



OXFORDSHIRE CLINICAL COMMISSIONING GROUP BOARD MEETING

Date of Meeting: 30 January 2020	Paper No: 20/12
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Title of Paper: Corporate Governance Report
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Paper is for: (please delete tick as appropriate)	Discussion		Decision		Information	✓
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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	

<p>Purpose and Executive Summary: 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 <p>The report also includes a summary of the Risk Assessment for the Data Flows and Information Assets identified in 2019/20.</p>

<p>Engagement: clinical, stakeholder and public/patient: Not applicable.</p>

<p>Financial Implications of Paper: Use of the seal and single tender action waivers has financial implications for the organisation.</p>
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Action Required:

The OCCG Board is asked to note summary of the Risk Assessment for Data Flows and Information Assets identified in 2019/20, the contents of the paper and to 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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Date of Paper: 20 January 2020

Corporate Governance report: December 2019 – January 2020

Update on the Data Security and Protection Toolkit (DSPTK) Submission 2019-20

As per previous years, the CCG is completing the DSPTK submission. The submission needs to be made before the end of March 2020. As part of this work the OCCG Board needs to note the data flows and the information assets. Below is a summary of the Risk Assessment for the Data Flows and Information Assets identified in 2019/20. The risk assessment criteria and detailed recommendations are included in the Senior Information Risk Officer (SIRO) report which is available on the OCCG website: <https://www.oxfordshireccg.nhs.uk/key-occg-publications/siros-report-data-flow-and-information-asset-register-risk-assessment-2019-2020/103246>

Risk Ratings (Green/Yellow/Amber/Red) for identified Data Flows in OCCG:
34 data flows
40 data flows - Mitigation plans in place but do not qualify to be on the CCG's Risk Register.
27 data flows - Mitigation plans in place but do not qualify to be on the CCG's Risk Register.
0 assets identified as Red

Risk Ratings (Green/Yellow/Amber/Red) for identified Information Assets in OCCG:
11 Information Assets
24 Information Assets - Mitigation plans in place but do not qualify to be on the CCG's Risk Register.
17 Information Assets - Mitigation plans in place but do not qualify to be on the CCG's Risk Register.
0 assets identified as Red

Use of the Seal

There have been no uses of the Seal in the period December 2019 – January 2020.

Single Tender Action Waivers: December 2019 – January 2020

Supplier	Justification	Cost
Clarity Informatics Ltd, 1 st Floor, Deltic House, Kingfisher Way, Silverlink	Practices need to work together more closely to share resources and services across their Primary Care Networks (PCNs). To enable this to take place a collaboration tool is required. Based on 757,887 patients the cost for 20 months provision is £56,841.66 plus VAT and all existing share and solo plans currently sat within the OCCG footprint will be	£56,841.66 plus VAT

<p>Business Park, Wallsend, NE28 9NX</p>	<p>eligible for a pro-rata refund once the order has been placed. A 20 month term will bring the contract in line with the Buckinghamshire CCG provision which expires on 31 July 2021. The licences and services provide:</p> <ul style="list-style-type: none"> • Portals for each member practice, each PCN and CCG team • Unlimited additional portals for others (eg Federations, OOH Hubs, Trusts, CCGs, LMCs, safeguarding teams, etc) for the purpose of sharing information with the CCG, PCNs or practices • Unlimited users on the above • Sharing between practices, the CCGs, PCNs and other portals, including specialist and subgroups • Two workshops per year • 20 days consultancy per year. <p>A full options appraisal was conducted by the Commissioning Support Unit looking at similar products. The Clarity Team Net was the best fit for what is needed by practices and PCNs and some Oxfordshire practices are already using GP Team Net. GP Team Net is also used in Buckinghamshire CCG practices. The decision was made at the IM&T Programme Board meeting held on 31 October 2019.</p>	
<p>East Berkshire CCG, St Leonards Road, Windsor, SL4 3DP</p>	<p>East Berkshire CCG hosts the collaborative of Thames Valley and Wessex CCGs which manage contracts with London providers via a third party provider, Optum. Optum provides the contract management and support services and the financial forecasting on behalf of the twelve CCGs within the Consortia. A small contract of £96k is also with South Central & West CSU for hosting the London SLAM data for Optum, and for providing the financial support for administrating the collaborative in East Berkshire's ledger. East Berkshire recharges a token amount for hosting. The costs of the Optum contract are apportioned rebased on the previous years' outturn.</p> <p>An extension to the contract was agreed and the current contract is in place until 31 March 2020. All member CCGs were asked to consider how they wished to proceed before the current contract extension expires. CCG leads were asked whether they wished to continue to be part of a consortia to commission London activity via a third party provider and if so, whether the preferred route would be to enter into a procurement</p>	<p>£25,620 out of a total of £286,000</p>

