

Agenda Item: 14**Meeting:** Oxfordshire CCG Board

Date of Meeting	16 March 2021
Title of Paper	Corporate Governance Report
Lead Director	Catherine Mountford, Director of Governance
Author(s)	BOB CCGs Governance Leads
Paper Type	Assurance
Action Required	The Board members are asked to note the attached paper as assurance

Executive Summary

This report provides an assurance summary in relation to governance matters.

NHS Buckinghamshire, Oxfordshire and Berkshire West (BOB) CCGs Governing Bodies March 2021: Corporate Governance Report

Introduction

This report provides an assurance summary in relation to governance matters.

1. Conflicts of Interest

1.1 Annual and quarterly self-certifications

CCGs are required to demonstrate compliance with the conflicts of interest indicator within the NHS England Oversight Framework. CCGs submit to NHS England quarterly and annual self-assessments.

Collection was suspended by NHS England during 2020/2021. However the CCGs have continued to complete self-assessments for their own assurance purposes; details are published on individual CCG websites. As at Q3 (October to December) there was full compliance with no conflicts of interest policy breaches reported.

1.2 Training compliance

Self-assessments include training compliance with three modules, all of which require 100% relevant staff offered and 90% to complete by 31 January each year.

Training modules	Compliance (up to 31 Jan)		
	BU	OX	BW
Module 1: Buckinghamshire and Berkshire West - All CCG staff. Oxfordshire – named decision making staff only	83%	79%	97%
Module 2: individuals in decision-making roles, e.g. managers of contracts, commissioning etc.	100%	100%	100%
Module 3: Senior CCG staff with high exposure to conflicts of interest, e.g. governing body members, directors and GPs.	99%	100%	100%

2. COVID-19: Decision Log and statutory duties / primary care “Reasonable costs” returns to NHS England

Legal experts previously urged CCGs, social care workers and NHS providers to ensure they are maintaining accurate records and to keep a clear audit trail that shows why and how decisions are being made. This is in respect of future risk of investigations and inquiries as regards deprivation of liberty, neglect, safeguarding, and potential gross negligence manslaughter.

BOB CCGs have had arrangements in place since the outset of the pandemic, albeit with some content and reporting differences. With regard to details for CCG primary care member practices to claim their “reasonable costs” associated with additional COVID-19 expenditure, this is reported through Finance Committees.

Use of the Seal

There have been no uses of the Seal in the period December 2020 – February 2021

Single Tender Action Waivers: December 2020 – February 2021

Supplier	Justification	Cost
Dr Thoreya Swage, 35 Weydon Lane, Farnham, Surry, GU9 8QG	Independent evaluation of the Integrated Respiratory Team pilot undertaken by Dr Thoreya Swage, Dr Sian Rees and Dr Rafeal Perrera. The waiver is for the final payment instalment of the qualitative part of the evaluation. The provider is specialist in this area and there was a need to arrange quickly in order to commence evaluation. The provider was commissioned to provide evaluation via decision by the IRT Joint Project Board.	£13,300 (final instalment) + VAT
JACK Media Oxfordshire Ltd, Chilbrook, Suite 4, Oasis Business Park, Stanton Harcourt Road, Eynsham, Oxford, OX29 4TP	Advertising on Jack FM and Jack the benefits of having a winter plan to stay well and promoting the benefits of getting the flu vaccine. Jack FM is the only radio station to cover Oxfordshire and reach the required demographics. Advertising on Jack FM last year was instrumental to the CCG reaching their targets of people vaccinated. This year with COVID-19 circulating it is more important than ever to promote the importance of the flu vaccine to the whole community. A multi-channel approach to make sure of reaching everyone, including online, is being used.	£6,434
OneAdvanced, Castleford, West Yorkshire, WF10	Provision of Docman Connect contract (cloud-based version of EDT Hub) for Oxfordshire. OCCG has utilised the Docman EDT Hub since 2010. This is used to facilitate clinical document transfer from Oxford University Hospitals NHS Foundation Trust to Oxfordshire GP Practices. The investment represents the next phase in the management of clinical documentation transfer process, pending the development of a longer-term strategic plan.	£100,850 ex VAT (2 yr licence @ £45,600 plus implementation £9,605)
Canon (UK) Ltd, 5 The Square, Stockley Park, Uxbridge, UB11 1ET	Replacement of photocopiers in Jubilee House. As part of the insourcing the current lease arrangement was reviewed. The new lease represents an annual saving of £2,531.76. The requisition is under Lot 1 – CCS RM3781 Framework Agreement. This is a direct award to Canon being sole supplier under this framework.	Lease: £13,211.40 Support: £1,125.00
Capsticks Solicitors LLP, 1 st	Call off of Legal Services. OCCG has a range of small individual issues that	£11,130.30

