	Chief Finance Officer	✓	<ul style="list-style-type: none"> • None
Stuart MacFarlane	Practice Manager Representative		<ul style="list-style-type: none"> • Partner of Bury Knowle Health Centre • Partner of Wood Farm Medical Centre • Director and shareholder in BK Health Limited (holds a PMS Contract for the Berryfields Medical Centre in Aylesbury) • Practice is a member of OxFED
Dr Joe McManners	Clinical Chair	✓	<ul style="list-style-type: none"> • GP partner Manor Surgery • Wife works in obstetrics and gynaecology at Oxford

			<ul style="list-style-type: none"> University Hospitals Trust (OUHT) Practice is a member of OxFED
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 employee of Citizen's Advice Bureau Practice owns shares in Principal Medical Limited Practice is a member of NOXMed federation Appointed Member of Council of Governors at Oxford University Hospitals NHS Foundation Trust
Guy Rooney	Medical Specialist Advisor		<ul style="list-style-type: none"> Medical Director Great Western Hospitals NHS Foundation Trust
David Smith	Chief Executive	✓	<ul style="list-style-type: none"> Wife owner of Imagine Your Potential and works in the NHS, local government and private sector
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 Member – 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

