

Agenda Item 15

Meeting: Buckinghamshire, Oxfordshire, and Berkshire West CCGs (BOB) Governing Bodies Meetings in Common (in public)

Date of Meeting	13 January 2022
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 Committee Members are asked to: note the contents of the report as assurance.

Executive Summary

The BOB wide Corporate Governance Report contains the following:

- Conflict of interest returns
- Declarations of Interest, Gifts & Hospitality
- Freedom of Information
- Statutory and Mandatory Training
- Single Tender Action Waivers
- Use of Seals

1. Conflicts of Interest

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, CCGs have continued to complete self-assessments for their own assurance purposes; details are published on individual CCG websites. There have been no conflicts of interest policy breaches in Quarter 2 (July – Sept).

Self-assessments include training compliance with three modules. Compliance rates as of 30 November 2021:

Buckinghamshire CCG		Oxfordshire CCG		Berkshire West CCG	
Training module	Percentage Compliant	Training module	Percentage Compliant	Training module	Percentage Compliant
Level 1	96.1%	Level 1	96.4%	Level 1	99.2%
Level 2	97.3%	Level 2	100%	Level 2	100%
Level 3	100%	Level 3	100%	Level 3	100%

Declaration of Interest/Register

Governing Body members are asked to check their current Declarations of Interests and advise any changes or amendments.

- No conflicts of interest policy breaches recorded to date.

2. Gifts, Hospitality, Sponsorship and Joint Working Agreements

2.1 The following declarations of hospitality in the period Q2 (July – Sept) are reported as follows:

Buckinghamshire CCG:

Name	Position	Declined/ Accepted	Date of Receipt	Details of Gift / Hospitality	Estimated Value	Supplier / Offeror Name and nature of business
Toby Gillman	Chief Clinical Information Officer	Declined	10 Oct 2021	Demonstration Invitation: Travel & Accommodation	£230	Klinik Healthcare Solutions

Oxfordshire CCG:

Name	Position	Declined/ Accepted	Date of Receipt	Details of Gift / Hospitality	Estimated Value	Supplier / Offeror Name and nature of business
Hilary Munube	Infection Prevention & Control Lead	Accepted	27 Sept 2021	Conference Place	£380	Infection Prevention Society

Berkshire West CCG: None

2.2 No new sponsorship or joint working agreements are known to have been entered into during Quarter 2 (July - Sept).

3. Freedom of Information

a. For Q2 (July-Sept) the following was recorded:

BOB CCGs	FOI requests Received	Responded to within the 20-day timeframe	Breaches Reported
Buckinghamshire	49	48	1
Oxfordshire	65	65	0
Berkshire West	59	59	0
Combined Total	173	172	1

b. The figures provided for October 2021 (M7-Q3) are as follows:

BOB CCGs	FOI requests Received	Responded to within the 20-day timeframe	Breaches Reported
Buckinghamshire	17	17	0
Oxfordshire	27	26	1
Berkshire West	15	15	0
Combined Total	59	58	1

4. Statutory and Mandatory Training

As at the 30 November 2021, the percentage of staff who are fully compliant with all statutory and mandatory training requirements were reported as follows:

BOB CCGs	* Compliance (July 2021)	Compliance (November 2021)
Buckinghamshire CCG	90%	91.2%
Oxfordshire CCG	84.5%	90%
Berkshire West CCG	98.5%	94%
Joint CCG Score	91.9%	91.6%

* The July figures are provided for comparison.

5. Register of Single Tender Waivers 2021 – 2022

The following Single Tender Action Waivers have been approved in 2021/2022:

Single Tender Action Waivers: September 2021 – December 2021

Supplier	Justification	Cost
Clarity Consulting Associates Ltd, Honeysuckle Cottage, Hazeldene Road, Liphook, Hampshire GU30 7PH	In order to deliver the Discharge to Assess and Home First business cases support is require delivering a Demand and Capacity Model which will greatly improve our understanding of the existing and forecast demand and capacity in the system. Clarity Consulting Associates Ltd is a consultancy firm which works mostly with the NHS in England. They have enough scale to offer high levels of resilience and confidence in their ability to deliver and are small enough to ensure that all our work is overseen by a dedicated and highly expert team. They have recently completed assignments providing a comprehensive BI service to a CCG and have substantial experience delivering financial and activity models to support commissioning decisions. Due to the time constraints Clarity Consulting Associates Ltd is the preferred supplier as they have the required skills and able to respond to the requirements quickly to support the business case	£37,500 plus VAT
DELL CORPORATION LTD	Replacement laptops to cover those out of warranty and new laptops for employees, 30 laptops – to be funded out of Capital allocation for the CCG.	£23,250 plus VAT
RKSS LTD	Extension to contract covering consultancy fees for T Kinsella Jul to Sept in delivery of BI reporting for the ICS and vaccination programme.	£37,500 plus VAT and Expenses
South Central and West CSU	TPP Strategic Reporting GP Data Extractions via the NEL CSU System One Gateway. SFTP Transfer of extracted files to Graphnet - Support 01/08/21 - 31/03/22.	£7,214, No VAT

Supplier	Justification	Cost
Away from my Desk	Extension of licences which allow remote workings in GP Practices by staff and GP's. Will be replaced in the future with One - network.	£16,564 plus VAT

