

# OXFORDSHIRE CLINICAL COMMISSIONING GROUP BOARD

**Date of Meeting:** 9 June 2020

**Paper No:** 20/26

**Title of Paper:** COVID-19 Specific and temporary framework of meetings

**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:**

The CCG has had to amend the way it operates whilst staff are focused on working as part of the wider NHS and Oxfordshire response to the COVID-19 pandemic. This has required some amendments to the way we operate our meetings; both in terms of how they are held and what is considered at them. The attached framework summarises how the main bodies of the governance structure have been operating since the end of March. This covers the OCCG Board, Finance Committee, Audit Committee, Remuneration Committee, Quality and Performance Committee, the Primary Care Commissioning Committee and Joint Management Groups. Where relevant sub-groups of these Board Committees have been included.

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

The framework was developed in discussion with Board members and reviewed at a Board workshop discussion.

**Financial Implications of Paper:**

Additional costs for responding to COVID-19 can be reclaimed.

**Action Required:**

The Board is asked to ratify the specific and temporary framework for operation of the CCG during the COVID-19 response.

**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 undertaken.

**Link to Risk:**

Relevant to all risk as confirms the arrangements for the CCG to continue to deliver its functions.

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**Date of Paper:** 1 June 2020

**COVID-19 Specific and temporary framework of meetings, their arrangements and decision making contingencies**


**Purpose:**

1. To prevent confusion about which group to approach for an urgent or significant decision or approval, there is a need to ensure that the titles and roles / purposes of the main decision making meetings, boards and committees are clearly recorded (and this information made readily available). There is a need to ensure that meetings are consistently referred to by the correct title so that the meeting concerned is correctly identified by everyone at all times.
2. The main meetings that should be included are; OCCG Governing Body/Board, Finance Committee, Audit Committee, Remuneration Committee, Quality and Performance Committee and the Primary Care Commissioning Committee. Where relevant sub-groups of these Board Committees have been included - Clinical ratification Group, Area Prescribing Committee, Oxfordshire Primary Care Operational Group, Primary Care Estates Group.
3. Corporate Governance frameworks for decision making remain in place as they do now, except for some temporary amendments to individual delegations (e.g. authority levels for invoice approval which have been agreed by Audit Committee). Any queries about application of said frameworks (i.e. CCG Constitution and scheme of reservation and delegation) to be directed to the CCG Director of Governance/Governance Manager.

**SUPPORTING DOCUMENTS:**

1. Checklist for all Chairs of meetings as a STANDING ITEM to ensure the meeting can transact its business in line with terms of reference and address any COVID-19 specific matters
2. COVID-19 specific and temporary framework of meetings, their arrangements and decision making contingencies.

The list below includes arrangements for all boards/committees/meetings of the CCG where there is decision making authority as per CCG Constitution and its scheme of reservation and delegation through Board Committees

