

**Agenda Item 15**

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

<b>Date of Meeting</b>	10 March 2022
<b>Title of Paper</b>	Corporate Governance Report
<b>Lead Director</b>	Catherine Mountford, Director of Governance
<b>Author(s)</b>	BOB CCGs Governance Leads/FOI Officer
<b>Paper Type</b>	<b>Assurance</b>
<b>Action Required</b>	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 3 (Oct – Dec).

Self-assessments include training compliance with three modules. Compliance rates as of 28 February 2022:

Buckinghamshire CCG		Oxfordshire CCG		Berkshire West CCG	
Training module	Percentage Compliant	Training module	Percentage Compliant	Training module	Percentage Compliant
Level 1	97.9%	Level 1	100%	Level 1	98.5%
Level 2	100%	Level 2	100%	Level 2	100%
Level 3	100%	Level 3	100%	Level 3	100%

### Declaration of Interest/Register

For CCGs to record all declared interests. Up-to-date registers should be maintained at all times. As a minimum, CCGs should publish register(s) of interests of decision-making staff at least annually.

All staff (including Governing Body members) are prompted to update their declarations of interest or make a nil return where there are no interests or changes to declare. For Buckinghamshire and Oxfordshire CCG, this is carried out on an Annual basis (Feb/March) for Berkshire West CCG, this is carried out Quarterly.

All annually updated registers will be reviewed and taken forward for approval in accordance with each individual CCGs internal processes, before publication on the CCGs websites in April 2022.

In addition to the above, all Governing Body members are asked to check their current Declarations of Interests and advise on any changes or amendments at Governing Body meetings 'in public'.

- No conflicts of interest policy breaches have been recorded to date.

## 2. Gifts, Hospitality, Sponsorship and Joint Working Agreements

2.1 The following declarations of hospitality in the period Q3 (Oct – Dec) are reported as follows:

**Buckinghamshire CCG:** None

**Oxfordshire CCG:** None

**Berkshire West CCG:** None

2.2 No new sponsorship or joint working agreements are known to have been entered into during Quarter 3 (Oct - Dec).

### 3. Freedom of Information

a. For Q3 (Oct-Dec) the following was recorded:

BOB CCGs	FOI requests Received	Responded to within the 20-day timeframe	Breaches Reported
Buckinghamshire	48	45	3
Oxfordshire	62	60	2
Berkshire West	46	46	0
<b>Combined Total</b>	156	151	5

a. The table below indicates the combined compliance of completed requests from the previous quarter(s).

Completed FOI Requests	Total No of requests	Compliant requests	Non-Compliant requests	Compliance Rate
<b>Q1 – 21/22</b>	181	180	1	<b>99.4%</b>
<b>Q2 – 21/22</b>	173	172	1	<b>99.4%</b>
<b>Q3 – 21/22</b>	156	151	5	<b>96.7%</b>

### 4. Statutory and Mandatory Training

As at the 28 February 2022, 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)	Compliance (February 2022)
Buckinghamshire CCG	90%	91.2%	97.0%
Oxfordshire CCG	84.5%	90%	93.1%
Berkshire West CCG	98.5%	94%	95.5%
<b>Joint CCG Score</b>	91.9%	<b>91.6%</b>	<b>95.1%</b>

\* The July and November figures are provided for comparison.

### 5. Register of Single Tender Waivers 2021 – 2022

The following Single Tender Action Waivers have been approved:

Single Tender Action Waivers: November 2021 – January 2022

Supplier	Justification	Cost
<p>Channel 3, Capital Building, Tyndall Street, Cardiff, United Kingdom, CF10 4AZ</p>	<p>The contract will provide the Buckinghamshire CCG Digital Transformation Team (DT) with a set of project support services to deliver priority projects over the next five months. Channel 3's Project Partner service provides:</p> <ul style="list-style-type: none"> <li>• On time, high quality delivery</li> <li>• Access to skills and capacity</li> <li>• Agreed resources with firm commitments to specific outputs</li> </ul> <p>The Project Partner service is based on an agreed resource approach that provides access to Channel 3's project mobilisation methodologies plus lessons learnt and best in class insight from the many deployments led by Channel 3. The Project Partner service will provide expert resources to act as senior support.</p> <p>The skill set and capacity required to deliver these projects is not within the CCG, and a full tender would not be timely. Contracting with Channel 3 is essential to maintain the consistency of approach until we reach our next milestone on March 31st.</p>	<p>£240,130 plus VAT</p>
<p>Medacy Ltd, 6 Market Place, Bedale, North Yorkshire, DL8 1EQ,</p>	<p>The Rheumatology department at Buckinghamshire Healthcare NHS Trust (BHT) currently see patients monthly on initiation of a group of drugs known as DMARDs and at least annually thereafter once stable. Extension of the contract with MEDACY LTD to 31/3/22 to cover supply of clinical staff for this DMARD pilot</p>	<p>£106,000 plus VAT</p>
<p>Oviva UK Ltd, 3 Risborough Street, London, SE1 0HF   Office 15.13, The Pinnacle, Leeds, LS1 5AA</p>	<p>Oviva Remote Type 2 Patient Education – purchase of additional places as current contract fully utilised BHT's delivery of education sessions continue to be impacted due to COVID-19 Oviva remote service provides an already successfully adopted and evaluated service for Type 2 patients An increasing number of service users have accessed this delivery option during this contract period and purchased places have now been utilised,</p>	<p>£129,000 plus VAT</p>

