

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:13.....

Date of Meeting:23rd March 2018.....

TITLE OF REPORT:	CCG Conflicts of Interest Committee	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Tony Ward	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the Conflicts of Interest Committee meeting held on 9 th March 2018.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Delivery of Year 1 Locality Plan.	
	Joint collaborative working with Bolton FT and the Council.	
	Supporting people in their home and community.	
	Shared health care records across Bolton.	
	Regulatory Requirement	
	Standing Item	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:- <ul style="list-style-type: none"> Conflicts of Interest Mandatory training roll out by 31st May 2018. 	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	Conflicts of Interest Committee.	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED & OUTCOME OF ASSESSMENT:	EIA and an assessment is not considered necessary for the report.	

MINUTES

CONFLICTS OF INTEREST COMMITTEE

Date: 9th March 2017
Time: 12.00pm
Venue: Bevan Room, 2nd Floor, St Peters House

Present:

Tony Ward	Lay Member, Governance (Committee Chair)
Su Long	Chief Officer
Ian Boyle	Chief Finance officer

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
1/18	<p><u>Apologies for Absence</u> Apologies for absence were received from:-</p> <ul style="list-style-type: none"> • Romesh Gupta, Secondary Care Specialist Member. • Zieda Ali, Lay Member, Public Engagement.
2/18	<p><u>Declarations of Interest</u> There were no declarations of interest.</p>
3/18	<p><u>Minutes and Decision Log from 8th September 2017 Meeting</u> The Minutes were approved as a correct record and the decision log noted.</p>
4/18	<p><u>Standing Item – Review of Corporate Registers</u> The Committee reviewed the current corporate registers for:</p> <p><u>Declarations of Interest</u> The register was reviewed and noted. It was noted that a full review of the GP declarations of interest is to be undertaken to refresh the register to include GP partners or individual GPs involved in CCG decision making, as per national guidance.</p> <p>The Committee also reviewed in detail:-</p> <ul style="list-style-type: none"> • The non-consent declarations. • The new clinical lead declarations and how to manage any conflicts arising from the interests declared to protect both the individual and the CCG. • The new staff declarations and noted the Chief Officer has reviewed these in detail. <p><u>Gifts and Hospitality</u> The additions to the register were noted.</p> <p><u>Procurement Register</u> The register was reviewed and noted. It was reported that there have been no further updates from the last report reviewed by the Committee.</p> <p><u>Freedom of Information Report</u> The report was reviewed and noted. The increase in the number of financial information requests was noted. It was agreed to monitor this in future reports.</p>

	<p>It was agreed that a refresh of the Declarations of Interest and Procurement Registers be undertaken.</p> <p>It was also agreed that a process be undertaken to check which forums conflicts of interest may arise to ensure the CCG is acting promptly to any conflicts.</p>
5/18	<p><u>CCG Conflicts of Interest Compliance Training Proposal</u></p> <p>The report detailed the information received from NHS England regarding the different training modules available for CCG staff to complete the conflicts of interest training by 31st May 2018.</p> <p>It was noted that for future years, the training will be built into the CCG's compliance training system.</p> <p>The Committee agreed that Module 1 be completed by the groups identified in the report by 31st May 2018 and that Module 2 be rolled out to identified groups after May.</p>
6/18	<p><u>Commissioning Decisions – Managing Conflicts of Interest</u></p> <p>The Committee received a further update on commissioning decisions taken by the CCG since the last meeting and how conflicts of interest were handled.</p> <p>The Committee noted the update.</p>
7/18	<p><u>Bolton Quality Contract – Review of Internal Processes: Financial Position 2016/17 and Final Report</u></p> <p>The Committee had requested further information to identify those areas that had been changed from last year's BQC to review the areas that have been excluded with no beneficial impact.</p> <p>The Committee had reviewed at the last meeting the process undertaken to arrive at the final payment for each practice. Members had queried, however, the changes proposed to the KPIs due to external factors such as lack of data etc., and needed to understand the reasons why these decisions had been taken and the process followed.</p> <p>The report presented, which had been reviewed by the Primary Care Commissioning Committee (PCCC), evidenced the materiality of the changes proposed to the KPIs. The Chief Officer confirmed that she had undertaken a review process on each KPI change prior to the meeting of the PCCC to review if any practice would have gained financially by the change and whether any Board or Executive members were attached to these practices.</p> <p>The PCCC had reviewed the data item at the meeting and had included comments from the GP representatives prior to excluding them from the final decision. Members were made aware that this is evidenced in the minutes attached to the report. It was noted that for the majority of the KPI changes, the PCCC GP representatives had already achieved the target so did not stand to gain by the change.</p> <p>Members also noted that the minutes from the PCCC meeting also showed that some KPI changes were rejected.</p> <p>The Committee reviewed the process and was assured that a robust process had been undertaken to ensure no GP linked with the CCG business would have gained from the decisions made. This was further assured by the knowledge that the CCG Chief Officer is aware of the individual practices in advance of the PCCC meeting and confirms to the PCCC Chair that no Board/Executive members are due to gain on any of the changes proposed.</p> <p>The Committee agreed to the process undertaken to review any materiality by practice to the KPI changes made to the Bolton Quality Contract for 2016/17.</p>

8/18	<p><u>Minutes from the Part 1 and Part 2 Primary Care Commissioning Committee meetings held on 12th October, 14th December 2017 and 8th February 2018</u></p> <p>The Minutes were reviewed. The Committee noted that declarations of interest had been appropriately managed by the Committee and exclusions taking place as appropriate.</p>
9/18	<p><u>Any Other Business</u></p> <p>There was no further business discussed.</p>
10/18	<p><u>Chair reflection on significant decisions/actions/risks that may need reporting to the Board through these Minutes</u></p> <ul style="list-style-type: none"> • Conflicts of Interest Mandatory training roll out by 31st May 2018.
11/18	<p><u>Time and Date of Next Meeting</u></p> <p>Agreed as 8th June 2018 at 12.00pm in the Bevan Room, 2nd Floor, St Peters House.</p>