

**MINUTES OF WILTSHIRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING IN PUBLIC
HELD ON TUESDAY, 02 APRIL 2013 AT 10:00 IN THE CONFERENCE ROOM
AT SOUTHGATE HOUSE, DEVIZES**

Present:

Dr Steve Rowlands	SR	GP Chair
Deborah Fielding	DF	Accountable Officer
Simon Truelove	STr	Chief Financial Officer
Christine Reid	CR	Lay Member
Peter Lucas	PL	Lay Member
Dr Toby Davies	TD	GP Chair, Sarum
Dr Jonathan Rayner	JR	GP Vice Chair, NEW
Dr Celia Grummitt	CG	GP Vice Chair, Sarum
Dr Debbie Beale	DB	GP Vice Chair, WWYKD
Dr Mark Smithies	MS	Secondary Care Doctor

In Attendance:

David Noyes	DN	Director of Planning, Performance and Corporate Services
Mike Relph	MRe	Group Director, WWYKD
Mark Harris	MH	Group Director, Sarum
John Goodall	JG	Associate Director, Public Health (CVD), Wiltshire Council
Tracy Torr	TT	Communications and Engagement Officer
Tony Millett	TM	Press
Diana Hargreaves – Minutes	DJH	Board Administrator, Wilts CCG

Apologies:

Simon Burrell	SB	GP Chair, NEW
Rob Hayday	RH	Head of Project Management
Jacqui Chidgey-Clark	JC-C	Director of Quality and Patient Safety
Maggie Rae	MR	Corporate Director, Wiltshire Council

GOV/13/04a/01 APOLOGIES, WELCOME AND INTRODUCTIONS ACTION

SR welcomed everyone to the inaugural CCG Governing Body meeting noting that the members had been meeting in shadow form for some time. Apologies and additional attendees recorded as noted above.

SR requested questions from the public and explained that in future, these will be tabled in advance.

A member of the public asked the members to introduce themselves which they duly did.

GOV/13/04a/02 DECLARATIONS OF INTERESTS

Members were reminded of their obligation to declare any interests they may have or any issues arising at the meeting which might conflict with the business of the Wiltshire CCG.

No declarations were made.

GOV/13/04a/03 MINUTES OF THE WILTS CCC HELD 19 MARCH 2013

The Committee accepted the minutes as an accurate record.

GOV/13/04a/04 MATTERS ARISING

None.

GOV/13/04a/05 ACTION TRACKER

WILTS/12/11/06a – to roll over to April 23 meeting.
WILTS/13/01/17 – RH waiting for feedback on OD plan sent to the Groups. Group Directors to chase up.

MR/MH/TW

GOV/13/04a/06 FORMAL ACCEPTANCE OF WILTSHIRE CCG TRANSFER SCHEMES

STr presented the paper and explained the transfer process. DF added that the Quality Handover Document had been approved at the last meeting of the Joint PCT Board and had therefore previously been made available to the public.

It was noted that the final official Transfer Schemes document would be sent from the Department of Health in the next two weeks and STr recommended that the CCG accept the Transfer Schemes.

The Committee received and approved the report.

GOV/13/04a/07

FORMAL ADOPTION OF THE WILTSHIRE CCG CONSTITUTION

DF presented the paper explaining that the Constitution contained the guiding principles by which the CCG will govern itself and will be uploaded onto the CCG website which has now gone live – www.wiltshireccg.nhs.uk – along with the Clear and Credible Plan which supplements the Constitution.

PL reiterated the rigorous testing process that the CCG had gone through to gain authorisation, enabling the organisation to be going forward from a good starting point.

SR welcomed Dr Mark Smithies to the Governing Body in his role as Secondary Care Doctor.

MS questioned whether the Equality Impact Assessment had been completed. DF responded saying that this had been completed as part of the authorisation process and the Constitution would need amending to reflect this.

RH

The Committee received and approved the report.

GOV/13/04a/08

DECLARATIONS OF INTERESTS

SR emphasised the importance of members declaring their interests in the new organisation, which will be published on the website by the next Governing Body meeting on 23 April. Members are reminded to send both electronic and hard copy signed declarations to Diana Hargreaves by 15 April at the latest.

All

The Committee noted the report.

GOV/13/04a/09 ANY OTHER BUSINESS

None.

No further business was discussed. The meeting concluded at 10:17hrs.

Date of next meeting: Tuesday 23 April 2013
Public Session 10:00 – 12:30hrs
Private Session 13:00 – 14:00hrs
Conference Room, Southgate House, Devizes

DRAFT