George's House East, 1 St George's Road, Wimbledon, London, SW19 4DR	require legal advice/support. They are variable in size and in occurrence. The use of a call-off approach is proposed as it would not be effective to commission each set of advice separately. The CCG has an established link with Capsticks.	
Channel 3 Consulting, 21 Queen Elizabeth Street, London, SE1 2PD	Review of the Proforma and PC dataset service resource model, market evaluation and recommendations development. There was a need for urgent action as there were concerns over service resilience.	£10,000.00 plus VAT
Fletcher Network Ltd, 8 Downside End, Headington, Oxford, OX3 8JF	Implementation of network connectivity for the Marcham Road surgery extension. Fletcher Network Ltd is a known and trusted supplier of network solutions across Oxfordshire and the preferred supplier of Oxford University Hospitals NHS Foundation Trust, who are contract by South Central and West to provide network support across the GP IT Estate. The work is required to enable GPs to be able to work in their new extension – particularly critical due to the pressures on practices created by the COVID pandemic, and the single tender waiver ensure a trusted supplier can progress the work promptly and ensure full business continuity remains in place.	£17,953.95 inc VAT
Healthcare Computing Ltd, Ringwood, Hampshire, BH24 3SB	The provision of computer desktop engineering resource to support the roll-out of the GP IT 19/20 PC refresh scheme. Healthcare Computing has been supporting Oxfordshire GP IT estate for a number of years. They have system knowledge and are also able to respond quickly to meet GP IT Capital constraints and to maximise the value of the GP IT assets.	£79,900 ex VAT
National Association of Primary Care (NAPC), 5 th Floor, 20-21 Cavendish Square, Marylebone, London, W1G 0RN	Create and undertake a search of the practice registers of 22 practices in Oxfordshire with the highest number of patients living in the 20% most deprived areas (in the UK). Working with those practice to create named patient lists and a subset of patients who are BAME in order to target them for holistic health checks to reduce COVID risk and impact on inequalities. The NAPC are already working with many of the practices in the 20% most deprived areas. They already have the relationships and have undertaken some initial analysis that can be built on saving money and time. The work will future proof OCCG for ongoing work the CCG wishes to do in deprived areas with these practices. NAPC can also bring knowledge and experience of working with primary care on issues of inequality across the country enabling us to learn from them and adopt best practice.	£37,400
Positive Response training and consultancy; Theresa	NHSE agreement to budget of £20k for use by OCCG of specialist consultants to look at clinical formulation and support to clinical team for individual patient with	£5,440.00 for each supplier