Meeting	Secretary	Chair	Deputy Chair	Chair if neither available	Action if not quorate for decision making	Confirmation of all Director (clinical and non-clinical) positions and who currently fills them	Confirmation of all current nominated deputies for Director positions	Upcoming dates	Arrangements (i.e. How to move this meeting to a virtual meeting / telephone conference should this be required?)	Minutes/records: (a) Full minutes or summary notes required for this meeting or can summary notes be used? (in case of unavailability of administrative staff) (b) Need for logist (person who is responsible for capturing, through decision logs, the decision making process that might be used in any legal proceedings following an incident)	Additional comments/actions	How does the committee/board/group remain assured about business as usual activities which have not been suspended/deferred during the pandemic?
Governing Body/Board	Ros Kenrick	Dr Kiren Collison	Roger Dickinson, Lay Vice Chair	One of other Lay members to be agreed by Chair and Lay Vice Chair	Emergency decisions clause where feasible or where decision can be delegated to 2 Lay members and either CEO or CFO	 H:\OCCG Board members as at 2020.04.02.docx	Locality Clinical Directors may nominate a Deputy Locality Clinical Director. The Director of Finance may nominate a Deputy Director of Finance.	30/04 Board workshop 21/05 Board meeting 25/06 Board workshop	MS Teams	Full minutes	Overall Board agreement that Meetings only take place for Decisions that need to be made now and with Assurance/performance updates by exception	Finance and Integrated Performance Reports circulated when available during this period; these will be simplified to concentrate on key issues. Decisions to be made by email or virtual meetings as agreed. May meeting will be to ratify accounts and annual report.
Audit Committee	Will Johnsen	Roger Dickinson, Lay Vice Chair	Elected by remaining members on the day	n/a	n/a - largely assurance only unless there are specific escalations	As Board	As Board	21 April 27 May 18 June	MS Teams	Full minutes		April meeting is virtual to consider the draft annual accounts, with May meeting to approve the annual accounts. Arrangements for June meeting to be reviewed at a later date
CCG Executive Committee	Ros Kenrick	Fiona Wise, Interim Chief Executive	Diane Hedges, Deputy CEO or another director in rotation	n/a	Board or emergency decisions clause	As Board	As Board	16 April, 28 April	MS Teams	Full minutes	Papers where decisions are required now or for assurance/exception reporting	Extra meeting in April to update Committee members on work in progress.
Finance and Investment Committee	Will Johnsen	Duncan Smith, Lay Member	Elected by remaining members on the day	n/a	Board or emergency decisions clause	As Board	As Board	28-May	MS Teams	Full minutes	Two parts to agenda; one to cover response to and impact of COVID-19. Second to cover "BAU" by exception; anything requiring decision to have usual level of appraisal	Meetings as scheduled with light papers, virtual meetings, verbal updates to Chair outside meetings for assurance
Quality and Performance Committee	Helen Mitchell	Louise Wallace, Lay Member for PPI	Sula Wiltshire, Director of Quality/Board Nurse	Elected by remaining members on the day	Board or emergency decisions clause	As Board	As Board	April meeting deferred to May	MS Teams	Full minutes	Papers for assurance/exception reporting focused on key quality and performance risk areas. No standard discussion/update papers during this period. BAU issues for pending standard reports to be included in risk register if sufficient risk is likely and reviewed within 6 months. Anything requiring decision to have usual level of appraisal	Focused reports on areas of risk, by exception. CCG developing joint approach with OH and OUH to ensure focus and mitigation aligned.
Nominations and Remuneration Committee ("the Remuneration Committee")	Lesley Corfield	Duncan Smith, Lay Member for Finance	Elected by remaining members on the day	n/a	n/a - largely assurance only unless there are specific escalations	As Board	As Board		MS Teams	Summary notes	Focus on need to make timely decisions; and for Chair to decide whether items can be considered by a virtual (email) meeting, a virtual (video conference).	n/a as not COVID-19 related
Oxfordshire Primary Care Commissioning Committee	Ros Kenrick	Duncan Smith, Lay Member for Finance	Roger Dickinson, Lay Vice Chair	If no Lay member present, not quorate	Decisions by AO and Clinical Chair after consulting 2 other Board members (1 Lay member).	As Board	As Board	07-May	MS Teams	Full minutes	Two parts to agenda; one to cover response to and impact of COVID-19. Second to cover "BAU" by exception; anything requiring decision to have usual level of appraisal	Light papers, virtual meetings, verbal updates to Chair outside meetings for assurance
Oxfordshire Primary Care Commissioning Operational Group	Sue Keating	One of 3 GP leads of Primary Care	Julie Dandridge, Deputy Director, Head of Primary Care	n/a	Members may send deputies	As Board	As Board	19-May	MS Teams	Summary notes	OPCCOG reports to OPCCC	tba
Primary Care Estates Group		Gareth Kenworthy, Director of Finance	Julie Dandridge, Deputy Director, Head of Primary Care	n/a	n/a recommendations made to OPCCC	As Board	As Board	19 May 16 June	MS Teams	Summary notes	Reviewing business to determine if meetings required	
Clinical Ratification Group	Linda Adhana	OCCG Board member	Sula Wiltshire, Director of Quality/Board Nurse	n/a	Deputies can be nominated and agreed in advance	As Board	tbd	As required	MS Teams	Summary notes	Terms of reference and membership revised (more clinical) for the purpose of ratifying guidance related to addressing COVID-19	Meetings being held as required (up to 2 per week). Papers being circulated for decision as need arises.

**COVID-19 Specific and temporary framework of meetings, their arrangements and decision making contingencies**


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Area Prescribing Committee	Ailsa Whyte/Louisa Griffiths	GP Clinical Lead for Medicines Optimisation	Head of Medicines Optimisation	n/a	If members, and their agreed deputies, are absent from two consecutive meetings the Chair will consider the course for			weekly on Tuesdays	MS Teams	Summary notes	urgent decisions can be made via email, otherwise once weekly MS Teams meeting held	Papers being circulated for decision as need arises.
Information Governance Steering Group	Russell Carpenter	Alternates between directors from OCCG and BCCG	n/a	n/a	Decisions can be ratified virtually by members unable to attend	As Board	As Board	Quarterly - next one due 11 June	MS Teams	Summary notes	DSP Toolkit submitted in March	Review need for June meeting in mid-May
Better Care Fund JMG	Julietta Estremadoyro	Councillor Lawrie Stratford	Nominated deputy unless otherwise agreed by the partners.	n/a	Deputies can be nominated and agreed in advance. Quoracy is 2 members from each organisation.	The Council: Director of Adult Social Care The OCCG: Director of Finance COO & Deputy Chief Executive	Nominated deputies	01-Jun	Virtual	Full minutes		Virtual meetings on dates planned.
Adults with Support Needs JMG	Julietta Estremadoyro	Dr David Chapman	Nominated deputy unless otherwise agreed by the partners.	n/a	Deputies can be nominated and agreed in advance. Quoracy is 2 members from each organisation.	The Council: Director of Adult Social Care The OCCG: Director of Finance COO & Deputy Chief Executive	Nominated deputies	28-May	Virtual	Full minutes		Virtual meetings on dates planned.