

**NHS SOUTHEND CLINICAL COMMISSIONING GROUP**  
**ANNUAL GENERAL MEETING AND GOVERNING BODY MEETING IN PUBLIC**  
**Thursday, 25<sup>th</sup> September 2014, Boardroom, Suffolk House, 1315h to 1700h**

**AGENDA**

**Part A – Annual General Meeting (AGM) 1315h – 1415h**

13:15	1.	Annual report and accounts	<i>For noting</i>	Dr Paul Husselbee, Clinical Chief Officer	<i>(Attached)</i>
13:30	2.	Challenges from our first year and lessons learned/improvements made	<i>For noting</i>	Charles Cormack, Chair	<i>(Verbal)</i>
13:45	3.	Clinical Chief Officer update	<i>For noting</i>	Dr Paul Husselbee, Clinical Chief Officer	<i>(Verbal)</i>
14:00	4.	Questions from the public	-	All	<i>(Verbal)</i>

14:15 **BREAK**

**Part B – Governing Body Meeting in Public 1420h – 1700h**

14:20	1.	Welcome and Apologies for Absence	<i>For noting</i>	Charles Cormack, Chair	<i>(Verbal)</i>
-	2.	Declarations of Interest <i>To <b>note</b> members' declarations of interest in relation to agenda items</i>	<i>For noting</i>	Charles Cormack, Chair	<i>(Verbal)</i>
-	3.	Minutes of the Meeting held on 31 <sup>st</sup> July 2014 and action log, including Chair's actions taken since the last meeting <i>To <b>approve</b> the minutes and action log of the last Governing Body Meeting in Public</i>	<i>For approval</i>	Charles Cormack, Chair	<i>(Attached)</i>

**Clinical and Service Development**

14:30	4.	Southend's 5-Year Strategic Plan <i>To <b>approve</b> the CCG's strategic plan</i>	<i>For approval</i>	Dr Paul Husselbee, Clinical Chief Officer	<i>(Attached)</i>
14:45	5.	Better Care Fund <i>To <b>approve</b> the resubmission of the Better Care Fund</i>	<i>For approval</i>	Melanie Craig, Chief Operating Officer and Simon Leftley, Director for People, Southend Borough Council	<i>(Attached)</i>
14:55	6.	Resilience Grant <i>To <b>note</b> the CCG's use of the resilience grant</i>	<i>For approval</i>	Melanie Craig, Chief Operating Officer	<i>(Attached)</i>
15:05	7.	Primary Care Strategy <i>To <b>approve</b> the CCG's primary care strategy</i>	<i>For approval</i>	Dr José Garcia, GP Governing Body Member	<i>(Attached)</i>

15:15	8.	Specialist Fertility Services <i>To <b>approve</b> the recommendations in relation to the specialist fertility services policy</i>	<i>For approval</i>	Dr Brian Houston, GP Governing Body Member	<i>(Attached)</i>
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**Quality, Finance and Performance Scrutiny**

15:25	9.	Integrated Performance Report <i>To <b>note</b> the CCG's integrated performance report</i>	<i>For noting</i>	Dr Paul Hesselbee, Clinical Chief Officer	<i>(Attached)</i>
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15:40	10.	BDO Annual Audit Letter <i>To <b>note</b> the annual audit letter from the CCG's external auditors</i>	<i>For noting</i>	David Eagles of BDO	<i>(Attached)</i>
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**Governance and Corporate Business**

15:50	11.	Annual Assurance Review a) <i>To <b>note</b> NHS England's letters to the CCG</i> b) <i>To <b>note</b> FTI's executive summary</i>	<i>For noting</i>	Charles Cormack, Chair	<i>(Attached)</i>
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16:00	12.	Collaborative Agreements for approval <i>To <b>approve</b> the collaborative working arrangements for:</i>  a) South Essex CCGs, and b) <i>Children &amp; Young People's Emotional Wellbeing and Mental Health Service</i>	<i>For approval</i>	Melanie Craig, Chief Operating Officer	<i>(Attached)</i>
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16:05	13.	Chair's action for approval <i>To <b>approve</b> Chair's action taken on Pharmaceutical Rebates</i>	<i>For approval</i>	Charles Cormack, Chair	<i>(Attached)</i>
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16:10	14.	Emergency Preparedness, Resilience and Response (EPRR) Assurance Process 2014/15 <i>To <b>note</b> NHS England's timelines for the CCG's EPRR assurance process</i>	<i>For noting</i>	Dr Paul Hesselbee, Clinical Chief Officer	<i>(Attached)</i>
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16:15	15.	Governing Body Assurance Framework <i>To <b>approve</b> the assurance framework and the CCG's approach to risk management</i>	<i>For approval</i>	Dr Paul Hesselbee, Clinical Chief Officer	<i>(Attached)</i>
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16:20	16.	NHS SCCG Policies <i>To <b>approve</b> CCG policies that have been recommended by the Quality, Finance and Performance Committee</i>  a) <i>Equality and Diversity</i> b) <i>Whistleblowing</i> c) <i>Conflict of Interest</i> d) <i>Reimbursement of expenses (for members of the CCG's patient participation groups)</i> e) <i>Counter Fraud, Bribery and Corruption Policy</i> f) <i>Risk Management Strategy</i>	<i>For approval</i>	Linda Dowse, Chief Nurse	<i>(Attached)</i>
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16:30	17.	NHS SCCG Committee Reports <i>To <b>note</b> the minutes and Chairs' reports from other CCG governing body committees:</i>	<i>For noting</i>	Committee Chairs	<i>(Attached)</i>
		a) Clinical Executive Committee 10/07/2014			
		b) Quality, Finance and Performance Committee 16/07/2014 and 20/08/2014			
		c) Audit and Risk Committee 30/07/2014			
16:45	18.	Questions from Members of the Public relating to agenda items	-	Charles Cormack, Chair	<i>(Verbal)</i>
16:55	19.	Any Other Business		All	<i>(Verbal)</i>
17:00	20.	Close			

Date of Next Meeting: 27<sup>th</sup> November 2014

Please submit apologies for absence to Angela Paradise on 01702 313619 or [angela.paradise@nhs.net](mailto:angela.paradise@nhs.net)

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