Joyce; Professor Sandy Toogood	recommendation report.	
QES – Holistics – QES, Unit 3, Damery Works, Damery Lane, Woodford, GL13 9JR	Child Death Review Cloud system for use across the Oxfordshire Safeguarding partnership to meet statutory reviewing and reporting functions. This system also links directly into the mandatory national child mortality database reducing reporting requirements for the DCOP coordination team. . This provider is the NHS digital provider of the national mortality database system and the only one in existence with the statutory functioning capability for the whole child death review process. This is a reoccurring annual cost to support the system and ensure it remains updated in line with changing national requirements.	Holistix eCDOP £6,187.83; annual eCDOP module licenses £2,822.51; consolidated Form A Module £715.27
EMIS Health, Rawdon, Leeds, LS19 6BA	EMIS Web GP system migration for Sibford Surgery with associated training and engineer support. EMIS is the sole provider of this records system and the only one able to provide the transition.	£7,302.00
Storacall Technology Ltd (trading as X-On), Technology Centre, Station Road, Framlingham, Suffolk, IP13 9EZ	Purchase of 138 handsets to support the Oxfordshire GP VOIP (X-On) solution, using the GP IT 20-21 allocation. This allows all three practices in the Northgate House move to have common telephony. The system is the supported OCCG VOIP (telephony) standard across Oxfordshire.	£24,840.00 ex VAT
Active Oxfordshire, 2 nd Floor, Marlborough House, 69 High Street, Kidlington, OX5 2DN	Active Oxfordshire Go Active Get Healthy Diabetes Programme: a physical activity programme dedicated to people with diabetes. Fully documented programme and Memorandum of Understanding agreed with Active Oxfordshire. Revised and diversified model for 2020/21 will support people with diabetes to remain physically active during COVID-19 pandemic. Programme is a partnership between Active Oxfordshire and Oxfordshire District Councils that also contribute resource. As a result no other provider is able to do this programme.	£60,000 for period 1 October 2020 to 30 September 2021
South Central Ambulance Service NHS Foundation Trust (SCAS), 7-8 Talisman Road, Bicester, Oxon, OX26 6HR	The 5YFV Next Steps makes a commitment to rolling out standardised Urgent Treatment Centres (UTCs) which will be open 12 hours a day, seven days a week, integrated with local urgent care services. Services not suitable for development as a UTC are required to close or become integrated with primary care. Chipping Norton First Aid service is delivered from Chipping Norton Health	£131,956 per annum

	<p>Centre. The service currently provided by SCAS is open 17.00 – 21.00 Monday to Friday and 10.00 – 21.00 at weekends and Bank Holidays. The service has been running as a pilot since 2011. A review of the activity has shown a ‘stand-alone’ unit does not provide a stable and sustainable service however; the service is highly valued by the local community. The CCG wishes to continue to provide this service for the local population and demand does not support the development of a UTC. Due to the rural location it is a requirement of the contract that the provider is able to respond to Category 1 999 calls in times of extremis. Other practices signed up to the Minor Injuries LES will continue to see patients under that scheme.</p> <p>The £131,956 per annum is a block for 2,700 – 2,900 attendances per year. There will be no variation in payment for activity of plus or minus 5%: 2,565 – 3,045. In the case of over or under activity greater than 5% an additional payment or rebate will be due. This will be charged at the OCCG primary care Minor Injuries LES rate. The existing Minor Injury LES for 2019/20 is £30.60 per attendance. This rate will vary year on year.</p>	
EMIS Health, Yeadon, Leeds, LS19 7BY	Re-provision of EMIS Enterprise Search & Reports software for Oxfordshire CCG practices, plus additional licences for Medicines Management Team. The licence renewal is needed to support the existing Business Intelligence statutory reporting for Oxfordshire GP Practices. It also supports the publishing of the existing Diabetes Dashboard across Oxfordshire, and is being used by OCCG Medicines Management.	£22,386.70 ex VAT
Oxford Against Cutting	A multi-agency report, the Thames Valley BAMER Project Report, highlights barriers to people from BAED (Black, Asian and Ethnically Diverse) groups accessing support services. OCCG safeguarding team on behalf of the BOB Safeguarding ICS Partnership has secured project funding from NHSE to develop resources that can raise awareness of Domestic Abuse in these communities using video and workshops. The NHSE funding is matched by funding from Oxfordshire County Council Public Health. The provider is used regularly for Domestic Abuse and violence against women support, particularly around Female Genital Mutilation. They have an active relationship with the community the project is focused on.	£30,000

Declaration of Hospitality: December 2020 – February 2021

There have been no declarations of hospitality in the period December 2020 – February 2021.

