

MEETING: WBCCG Board

Item Number:

DATE: 22<sup>ND</sup> May 2012

<b>REPORT TITLE:</b>	<b>Chairperson's Report from the WBCCG Corporate Governance Committee Meeting held on 17<sup>th</sup> April 2012</b>
<b>REPORT AUTHOR:</b>	<b>Julie Southworth</b>
<b>PRESENTED BY:</b>	<b>Tony Ellis</b>
<b>RECOMMENDATIONS/DECISION REQUIRED:</b>	<b>For information and noting</b>
<b>EXECUTIVE SUMMARY</b>  <b>Presented to the Board for information and update the Chairperson's Report from the WBCCG Corporate Governance Committee Meeting held on 17<sup>th</sup> April 2012.</b>	
<b>FURTHER ACTION REQUIRED:</b>	<b>None</b>

### CHAIRPERSON'S REPORT

<b>Chairperson's Name</b>	Tony Ellis
<b>Committee Name</b>	Corporate Governance Committee
<b>Date of Meeting</b>	17 <sup>th</sup> April 2012
<b>Name of Receiving Committee</b>	WBCCG Board
<b>Date of Receiving Committee Meeting</b>	22 <sup>nd</sup> May 2012
<b>Officer Lead</b>	Julie Southworth

<b><i>The top 3 risks identified during the meeting &amp; initials of lead with designated responsibility</i></b>		
1.	<b>Board Assurance Framework for WBCCG to be developed. Consider rolling over the 2011/12 BAF in interim</b>	<b>JS</b>
2.	<b>Delivery of the IT SLA with Bridgewater Community Healthcare Trust</b>	<b>PJ</b>
3.	<b>That all topics and items are being reviewed appropriately</b>	<b>JS</b>

<b>Attendance at the meeting#:</b>	Acceptable
------------------------------------	------------

<b><i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i></b>	Yes
---	-----

<b>Narrative report outlining the key issues of the meeting</b>
<p><b>Action Log Updates:</b></p> <ul style="list-style-type: none"> <li>Local Risk Register is now compliant and the action is closed with Merseyside Internal Audit Agency. All three recommendations have been completed.</li> <li>Information Governance will be moving into Communications within the National Shared Service.</li> <li>Tony Ellis is the Equality and Diversity Lead for WBCCG.</li> </ul> <p><b>Terms of Reference:</b></p> <ul style="list-style-type: none"> <li>Membership needs to be revisited. Consider seeking GP representation from other Localities within the WBCCG to broaden representation.</li> <li>Corporate Governance and Clinical Governance meetings to be bi-monthly to ensure continuity.</li> </ul> <p><b>Board Assurance Framework Q4:</b> Final Locality Board Assurance Framework for Q4 circulated defining the position to be handed over to the CCG. Objective 1, protect the public from infections and other threats to their health, marked as green/amber, should possibly be amber/red. Objective 3, To work with GPCC towards achieving the agreed Greater Manchester prescribing targets and the prescribing better care better value indicators, marked as red/amber. Action plan needed. No other issues highlighted.</p> <p><b>Business Continuity Update:</b> Business Continuity work now concluded with a desk top exercise on the 28<sup>th</sup> March 2012. Rag Status is amber and will continue to be picked up, as the Business Continuity Group will still meet. A strategy meeting has been arranged to discuss the way forward.</p> <p><b>Communications:</b> February report circulated for information. Public and Press enquiries 26, Freedom of Information 23, Complaints and PALS 51.</p>

# **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

**IT Update:**

Peter Jenkinson briefed the meeting in relation to the 2011/12 year and the work undertaken during that year. Peter Jenkinson to prepare a report for the next meeting regarding the service performance under the SLA with Bridgewater Community Healthcare Trust.

**Human Resources Update:**

Update circulated, highlighting:

- ALW is working alongside NHSGM to provide regular updates on people and functions mapping.
- All staff have received letters regarding their destination
- HR produce their "What's New" bulletin on a monthly basis with corporate update
- Staff listening sessions still taking place regularly with Trish and Tim
- As part of a wider GM Cluster initiative, NHSALW is preparing to launch the "Career Path" website. This will enable staff to showcase their skills across GM Cluster.

**Accountability Agreement:**

This is made between NHSGM and Wigan Borough Shadow Clinical Commissioning Group, developed by NHSGM. MIAA, Tim Collins confirmed that they had been asked to undertake early audit and this will help towards Authorisation.

**Health and Safety:**

Policy now on Intranet

**Incident Trends:**

Q4 not yet completed, however nothing serious to report.

**Fire Safety:**

New Fire Safety Policy on Intranet. Fire Safety SLA being monitored and evacuation drills for all premises under NHSALW have been scheduled

**Security Management Report:**

SLA being monitored. Currently working with the Local Security Management Specialist around related incident reports.

**Litigation Claims:**

Only 5 cases with NHSLA. No financial risk to the organisation.

**Equality and Diversity:**

Equality objectives and goals made public on Internet by 6<sup>th</sup> April 2012. Regular report to be brought to this group on self-assessment. Important as this could be a potential financial risk factor and needs to be embedded within the organisation.

**Audit:**

Internal Audit Progress Report and Internal Audit Draft Plan for 2012/13 circulated with agenda. The recommendations found in the progress report will be entered on performance accelerator which is a performance monitoring system. Audit Plan for 2012/13 is a draft plan to go through along with other PCT audit plans. Any significant changes to this draft plan will be reported back.

Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Locality GPs to be invited to be part of this Committee	Julie Southworth (Deferred)
IT Services now transferred to Bridgewater. Report to be provided outlining how this service is performing under the draft SLA	Peter Jenkinson
Signage around the WLC could be improved. Clarification needed regarding signing in for CCG members who also have staff passes. This could be a risk in the event of fire.	Tracie Smith
Conflict of Interest, guidance division of responsibility and audit remuneration. Policy to be reviewed	Julie Southworth
What characteristics make a great CCG? Check and balance exercise to make sure that everything is being picked up and also to highlight any gaps.	Julie Southworth

<b>Chairperson's Additional Comments</b>
<b>The Committee is now developing and understanding its role. However, the Committee still needs to be reassured that all aspects are appropriately covered. A check and review will be undertaken to identify any gaps and confirm all topics are being covered.</b>