	<p>exercise as soon as possible to award a new contract to a chosen provider from April 2020; or to extend the current agreement with Optum for a further 12 – 18 months via a Single Tender Waiver to enable a procurement exercise to take place over a longer period of time when the commissioning landscape may be clearer. The preferred option was to extend the current SLA with Optum for a further 12 months to March 2021 whilst a procurement exercise is completed to award a new contract agreement from April 2021.</p> <p>Although there is a clear benefit to be gained from maintaining continuity with an earlier project, the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering. The reason the approach is recommended is the concern that to complete a procurement allowing for mobilisation for a potential new provider before the contract extension expiry date of 31 March 2020 will be extremely challenging in terms of both time and resource.</p>	
<p>Oxford Academic Health Science Network (AHSN), Magdalen Centre North, Robert Robinson Avenue, Oxford Science Park, Oxford, OX4 4GA</p>	<p>Partner contribution to the Oxford AHSN. The Oxford AHSN gets innovation into clinical practice to improve patient safety, outcomes and experience, and generate economic growth through collaboration between the NHS, industry and universities. The AHSN covers a region of three million people living in Berkshire, Buckinghamshire, Milton Keynes and Oxfordshire. The Oxford AHSN is part of the national AHSN Network sharing learning, pooling intelligence, and benefitting from a pipeline of emerging and proven solutions from around the country. Organisations pay a partner contribution to the Oxford AHSN. The AHSN Board has agreed the OCCG partner contribution should remain at the same level as last year. The levels have not changed since 2014.</p>	<p>£37,130</p>
<p>ABS Computer Services, Ambrosden Surgery, Ploughley Road, Ambrosden, Bicester, OX25 2RB</p>	<p>The Oxfordshire GP PC replacement programme is behind schedule. ABS Computer Services will provide additional weekend resources to help the programme to complete by March 2020. The waiver is for these additional services. ABS Computer Services are one of the incumbent GP IT support providers, who are currently undertaking the PC replacement programme for its GP practices. This will be an adjunct to the existing agreement.</p>	<p>£5,900 ex VAT</p>
<p>Healthcare Gateway Ltd, Yeadon, Leeds</p>	<p>The annual software licence for 2020/21 for the MIG, the interoperability gateway for Oxfordshire Care Summary. The MIG is the central platform which supplies GP patient and other data to drive the views of the OCS. This is an annual renewal of the software licence. Should the process go out to the open market it would form part of a</p>	<p>£70,953.37 ex VAT</p>

	comprehensive redesign of the OCS infrastructure.	
PCC, Suite 1A, West One, 114 Wellington Street, Leeds, LS1 1BA	PCC Essential subscription renewal for Oxfordshire CCG for workshops, national events, E-learning, Helpdesk support and webinars. PCC provides support to commissioners to keep their knowledge up to date and support them to develop the expertise they need with respect to health policy and practice. There are no other organisations that provide this type of support.	£6,150.00

Declaration of Hospitality: December 2019 – January 2020

There were no declarations of hospitality in the period December 2019 – January 2020.

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 Ansaf 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. Qmasters 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 Financial Non-financial professional Non-financial personal Financial	Direct Direct Direct Indirect 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 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 Financial Non-financial personal Financial	Direct Direct Indirect Indirect Indirect	1. GP Partner and part owner 2. Undertakes work for Oxford Health paid via Practice 3. Practice is a member of OxFed; Practice Partner is a Director of OxFed 4. 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 Non-financial professional	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