	The continued need to provide education to patients to best manage their illness and therefore reduce unwarranted pressure on care services continues to be paramount.	
<b>Supplier</b>	<b>Justification</b>	<b>Cost</b>
RKSS LTD 31 Abbot's Grange Chester CH2 1AJ	Extension to contract covering consultancy fees for T Kinsella Oct to Mar in delivery of BI reporting for the ICS and vaccination programme	£55,200 plus VAT and Expenses
<b>For Information Only</b>	<b>Below £50,000.00 threshold</b>	
AccuRx Ltd, 27 Downham Rd, London N1 5AA	<p>The AccuRx Plus Florey package has been identified as a digital tool to support practices to manage hypertensive patients in the community and encourage self-care as part of the Blood Pressure (BP) at home (BP@Home) project. The Florey package (which includes the Blood Pressure Florey) provides an innovative way for practices to improve BP control in hypertensive patients by home monitoring their average BP using a structured process.</p> <p>It has been agreed that these Floreys are to be purchased across Buckinghamshire, Oxford and Berkshire West (BOB) and that Buckinghamshire CCG will host the contract on behalf of the ICS. The service required to be in place in for December 2021 to enable piloting before the end of March 2022. Therefore, it is not practical to undertake a formal tendering process given the timescales and the costs associated to running a full procurement</p> <p>The CCG can directly call off the contract from a formal NHS-D framework (DFOVCV) as it offers a compliant route to market by providing a comprehensive choice of suppliers and ensures competitive pricing.</p>	£46,615 plus VAT
AccuRx Ltd, 27 Downham Rd, London N1 5AA	The AccuRx Video Consultation (VC) is a tool available in the AccuRx Plus suite of services that allows appointments to take place between a patient and a health care professional over video, as opposed to face to face or over the telephone. Video consultations are often more convenient for patients, saving them time and money and reducing the stress of travelling to their appointments.	£34,000 plus VAT

	<p>The overall cost across BOB for the AccuRx VC extension until 31 March 2022 totals to £41,000. Therefore, the estimated expenditure does not warrant formal tendering procedures. With the national contract coming to an end in December 2021, the timescale precludes a competitive tendering process. The CCG can directly call off the contract from a formal NHS-D framework (DFOCVC) as it offers a compliant route to market by providing a comprehensive choice of suppliers and ensures competitive pricing.</p>	
<b>Supplier</b>	<b>Justification</b>	<b>Cost</b>
<p>Clarity Consulting Associates Ltd, Honeysuckle Cottage, Hazeldene Road, Liphook, Hampshire GU30 7PH</p>	<p>Extension to Phase 1 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. Second phase to develop reporting capabilities. 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</p>	<p>£49,950 plus VAT</p>
<p>AccuRx Ltd, 27 Downham Rd, London N1 5AA</p>	<p>The AccuRx Video Consultation (VC) is a tool available in the AccuRx Plus suite of services that allows appointments to take place between a patient and a health care professional over video, as opposed to face to face or over the telephone. Video consultations are often more convenient for patients, saving them time and money and reducing the stress of travelling to their appointments.</p>	<p>£34,000 plus VAT</p>

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## Oxfordshire CCG

### Single Tender Action Waivers: January – February 2022

Supplier	Justification	Cost
Oxford Academic Health Science Network (AHSN)	<p>Partner contribution to the 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 Oxford AHSN is part of the national AHSN Network, linked into a unique collaborative of expertise and experience, sharing learning, pooling intelligence, and benefitting from a pipeline of emerging and proven solutions from around the country. Organisations pay a partner contribution. The level of contribution has not changed since 2014.</p>	£37,130.00
Active Oxfordshire	<p>Go Active Get Healthy Diabetes Programme: a physical activity programme dedicated to people with diabetes which is fully documented, and a Memorandum of Understanding is in place. The programme is a partnership between Active Oxfordshire and Oxfordshire district councils that also contribute resource: there is no other provide able to do this programme. The programme links with Active Oxfordshire Move Together programme and there will be greater recording and reporting of outcomes linked to physical activity for the cohort of patients who are referred. The cost is fully funded through the Diabetes Transformation Funding programme and Long Term Conditions programme budget.</p>	£60,000 for period 1 October 2021 – 30 September 2022

