

## Oxfordshire Clinical Commissioning Group Board Meeting

**Date of Meeting:** 28 November 2019

**Paper No:** 19/73

**Title of Paper:** Corporate Governance Report

**Paper is for:**

(please delete tick as appropriate)

**Discussion**

**Decision**

**Information**

**Conflicts of Interest** (please delete tick as appropriate)

No conflict identified

Conflict noted: conflicted party can participate in discussion and decision

Conflict noted, conflicted party can participate in discussion but not decision

Conflict noted, conflicted party can remain but not participate in discussion

Conflicted party is excluded from discussion

**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

**Engagement: clinical, stakeholder and public/patient:**

Not applicable.

**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 and check the Register of Interests advising on any changes.

**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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**Clinical / Executive Lead:** Dr Kiren Collison, Clinical Chair:

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**Date of Paper:** 11 November 2019

## Corporate Governance report: October - November 2019

### Use of the Seal

There have been no uses of the Seal in the period October - November 2019.

### Single Tender Action Waivers: October - November 2019

Supplier	Justification	Cost
Capsticks Solicitors LLP, 1 <sup>st</sup> George's House East, 1 St George's Road, Wimbledon, London, SW19 4DR	Capsticks Legal Services – Call off of legal services. OCCG has a range of small individual issues requiring legal advice/support. These vary in size and occurrence. The use of a call-off approach has been proposed as it would not be effective to commission each set of advice separately. There is already an established link to Capsticks.	£8,427.70
Connection Support, 213 Barns Road, Cowley, Oxford, OX4 3UT	Continuation of the pilot project for homelessness and hospital discharge including: continuation of the step down accommodation which was trialled on a pilot basis over winter 2018-19; continuation of the embedded housing workers within the hospital, originally provided as part of the Trailblazer project which ended in August 2019. The service was put in place as part of the 2018-19 Winter Plan to explore opportunities for supporting homeless people to leave hospital. The scheme was authorised by the Winter Director with a specification and process intended to allow the service to develop and explore opportunities for maximum benefit. The original funding supported the service until 28 June 2019 and the service continues to operate on the basis that the scheme has proved useful and facilitated discharges that would otherwise have been protracted. Further conversations have taken place with Oxford Health to explore the expansion of eligibility for this service to mental health wards. Extending the eligibility of this service increases the cost by £18,731 but brings people who meet the overall criteria for the service but are delayed within a mental health ward in to the scope.	Step down housing: £142,090  Embedded housing workers: £52,500  Total: £194,590
EMIS Health, Yeadon, Leeds, LS19 7BY	EMIS Web Enterprise Search and Reports Renewal. The licence renewal is needed to support the existing Business Intelligence statutory reporting for Oxfordshire GP	£21,841.92

	Practices. It also supports the publishing of the existing Diabetes Dashboard across Oxfordshire and is being used by OCCG Medicines Management.	
Paul D Grady, Head of Police, Engagement Lead, Public Services, for Grant Thornton UK LLP, 110 Bishopsgate, London, EC2N 4AY	To undertake a reasonable assurance review on Oxfordshire CCG's MHIS Compliance statement in accordance with the Reporting Accountant specification "Assurance Engagement of the MH Investment Standard – Briefing for CCGs". National funding has been provided to all CCGs to undertake an audit of its reporting of the MHIS. The original deadline for this was end of September 2019. It was expected that this work would be undertaken by the CCG's external auditors, as per the national guidance during August but they notified the CCG of a firm wide decision not to undertake these audits. The internal auditors were then approached to complete the work as this was an option also provided in the national guidance but they too were unwilling to take it on. The two main providers of this work to other CCGs are KPMG and Grant Thornton. KPMG have already been contracted to do the work for Berkshire West CCG but at a significantly higher cost than the CCG had been funded for. Grant Thornton were approached by OCCG and confirmed that they were willing to undertake the work for the national £10,000 fee subject to the usual caveats re availability of information from the CCG. We are assured that this firm is capable of doing the work as they scored well in the CCGs previous procurement process for external audit services. The national deadline to complete the work has been extended to 31 October. Grant Thornton was able to gear up in time to meet this deadline. The value of the contract would usually require three quotes (rather than a formal tender) as per the CCG's Scheme of Delegation. Effectively three firms have been approached to do the work – two have declined and only one has confirmed that they can complete the work to time and at the originally funded cost of £10,000. It is proposed to engage Grant Thornton to complete the work.	£10,000.00
British Pregnancy Advisory Service, 20 Timothy's Bridge Road, Stratford-upon-Avon, CV37 9BF	The aim of the service (for service users in Berkshire, Buckinghamshire, Milton Keynes and Oxfordshire) is to provide a successful, speedy and safe termination of pregnancy which respects service user's wishes, reduces repeat terminations and unintended pregnancies, and promotes better sexual health among service users. This is a new contract to tie over until procurement award, with full contract coverage. This may introduce further discussions with BPAS reference to pricing. Current timescales are on track for 1 July 2020 start date. An initial 3 month contract with an optional 3 month extension is proposed with a commissioner notice period for 1 month.	Current contract value £462,132.00pa £115,533 - £231,066 3 - 6 months at current contract value

***Declaration of Hospitality: October - November 2019***

There were no declarations of hospitality in the period October - November 2019.