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	06-Mar-21
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	10-Feb-21
Dr Ed Capo-Bianco	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 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 Standing Declaration	19-Feb-21
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-Nov-20
Jo Cogswell	Director of Transformation	None	N/A	N/A	None	N/A	N/A	N/A	09-Mar-21
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 5. Indigo Silver Neuroimaging 6. NHS England / Improvement	Financial Non-financial personal Financial Financial Financial Financial	Direct Indirect Direct Indirect Direct Direct	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 5. Director 6 Seconded as interim Deputy Medical Director of Primary Care	2017 2010 Mar-19 Apr-19 May-19 Oct-20	Current Current Current Current Current 31-May-21	Standing Declaration Standing Declaration Standing Declaration Standing Declaration Standing Declaration Standing Declaration	03-Mar-21
Heidi Devenish	Practice Manager Representative (non-voting)	1. Summertown Health Centre	Financial	Direct	1. Business Practice Manager	Nov-16	Current	Standing Declaration	10-Feb-21

		3. Great Western Hospital NHS Foundation Trust	Non-financial personal	10Indirect	3. Husband is Director of Pharmacy & Medicines Optimisation, Associate Deputy Director for Diagnostics and Outpatients Division, Trust Controlled Drug Accountable Officer	2018	Current	Standing Declaration	
		4. Primary Care Network	Financial	Indirect	4. Practice is a member of OPCN08 Healthier Oxford City Network	Apr-19	Current	Standing Declaration	
Roger Dickinson	Lay Member Lead for Governance and Vice Chair (voting)	None	N/A	N/A	None	N/A	N/A	N/A	10-Feb-21
Dr Sam Hart	Network Clinical Director	1. Islip Medical Practice	Financial	Direct	1. GP Partner	Apr-19	Current	Identification of conflict at relevant meetings and exception for decision making process as appropriate	11-Feb-21
		2. Parkrun	Non-financial personal	Direct	2. Champion for Parkrun (Islip is a Parkrun Practice, SH is nominated GP)	Apr-19	Current	Identification of conflict at relevant meetings and exception for decision making process as appropriate	
		3. Primary Care Network	Financial	Indirect	3. Practice is a member of OPCN04 Kidlington, Islip, Woodstock and Yarnton (KIWY)	Apr-19	Current	Standing Declaration	
		4. North Oxford Crematorium	Financial	Direct	4. Medical Referee paid to verify administrative details of people due for cremation; paid by Memoria who own crematorium	Oct-20	Current	Standing Declaration	
Dr Shelley Hayles	North Locality Clinical Director	3. NHS England	Financial	Direct	3. Employee	2017	Current	Standing Declaration	10-Feb-21
Diane Hedges	Deputy Chief Executive and Chief Operating Officer (non-voting)	1. Diane Hedges Ltd	Financial	Direct	1. Managing Director	Mar-14	Current	Standing Declaration	19-Feb-21
		2. Helen and Douglas House Charity	Non-financial personal	Indirect	2. Niece has commenced employment with the Charity	Jan-19	Jun-20	Standing Declaration	
		3. Integrated Respiratory Pilot Project	Non-financial professional	Direct	3. Involvement in the Boehringer Ingelheim Respiratory Project as Chair of the Joint Project Board for the Integrated Respiratory Pilot Project	Mar-19	Dec-20	Standing Declaration	
		4. Oxford Health NHS Foundation Trust	Non-financial personal	Indirect	4. Niece employed by the Children and Adolescent Mental Health Service (CAMHS)	Jun-20	Current	Standing Declaration	
		5. Oxford Brookes University	Non-financial professional	Direct	5. Advisory Board member for research project	Feb-21	Current	Standing Declaration	
Dr James Kent	Accountable Officer and Executive ICS Lead Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System	1. Hall Practice and Chalfonts PCN	Non-financial personal	Indirect	1. Wife is employed as a senior Pharmacist	May-20	Current	Standing Declaration	26-Nov-20
		2. Porthaven	Non-financial personal	Indirect	2. John Storey, Porthaven Chief Executive, is a friend	May-20	Current	Standing Declaration	
		3. Curzon Partners Ltd	Financial	Direct	3. Director	May-20	Current	Standing Declaration	
		4. The Royal Foundation COVID-19 Grant Response Fund Committee	Non-financial professional	Direct	4. Member of the Committee	Jun-20	End 2020	Standing Declaration	
Gareth Kenworthy	Director of Finance (voting)	1. Oxfordshire Infracare LIFT	Financial	Indirect	1. Director	Jul-17	Current	Review at meetings as required/standing declaration	10-Feb-21