Oxfordshire CCG

Single Tender Action Waivers: September 2021 – December 2021

Supplier	Justification	Cost
Fletcher Networks, Headington, Oxford	A contractor was required to replace a total of 501 Cisco Access Points (APs) throughout the Oxfordshire GP estate. The work included manually mounting/replacing the existing APs with the new Cisco AP model and, where required, replacing ceiling or wall brackets. The company had carried out similar work previously and was known to the CCG.	£14,729.40 ex VAT
HM Revenue & Customs on behalf of Valuation Office Agency, Accounts Receivable, B Spur, South Block, Barrington Road, Worthing, BN12 4XH	To conduct a comprehensive review of GP premises on 3 yearly cycles to ensure that rental reimbursements to GP practices in Oxfordshire are at correct market rate and any new leases practices may enter into are value for money for the NHS. The District Valuer Service is the property services arm of the Valuation office Agency and provides valuation services to the public sector. This is the only organisation that is able to provide this service for Oxfordshire CCG.	£40,000.00
HM Revenue & Customs on behalf of Valuation Office Agency, Accounts Receivable, B Spur, South Block, Barrington Road, Worthing, BN12 4XH	District Valuer instructions for proposed new capital projects. The District Valuer Service is the property services are of the Valuation office Agency and provides valuation services to the public sector. This is the only organisation that is able to provide this service for Oxfordshire CCG.	£40,000 ex VAT
INOVEM, Weston Farm Barn, Newbury Road, Weston, Berks, RG20 8JA	INOVEM Inclusionware is the CCG's online consultation and engagement system Talking Health. The tool enables OCCG to keep an accurate record of people who want to be involved and have their say about the local NHS. Talking Health had a registered membership of 3,565 in August 2021. Talking Health enables the public to engage with OCCG and manage their own details. Similar software is not available elsewhere,	£7,170 net

	<p>but work is underway with INOVEM on developing the Talking Health site further. In addition, with the move to NHS Body in April 2022 it would not be timely to undertake a re-procurement process for another year. The site is customised to fit with the CCG's website and meets the guidelines of the World Wide Web Consortium's Web Accessibility initiative (WAI) and Web Content Accessibility Guidelines (WCAG).</p>	
<p>Oxford Health NHS FT, Corporate Services, Littlemore Mental Health Centre, Sandford Road, Littlemore, Oxford, OX4 4XN</p>	<p>As part of winter planning, it has been recognised that there will be an increase in childhood respiratory illness such as RSV. Winter planning has identified the use of community hubs to support children remaining in the community. As part of the support OUH paediatricians are keen on the use of sats monitors by general practice but there is a need for a sats monitor specific to the under 2s (NHSE provide CCGs with adult sats monitors as part of the CO@H project but currently there are no monitors available specifically for the under 2s). Oxford health has already undergone a procurement process for these sats monitors for their Children's Community Nurses. As these Nurses will be supporting primary care, they have kindly agreed to purchase more sats monitors for general practice on behalf of the CCG.</p>	<p>£73,875</p>
<p>Care Fertility (Northampton) Care Fertility (Woking) Create Fertility Oxford Fertility Unit Thames Valley Fertility Unit</p>	<p>Specialist Fertility provide a range of appropriate assisted conception and preservation of fertility services for patients who meet the eligibility criteria. The service supports Oxfordshire CCG, Buckinghamshire CCG, East Berkshire CCG and West Berkshire CCG. The current Any Qualified Provider (AQP) contract expired on 30 September 2021. The new contract has been awarded to five providers for a period of 2 years commencing 1 October 2021 with the option to extend by a further year. The re-procurement of the AQP Specialist Fertility service contract coincided with the tendering of several contracts. As this is an AQP contract there is an option to open a window to invite additional providers at a later date if required.</p>	<p>£504,000 per annum</p>

Supplier	Justification	Cost
Storacall Technology Limited t/a X-on, 22 Riduna Park, Melton, Suffolk, IP12 1QT	Two circuits are required for the X-on VOIP service used by 42 GP practices in Oxfordshire to allow the COIN network, which connects all the practices together, to connect to the data centres of X-on. Two circuits are required in case one fails. The COIN network also has two hubs for resilience at the John Radcliffe and the Churchill Hospitals. The circuits will connect the hubs to the data centres of X-on. X-on is the incumbent supplier. The estimated cost to switch to another supplier is more than £5.0k and disruption to GP practices phone systems would be a risk. A contract extension for 1 year has been negotiated to ensure Oxfordshire is not tied into a solution and this circuit much beyond the formation of the BOB ICB. X-on is not on a procurement framework having secured the original contract in association with Maintel. SCW procurement team advised the extension by STW.	£24,821.00 ex VAT
Camburg, The Oaks, 3 Village Road, West Kirby, Wirral, CH48 3JN	The Human Resources agenda moving towards creating an ICB is substantial and additional support is required to undertake confirmation of terms and conditions of all 42 BOB GP Clinical Leads. Camburg have been working with Surrey Heartlands ICS on similar work and understand the requirement. Other suppliers were interviewed but only Camburg were identified to have the necessary skills and experience.	Up to £18,750 for 15 days

(Please note: Berkshire West CCGs Single Tender Action Waivers are not reported via its Governing Body)

6. Use of the Seal

Buckinghamshire and Oxfordshire CCGs

There has been no use of the seal during the period of Sept 2021 – Dec 2021.

(Please note: Berkshire West CCGs use of the Seal is not reported via its Governing Body)