***Declaration of Interest Register***

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

OCCG Board Members - Declarations of Interest

Name	Current position(s) held in the CCG	Declared Interest (Name of the organisation and nature of business)	Type of interest	Is the interest direct or indirect (including details of the relationship with th person who has the interest where indirect)	Nature of Interest	Date of interest		Action taken to mitigate risk (to be agreed with line manager or a senior CCG manager)	Last Update
						From	To		
Dr Ansaif Azhar	Director of Public Health for Oxfordshire (non-voting)	1. OCC Pooled Budgets	Non-financial professional	Indirect	1. Pooled budgets with NHS	Aug-19	Current	Standing Declaration	14-Nov-19
Stephen Chandler	OCC Director of Adult Services (non-voting)	1. OCC Pooled Budgets	Non-financial professional	Indirect	1. Pooled budgets with NHS	Sep-19	Current	Standing Declaration	14-Nov-19
Dr Ed Capo-Blanco	Locality Clinical Director - South East Locality (voting)	1. Goring & Woodcote Medical Practice 2. Woodlands Medical Centre 3. Principal Medical Ltd 4. SEOX GP Federation 5. Red Kite Shop Ltd 6. Primary Care Network	Financial Non-financial personal Financial Non-financial professional Financial Financial	Direct Indirect Indirect Indirect Direct Indirect	1. GP Partner 2. Wife is salaried GP 3. Practice owns one share 4. Practice is a member of SEOX GP Federation 5. Director of a dispensing pharmacy 6. Practice is a member of OPCN12 Wallingford and Surrounds	May-11 2014 2008 2016 Current Apr-19	Current Current Current Current Current Current	Standing Declaration Not directly involved in schemes with this provider. Review at meetings as required/standing declaration Standing Declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12-Nov-19
Dr Miles Carter	Locality Clinical Director - West Locality (voting)	1. Omasters Medical Informatics Ltd 2. Hanborough Medical Services 3. Eynsham Medical Group 4. Principal Medical Ltd 5. WestMed Federation 6. Oxford University Hospitals NHS Foundation Trust 7. Primary Care Network	Financial Financial Financial Non-financial professional Non-financial personal Financial	Direct Direct Direct Indirect Indirect Indirect	1. Director, 50% owner and stakeholder 2. Director and Shareholder 3. GP Partner 4. Practice owns shares 5. Practice is a member of WestMed Federation 6. Wife is a Consultant Radiologist 7. Practice is a member of OPCN18 Eynsham and Witney	Dec-13 2008 2008 2008 2016 2010 Apr-19	Current Current Current Current Current Current Current	Standing Declaration Standing Declaration Standing Declaration Standing Declaration Review at meetings as required/standing declaration Standing Declaration	26-Sep-19 12-Nov-19
Dr David Chapman	Locality Clinical Director - Oxford City Locality (voting)	1. Hollow Way Medical Centre 2. Oxford Health Learning Disability 3. OxFED 4. Oxford Citizens Advice Bureau 5. Primary Care Network	Financial Financial Non-financial personal Non-financial personal Financial	Direct Direct Indirect Indirect Indirect	1. GP Partner and part owner 2. Undertakes work for Oxford Health paid via Practice Practice is a member of OxFED; Practice Partner is a Director of OxFed Wife is an Advisor Manager 5. Practice is a member of OPCN09 SEOxHA	1998 2017 2016 2014 Apr-19	Current Current Current Current Current	Standing Declaration Not directly involved in schemes with this provider. Review at meetings as required/standing declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12-Nov-19
Dr Kiren Collison	Clinical Chair (voting)	1. Nuffield Health Centre 2. Oxford University Hospitals NHS Foundation Trust 3. NHS Clinical Commissioners 4. Primary Care Network	Financial Non-financial personal Financial Financial	Direct Indirect Direct Indirect	1. Sessional GP 2. Partner is employed by the Trust 3. Appointed as Board Member 4. Practice is a member of OPCN18 Eynsham and Witney	2017 2010 Mar-19 Apr-19	Current Current Current Current	Standing Declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12-Nov-19
Dr Jonathan Crawshaw	Locality Clinical Director - South West Locality (voting)	1. Berinsfield Health Centre 2. Abingdon Federation 3. Abingdon Healthcare Ltd 4. Principal Medical Ltd 5. University Hospitals Birmingham NHS Foundation Trust 6. Local Medical Committee (LMC)	Financial Non-financial professional Non-financial professional Financial Non-financial personal Non-financial professional	Direct Indirect Direct Indirect Indirect Indirect	1. GP Partner 2. Practice is a member 3. Director (as practice representative) 4. Practice owns shares 5. Wife is employed as a respiratory Medicine Consultant at the Queen Elizabeth Hospital 6. Representative on the LMC for South West Oxfordshire practices and the Abingdon Federation	Jun-11 Jan-16 May-15 Jun-11 Jun-17 Mar-19	31-Oct-19 31-Oct-19 31-Oct-19 31-Oct-19 31-Oct-19 31-Oct-19	Standing Declaration Standing Declaration Standing Declaration Standing Declaration Not directly involved in schemes with this provider. Not authorising expenditure with this provider Standing Declaration	Left OCCG on 31-Oct-19
Heidi Devenish	Practice Manager Representative (non-voting)	1. Summertown Health Centre 3. Great Western Hospital NHS Foundation Trust 4. Primary Care Network	Financial Non-financial personal Financial	Direct Indirect Indirect	1. Business Practice Manager 3. Husband is Director of Pharmacy & Medicines Optimisation, Associate Deputy Director for Diagnostics and Outpatients Division, Trust Controlled Drug Accountable Officer 4. Practice is a member of OPCN08 Healthier Oxford City Network	Nov-16 2018 Apr-19	Current Current Current	Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12-Nov-19
