

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:14.....

Date of Meeting:29th June 2018.....

TITLE OF REPORT:	CCG Conflicts of Interest Committee	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Tony Ward, Committee Chair	
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 8 th June 2018.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Delivery of Year 3 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"> • Completion of Module 1 training by the majority of staff. • Actions taken following the annual audit review of conflicts of interest. 	
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: 8th June 2017
Time: 12.00pm
Venue: Bevan Room, 2nd Floor, St Peters House

Present:

Tony Ward	Lay Member, Governance (Committee Chair)
Su Long	Chief Officer
Romesh Gupta	Secondary Care Specialist
Zieda Ali	Lay Member, Public Engagement

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
11/18	<p><u>Apologies for Absence</u> Apologies for absence were received from:-</p> <ul style="list-style-type: none"> • Ian Boyle, Chief Finance Officer.
12/18	<p><u>Declarations of Interest</u> There were no declarations of interest.</p>
13/18	<p><u>Minutes and Decision Log from 9th March 2018 Meeting</u> The Minutes were approved as a correct record and the decision log noted.</p>
14/18	<p><u>Standing Item – Review of Corporate Registers</u> The Committee reviewed the current corporate registers for:</p> <p><u>Register of Interests</u> The register listed the additions/changes in red to the full register as per the Conflicts of Interest Committee’s recommendations. It was reported that the GP declarations of interest have currently been removed as a full review of the register is now being progressed, and there is only a requirement to record interests from practice GP partners and any individual directly involved with the business or decision-making of the CCG (including NIL responses) 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>Register of Conflicts of Interest Breaches</u> The new draft register, which has been reviewed by the Executive and Audit Committee was reviewed. It was noted this has now been published on the CCG website.</p> <p><u>Procurement Register</u> The procurement register had been updated and was presented to the Committee. It was noted that this will be published on the web once the Committee has reviewed the draft register.</p>

	<p><u>Register of Gifts and Hospitality</u> No further additions to report from the report received at the last meeting.</p> <p><u>Freedom of Information Q3 Report</u> The report was noted.</p> <p>The Committee noted the work in progress to review the declarations of interest register, which would include an annual update of declarations where individuals will be required to update their forms.</p> <p>A review of the CCG's policy on anonymised breaches would be undertaken to ensure this is up to date to reflect publication of the register on the website.</p>
15/18	<p><u>CCG Conflicts of Interest Compliance Training – Update on Completion of Module 1</u> The national conflicts of interest training, module 1, has now been rolled out to specific groups of staff involved in commissioning or procurement decisions on behalf of the CCG.</p> <p>Due to the transfer of HR/OD services to Bolton FT, there was a slight delay in rolling this training out and individuals have had around 2 weeks to complete the training by the deadline of 31st May 2018.</p> <p>It was reported that, to date, 47 out of 59 individuals have completed the training and further work over the next two weeks will be undertaken to ensure full compliance.</p> <p>Access issues seem to have been a problem for some individuals, as this training has to link with Bolton FT's system and an external training system. It was noted that for future years, the training will be built into the CCG's compliance training system.</p> <p>Members discussed the training package and highlighted the reference made in the training to non-financial professional and career enhancements. It was agreed that a check on whether this is referred to in the national guidance would be undertaken.</p> <p>Following discussions at the Board Development session on issuing of meeting papers to individuals with conflicts of interest, the Committee reviewed the process and agreed that the majority of the CCG's decision making is through the Board. Part 1 board papers are public documents and therefore there is no requirement not to send papers to members who may have a conflict of interest. However, the Committee agreed that further vigilance is required when dealing with commercially in confidence papers presented in Part 2 board meetings and also with papers presented to Remuneration Committee meetings. Other committees should discuss internally with the Conflicts of Interest Guardian or Chief Officer prior to sending papers where potential conflicts of interest may arise to agree how these should be handled in terms of viewing meeting papers.</p> <p>The Committee noted the completion of module 1 training and agreed that Module 2 and 3 will be rolled out to identified groups from July. A proposal and realistic timescales for completion of these modules would be agreed and shared with the Committee.</p> <p>A review of the national guidance on non-financial professional and career enhancements would be undertaken and confirmed to the Committee.</p>
16/18	<p><u>Commissioning Decisions – Managing Conflicts of Interest</u> The Committee was informed that there were no further commissioning decisions to report since the last report presented to the Committee in March.</p>

17/18	<p><u>Conflicts of Interest Annual Audit Review – Review of Action Plan</u></p> <p>The Committee received the annual audit report from MIAA. Attached to the report was the CCG's update on the recommendations from MIAA which were reviewed by members.</p> <p>It was noted that:-</p> <ul style="list-style-type: none"> • Appendix A details the recommendations in more detail. • Work has commenced to review the declarations of interest register and declarations required to be made (even if a nil return and to include temporary staff). • Quarterly updates to continue, to include an annual update whereby individuals have to re-submit a new Dol form. • Board Secretary to ensure all declarations are authorised by line manager/senior officer. • Proposal for a standing item on the Col committee agendas to review any conflicts of interest not published on the register, to ensure appropriate management of these interests. There are currently 3 non-consent forms. • Updated Procurement Register to be published on the website following this meeting. <p>The Committee noted the report and approved the recommendations outlined in the action plan.</p> <p>The Committee noted that a review of actions would be undertaken with the CCG and internal audit over the next 3 months to complete all actions identified.</p>
18/18	<p><u>Minutes from the Part 1 and Part 2 Primary Care Commissioning Committee meetings held on 12th April 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>
19/18	<p><u>Any Other Business</u></p> <p>There was no further business discussed.</p>
20/18	<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"> • Completion of Module 1 training by the majority of staff. • Actions taken following the annual audit review of conflicts of interest.
21/18	<p><u>Time and Date of Next Meeting</u></p> <p>Agreed as 14th September 2018 at 12.00pm in the Bevan Room, 2nd Floor, St Peters House.</p>