



Oxfordshire Clinical Commissioning Group Board Meeting

Date of Meeting: 24 May 2018

Paper No: 18/37

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:

The OCCG Board is asked 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 May 2018

Corporate Governance report: April 2018 – May 2018

Use of the Seal

There have been no uses of the Seal in the period April 2018 – May 2018.

Single Tender Action Waivers: April 2018 – May 2018

Supplier	Justification	Cost
Oxford Infracare Lift, Challenge House International Drive, Tewkesbury Business Park, Tewkesbury, Gloucestershire, GL20 8UQ	As part of the Great Western Park development, an allocation of 0.2ha site has been made available for the provision of a new health facility. In order to ensure that this site remains reserved for health care use a reserved matters application must be submitted before 18 July 2018. The CCG wish to engage Oxford Infracare Lift to undertake this work under the Strategic Partnership agreement. OCCG (as a successor organisation to Oxfordshire PCT) under the Strategic Partnering Agreement (SPA) dated 7 May 2004 is able to work with Oxford Infracare Lift (OIL) on a pre-procurement basis for the delivery of services detailed in the SPA for a term of 20 years. These include new project development and partnering services.	Up to £89,600
Insight UK, Salford Quays, Manchester, M5 3EB	This is a call-off contract from the SCW Sophos area-wide anti-virus solution software licence for Oxfordshire GP Practices. This supports the Cyber Security Action Plan for OCCG and its GP Practice estate. The licence covers 2800 PCs/services in Oxfordshire and can be supported by SCW.	Total: £26,180.00 ex VAT
Oxford Health NHS Foundation Trust, Trust HQ, Warneford Hospital, Warneford Lane, Headington, Oxford, OX3 7JX	Services for homeless people in Oxfordshire are being recommissioned by Oxfordshire County Council (OCC), the City and District Councils and with input from Oxfordshire Clinical Commissioning Group. The recommissioning of services is in response to significant changes to the provision and location of short and medium term accommodation for homeless people, particularly in oxford City. These changes are the result of OCC's decision to deliver a phased reduction in funding for homelessness provision and Oxford City Council's revised Housing and Homelessness Strategy (February 2018).	Contract Value: £694,140 per annum

	<p>Accommodation for homeless people is being disseminated within Oxford, particularly with the closure of 52 high needs beds in the centre of the city and the intended development of 41 high and medium need beds in Cowley. Between November 2016 and November 2017 the number of rough sleepers in Oxford increased by 90%. In order to ensure that future specialist GP services are aligned and take account of future changes to the provision of accommodation and homeless population in Oxfordshire a Single Tender Action is requested to extend the current homelessness GP contract by 24 months, allowing for a revised service to commence latest 1 April 2020 following procurement.</p> <p>This timeframe is based upon the maximum length of time that might be needed to withdraw or replace the service should OCCG need to go to public consultation. However, in the event that a revised model was agreed, it would be possible to re-procure in a six month timeframe. OCCG will seek to extend the contract for two years with a six month break clause.</p>	
Telstra Heath – Dr Foster	Dr Foster is the sole provider of this software. The product is widely used and compared within the NHS.	£29,997
Dell Corporation Ltd	60 x 22-inch P2217 Widescreen Monitor for OCCG staff. OCCG uses Dell kit (including laptops) and this order needs to be raised urgently against accrued capital.	£7,020.00 ex VAT
Marie Curie, 89 Albert Embankment, London, SE1 7TP	A procurement exercise for a night sitting service across Oxfordshire was undertaken in February 2018 due to the current Marie Curie contract coming to an end on the 30 June 2018. The service specification, quality schedule and information schedule were reviewed and updated. The procurement advert was out for the full period and on closing there were no bidders for the service. A meeting was held with Marie Curie on 21 March 2018 to understand why they did not bid for the new contract. The advised that they were not prepared to take a risk on the contract due to change in staffing mix proposed, increased activity levels, revised quality requirements (performance KPIs) and the burden of the information schedule. Marie Curie did however advise that they would be prepared to continue to provide the service on current terms until a new procurement exercise is undertaken. The Commissioning Support Unit has advised that as Marie Curie expressly stated that they will not accept the tendered contract and there were no other bidders, a revised contract will need to be drafted and the service re-procured.	£208,000

	Therefore, a Single Tender Action is require to extend the current Marie Curie night sitting contract to 31 March 2019, on current terms, to allow for a re-procurement exercise to take place.	
Insight Direct (UK) Ltd	60 x Wireless Access Points (WAPs), 15 x Routers for outstanding GP Practice sites and EN Wireless Consultant (for NHS WiFi Stage 5 compliance). This equipment meets the OUH standard for GP COIN in Oxfordshire. Insight are framework partners with OUH, who manage GP COIN.	£23,693.15 ex VAT
Dell Corporation Ltd	45 x Dell laptops for OCCG staff. OCCG is supported by OUH and all laptops must have OCCG imaging. OUH works with Dell via a call-off agreement and Dell retains a current Oxnet image to support the configuration. This will be ordered from OCCG capital 2017/18. There is time urgency on this accrued capital budget.	£49,409.00 ex VAT

Declaration of Hospitality: April 2018 – May 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
Dr Meenu Paul	Assistant Clinical Director for Quality OCCG	26.6.17	28 th and 29 th Nov 2017	Overnight hotel stay Meals (lunch, breakfast and evening meal)	£100 £50	Ah media Providers of clinical quality strategy forum	n/r	Catherine Mountford 17.8.17	Accepted	Delivered a full circle of innovative and interactive workshops, presentations and networking opportunities with NHS leaders

				Attendance at quality strategic forum						attending and presenting
Dr Meenu Paul	Assistant Clinical Director for Quality OCCG	15.12.17	17 th and 18 th April 2018	Overnight hotel stay Meals (lunch, breakfast and evening meal) Attendance at quality strategic forum	£135 £50	Ah media Providers of clinical quality strategy forum	As above	Sula Wiltshire 21.12.17	Accepted	Gave the keynote closing speech on improving the primary care/secondary care interface to quality improvement leads working across England as well as attending the conference

Declaration of Interest Register

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