Roger Dickinson	Lay Member Lead for Governance and Vice Chair (voting)	None							26-Sep-19
Dr Shelley Hayles	North Locality Clinical Director	2. Carpenter Catering 3. NHS England	Financial Financial	Direct Direct	2. Director and Shareholder 3. Employee	1986 2017	31/07/2019 Current	Standing Declaration Standing Declaration	01-Aug-19 26-Sep-19
Diane Hedges	Deputy Chief Executive and Chief Operating Officer (non-voting)	1. Diane Hedges Ltd 2. Helen and Douglas House Charity 3. Integrated Respiratory Pilot Project	Financial Non-financial personal Non-financial professional	Direct Indirect Indirect	1. Managing Director 2. Niece has commenced employment with the Charity 3. Involvement in the Boehringer Ingelheim Respiratory Project as Chair of the Joint Project Board for the Integrated Respiratory Pilot Project	Mar-14 Jan-19 Mar-19	Current Current Current	Standing Declaration Standing Declaration Standing Declaration	26-Sep-19
Gareth Kenworthy	Director of Finance (voting)	1. Oxfordshire Infracare LIFT 2. Oxford University Hospitals NHS Foundation Trust 3. Integrated Respiratory Pilot Project 4. Integrated Care System (ICS) 5. Age UK Oxfordshire	Financial Non-financial professional Non-financial professional Financial Non-financial personal	Indirect Indirect Indirect Direct Indirect	1. Director 2. Member of the Council of Governors 3. Involvement in the Boehringer Ingelheim Respiratory Project as member of the Joint Project Board for the Integrated Respiratory Pilot Project 4. 2 day per week secondment as ICS Finance Lead 5. Wife provides sports therapy services under the 'Generation Games' contract OCCG has with Age UK	Jul-17 Jan-18 Mar-19 Mar-19 Nov-19	Current Current Current Current Current	Review at meetings as required/standing declaration Review at meetings as required/standing declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12/11/2019 12/11/2019
Catherine Mountford	Director of Governance and Business Process (non-voting)	None	N/A	N/A	N/A	N/A	N/A	N/A	26-Sep-19
Dr Will O'Gorman	North East Locality Clinical Director	1. Montgomery Surgery 2. Principal Medical Limited 3. Oxford University Hospitals NHS Foundation Trust 4. Primary Care Network	Financial Financial Non-financial personal Financial	Direct Indirect Indirect Indirect	1. GP Partner 2. Practice Partnership owns one share 3. Wife is a Consultant Rheumatologist 4. Practice is a member of OPCN03 Bicester	01-Apr-05 2007 2006 Apr-19	Current Current Current Current	Standing Declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19 12-Nov-19
Louise Patten	Chief Executive (voting)	1. Buckinghamshire CCG 2. Patten Associates 3. Oxfordshire CCG 5. Brunel Business School	Financial Non-financial personal Financial Non-financial professional	Direct Direct Direct Direct	1. Chief Executive 2. Company Secretary; husband's IT consultancy business 3. Chief Executive 5. Member of the Strategic Advisory Board	Apr-13 2017 Jan-18 2011	Current Current Current Current	Standing Declaration Standing Declaration Standing Declaration Standing Declaration	26-Sep-19
Guy Rooney	Medical Specialist Advisor (voting)	1. Great Western Hospitals NHS Foundation Trust 2. Thames Valley Clinical Senate 3. Great Western Hospital NHS Foundation Trust 4. Oxford Academic Health Science Network (AHSN) 5. NHS Benchmarking Network	Financial Non-financial professional Financial Financial Financial	Direct Indirect Direct Direct Direct	1. Medical Director 2. Member 3. Consultant 4. Medical Director 5. Steering Group Member	Jul-14 Jul-19 Jun-19 Jun-19 May-19	11/06/2019 Current Current Current Current	Review at meetings as required/standing declaration Standing Declaration Review at meetings as required/standing declaration Review at meetings as required/standing declaration Standing Declaration	26-Sep-19
Duncan Smith	Lay Membr (voting)	1. Dudley Smith Ltd Management Consultants	Financial	Direct	1. Partner	2013	Current	Standing Declaration	26-Sep-19
Louise Wallace	Lay Representative - Patient and Public Involvement	2. Health Behaviour Research Consultancy Ltd 3. General Dental Council 5. UK Public Health Register 6. Open University 7. Department of Health National Institute for Health Research (NIHR) 8. Social Work England Fitness to Practice Tribunals	Financial Financial Non-financial professional Financial Financial Financial	Direct Direct Direct Direct Direct Direct	2. Managing Director 3. Lay Member Fitness to Practice Panel 5. Director and Trustee 6. Part-time Professor of Psychology and Health 7. Dissemination Centre Clinical Adviser 8. Lay Adjudicator	Oct-15 Jun-15 Sep-16 Apr-16 Apr-19 Sep-19	Current Current Current Current Current Current	Standing Declaration Standing Declaration Standing Declaration Standing Declaration Standing Declaration Standing Declaration	24-Oct-19
Sula Wiltshire	Director of Quality/Lead Nurse (voting)	1. Oxford University Hospitals NHS Foundation Trust 2. Oxford Health NHS Foundation Trust	Non-financial personal Non-financial professional	Indirect Indirect	1. Daughter is employed as a Nurse 2. Appointed Member of the Council of Governors	2007 Jan-16	Current Current	Standing Declaration Review at meetings as required/standing declaration	26-Sep-19