<p>QES Holistics</p>	<p>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 CDOP 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. This is a reoccurring annual cost to support the system and ensure it remains updated in line with changing national requirements.</p>	<p>Holistix eCDOP: £6,367.28 Annual eCDOP module licenses: £2,904.36 Consolidated Form A Module: £920.02</p>
<p>Herts Interpreting &amp; Translation Services (HITS)</p>	<p>Provision of bilingual face to face and online (video) interpreting service. The current contract expired on 30 September 2021 and in light of OCCG transitioning to the Integrated Care Board in 2022, a full procurement process may not be the best option at this time. Currently OCCG commissions the interpreting services to provide not only to Oxfordshire GP practices but also to NHS dentists and optometrists (not community pharmacists), so may have a wider effect on any procurement and commissioning of the interpreting services as recent information suggestions that the responsibility for commissioning the general services of NHS dentists, optometrists and community pharmacists is likely to fall within the scope of the ICB. Additionally, OCCG does not have a budget to commission translation services and commissioning as a BOB wide system may be more effective to procure. The contract will be extended until 31 March 2023.</p>	<p>£10,000.00</p>
<p>Language Line Solutions (LLS)</p>	<p>Provision of telephone interpreting service. The current contract expired on 30 September 2021 and in light of OCCG transitioning to the Integrated Care Board in 2022, a full procurement process may not be the best option at this time. Currently OCCG commissions the interpreting services to provide not only to Oxfordshire GP practices but also to NHS dentists and optometrists (not community pharmacists), so may have a wider effect on any procurement and commissioning of the interpreting services as recent information suggestions that the responsibility for commissioning the general services of NHS dentists, optometrists and community pharmacists is likely to fall within the scope of the ICB. Additionally, OCCG does not have a</p>	<p>£15,000.00</p>

	budget to commission translation services and commissioning as a BOB wide system may be more effective to procure. The contract will be extended until 31 March 2023.	
Stand Associates	Strand is a communication and engagement consultancy that provides expert engagement advice and delivery to inform policy, strategy, service design and transformational change programmes. OCCG is working with system partners to develop a new community services strategy and plan for the future of community hospitals. The project could lead to substantial service change and as such requires significant public engagement to be undertaken and possibly a formal NHS consultation. Additional resource to support the public engagement element of the work is required. Stand were contacted along with two other providers and the only organisation that responded to the request. Given the timescales and urgency to start the public engagement work, it was decided to proceed with Stand.	Total £44,785.00 (£3,445 per calendar month [£795.00 per day] for a year project)
AlMediaData Limited (Veulio)	Media monitoring and distribution software for use by OCCG communications and engagement team. The product is known as Veulio and is used daily to log, keep track of and answer media inquiries; compose and distribute media releases; monitor take up of media releases; keep a record of subjects likely to be of interest to media; keep a record of all media contracts; produce reports of media activity. The communications and engagement team have been using the system since 2015. It provides a reliable and value for money service. The cost of the annual contract reduced by £500.00 this year. During the transition period it was deemed preferable to continue with Veulio to avoid extra expense or disruption of the media management function. As OCCG moves into the ICB there will be an opportunity to look at other providers who may offer added value and functions for the larger geography and communications team.	£7,500.00
GB Partnerships (GBP)	Consultancy funded by NHSEI to provide expertise and support in creating a BOB NHS Greener Plan. The precedent of 'Regional Transferability' has already been set as GBP carry out the role in Cheshire and Merseyside Health and Care Partnerships where the GBP Corporate Social Responsibility Manager has acted as Sustainability Lead and built strong relationships at all levels and Cheshire and	£37,500.00

	<p>Merseyside are now seen as an accelerator area for this work. The approach is to leverage a skillset already proven within GBP and recruitment of a dedicated ICS operational net-zero / greener programme manager, dedicated to overcoming an initial inertia in kick starting an ICS wide programme.</p>	
Ardens Health Informatics Ltd	<p>Ardens Pro is a GP referral proforma software service which OCCG and BCCG have purchased for their practices as a managed software solution. A recent risk assessment on previous referral proforma services concluded that Ardens Prop is the best solution to meet local needs. BW CCG has been commissioning a localised referral proforma service. An assessment of 27 key features between this service and Ardens Pro was undertaken in November 2021 which showed Ardens Pro delivered far greater value by providing 16 additional features. There are also a number of additional benefits from the Ardens Pro system. The contract ensures OCCG practices continue using the Ardens Pro service and achieves consistency across the wider ICS and provides standardised clinical templates.</p>	£513,414 ex VAT
Pinnacle Systems Management Ltd	<p>Implementation of the GP Community Pharmacist Consultation Service (CPCS). CPCS offers minor illness consultations to patients within one working day with a community pharmacist. The service allows GP teams to refer patients presenting with minor illnesses directly for a consultation where appropriate. The Pinnacle Management Systems is the only integrated solution currently available for CPCS which provides interoperability between the GP and pharmacy systems. An alternative solution via NHSmail using a clinical template exists but does not incorporate a number of automations. It is considered by NHSEI to be a 'minimum viable product' for CPCS and would lead to greater risk given the level of manual interventions which would be required to implement as it does not interoperate between the GP clinical systems and the pharmacy systems.</p>	£126,238.07 including VAT

*(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 January - February 2022.

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