		2. Oxford University Hospitals NHS Foundation Trust	Non-financial professional	Indirect	2. Member of the Council of Governors	Jan-18	Current	Review at meetings as required/standing declaration	
		3. Integrated Respiratory Pilot Project	Non-financial professional	Direct	3. Involvement in the Boehringer Ingelheim Respiratory Project as member of the Joint Project Board for the Integrated Respiratory Pilot Project	Mar-19	Dec-20	Standing Declaration	
		4. Integrated Care System (ICS)	Financial	Direct	4. 2 day per week secondment as ICS Finance Lead	Mar-19	Current	Standing Declaration	
		5. Age UK Oxfordshire	Non-financial personal	Indirect	5. Wife provides sports therapy services under the 'Generation Games' contract OCCG has with Age UK	Nov-19	Current	Standing Declaration	
		6. NHS Professionals / Buckinghamshire Healthcare NHS Trust	Non-financial personal	Indirect	6. Son is working at BHT via NHS Professionals. This is while on his placement year from university	Oct-20	Current	Standing Declaration	
Catherine Mountford	Director of Governance and Business Process (non-voting)	1. Bouygues UK	Non-financial personal	Indirect	1. Daughter works on the Oxford University Hospitals NHS Foundation Trust Helpdesk	Oct-20	Current	Standing Declaration	11-Feb-21
Guy Rooney	Medical Specialist Advisor (voting)	2. Thames Valley Clinical Senate	Non-financial professional	Indirect	2. Member	Jul-19	Current	Standing Declaration	11-Feb-21
		3. Great Western Hospital NHS Foundation Trust	Financial	Direct	3. Consultant	Jun-19	Current	Review at meetings as required/standing declaration	
		4. Oxford Academic Health Science Network (AHSN)	Financial	Direct	4. Medical Director	Jun-19	Current	Review at meetings as required/standing declaration	
		5. NHS Benchmarking Network	Non-financial professional	Direct	5. Steering Group Member	May-19	Current	Standing Declaration	
Duncan Smith	Lay Membr (voting)	1. Dudley Smith Ltd Management Consultants	Financial	Direct	1. Partner	2013	Current	Standing Declaration	10-Feb-21
Dr Andy Valentine	Network Clinical Director	1. Dr Leaver and Partners	Financial	Direct	1. Salaried GP	Feb-18	Current	Standing Declaration	16-Feb-21
		2. Royal Berkshire Hospital	Non-financial personal	Direct	2. Wife employed as an anaesthetist	2015	Current	Standing Declaration	
		3. Primary Care Network	Financial	Direct	3. Practice is a member of OPCN07 Oxford Central	Apr-19	Current	Standing Declaration	
Louise Wallace	Lay Representative - Patient and Public Involvement	2. Health Behaviour Research Consultancy Ltd	Financial	Direct	2. Managing Director	Oct-15	Current	Standing Declaration	Left OCCG 31/12/2020
		3. General Dental Council	Financial	Direct	3. Lay Member Fitness to Practice Panel	Jun-15	Current	Standing Declaration	
		5. UK Public Health Register	Non-financial professional	Direct	5. Director and Trustee	Sep-16	Current	Standing Declaration	
		6. Open University	Financial	Direct	6. Part-time Professor of Psychology and Health	Apr-16	Current	Standing Declaration	
		8. Social Work England Fitness to Practice Tribunals	Financial	Direct	8. Lay Adjudicator	Sep-19	Aug-23	Standing Declaration	
Sula Wiltshire	Director of Quality/Lead Nurse (voting)	1. Oxford University Hospitals NHS Foundation Trust	Non-financial personal	Indirect	1. Daughter is employed as a Nurse	2007	Current	Standing Declaration	12-Feb-21
		2. Oxford Health NHS Foundation Trust	Non-financial professional	Indirect	2. Appointed Member of the Council of Governors	Jan-16	31-Jan-21	Review at meetings as required/standing declaration	