**OCCG Board Members - Declarations of Hospitality**

Name	Postion	Declined / Accepted	Date of Receipt	Details of Gift / Hospitality	Estimated Value	Supplier / Offeror Name and Nature of Business
Azhar, Dr Ansaf	Director of Public Health					
Capo-Bianco, Dr Ed	South East Locality Clinical Director					
Carter, Dr Miles	West Locality Clinical Director					
Chandler, Stephen	Director of Adult Services					
Chapman, Dr David	Oxford City Locality Clinical Director	Accepted	12/01/2019	Two tickets to MIND fundraising Charity Comedy Gala at Oxford Playhouse	£25.00 each	MIND Chief Executive
Cogswell, Jo	Director of Transformation					
Collison, Dr Kiren	Clinical Chair					
Crawshaw, Dr Jonathan	SW Locality Clinical Director					
Devenish, Heidi	Practice Manager Representative					
Dickinson, Roger	Lay Vice Chair					
Hayles, Dr Shelley	North Locality Clinical Director					
Hedges, Diane	Chief Operating Officer and Deputy Chief Executive	Accepted	At monthly Locality Meetings 2015	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
		Accepted	At monthly Locality Meetings 2016	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
Kenworthy, Gareth	Director of Finance	Accepted	20/01/2013	Three complimentary tickets for London Welsh v Lyon	£0.00	Oxford Health NHS Foundation Trust
		Accepted	At monthly Locality Meetings 2015	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
		Accepted	At monthly Locality Meetings 2016	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
Mountford, Catherine	Director of Governance	Accepted	At monthly Locality Meetings 2015	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
		Accepted	02/06/2015	Lunch	£20.00	Swan Parnters
		Accepted	19/06/2016	Dinner	£40.00	Royal Society of Medicine
		Accepted	24/11/2016	Dinner	£50.00	Blake Morgan LLP
		Accepted	At monthly Locality Meetings 2016	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
O'Gorman, Dr Will	North East Locality Clinical Director					
Patten, Louise	Chief Executive					
Rooney, Guy	Medical Specialist Adviser					
Smith, Duncan	Lay Member	Accepted	18/07/2016	Dinner	£100.00	Henley Healthcare Investments and Common Cause Consulting Ltd
Wallace, Louise	Lay Member - PPI					
Wiltshire, Sula	Director of Quality and Board Nurse	Accepted	At monthly Locality Meetings 2015	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies
		Accepted	At monthly Locality Meetings 2016	Lunch for NE Locality Group meeting	£5.00 each	Various pharmaceutical companies