

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:13.....

Date of Meeting:8th January 2021.....

TITLE OF REPORT:	CCG Conflicts of Interest Committee	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Joanne Taylor, Board Secretary in the absence of 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 11 th December 2020.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Deliver the outcomes in the Bolton Joint Health and Care 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"> • Review and approval of the annual internal audit review of Conflicts of Interest. • Review and approval of the Conflicts of Interest Policy. 	
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 – VIRTUAL MEETING
Date: 11th December 2020

Time: 12.00pm

Present:

Tony Ward	Lay Member, Governance (Committee Chair)
Kelly Knowles	Acting Chief Finance Officer
Romesh Gupta	Secondary Care Specialist

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
23/20	<p><u>Apologies for Absence</u> Apologies for absence were received from:-</p> <ul style="list-style-type: none"> • Su Long, Chief Officer. • Zieda Ali, Lay Member, Public Engagement.
24/20	<p><u>Declarations of Interest</u> There were no specific declarations of interest.</p> <p>The Chair reminded members of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of the CCG Board.</p> <p>It was noted that declarations declared by members of the Board are listed in the CCG's Register of Interest. The Register is available either via the CCG Board Secretary or the CCG's website at the following link: http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p>
25/20	<p><u>Minutes and Decision Log from 11th September 2020 Meeting</u> Members discussed the outstanding item on the decision log which related to the role of the PCNs and GP Federation and gaining assurance on how they handle conflicts of interest.</p> <p>It was noted that the CCG does record the interests of the PCN clinical directors but does not have sight of minutes from these meetings currently.</p> <p>The Minutes were approved as a correct record. The Committee agreed that this action remain on the decision log and that further discussions be held with Dharmesh Mistry, as PCN Clinical Director, to understand how conflicts of interest are dealt with at formal meetings.</p>
26/20	<p><u>Standing Item – Review of Corporate Registers</u> The Committee reviewed the current corporate registers for:</p> <ul style="list-style-type: none"> • Register of Interests – full register reviewed. It was noted that the CCG is in the process of completing the annual update of all declaration of interest forms. Once completed the register will be updated and published on the CCG website. • Register of Gifts and Hospitality – no updates for review. • Non-Consent Declarations of Interest - no changes to report. • Register of Conflicts of Interest Breaches - no changes to report.

	<ul style="list-style-type: none"> • Procurement Register – no updates to review. • Freedom of Information Quarter 1 Report – report reviewed. <p>The Committee noted the updates to the corporate registers. The Committee requested that the FoI Quarter 2 report be emailed once finalised.</p>
27/20	<p><u>Final Draft Report from MIAA on the Annual Internal Audit Review of Conflicts of Interest</u></p> <p>The final draft report from MIAA following the completion of the Managing Conflicts of Interest annual review was presented to the Committee.</p> <p>It was reported that the attached report will be reported to the January Audit Committee. The report concludes full compliance in four of the areas and partial completion in one area (Governance Arrangements) and an action plan has been agreed to address this recommendation.</p> <p>The Committee reviewed the report and noted the one recommendation to ensure changes to job titles and roles are captured within 28 days. The Board Secretary confirmed that a process has now been put into place to review on a monthly basis any changes to staff job titles/roles and ensure forms are updated accordingly.</p> <p>The Committee noted the report and agreed to the action proposed to respond to the recommendation.</p>
28/20	<p><u>Updated Conflicts of Interest Policy</u></p> <p>The updated policy was presented to the Committee. It was noted that a full review has taken place in line with the annual internal audit review undertaken by MIAA and a review of any national guidance/directive received regarding this policy.</p> <p>It was noted that this review has resulted in minor changes only this year. Once approved by the Committee, the updated policy will be published on the CCG’s website and internal shared drive.</p> <p>The Committee approved the updated policy for publishing on the CCG website and internal shared drive.</p>
29/20	<p><u>Commissioning Decisions – Managing Conflicts of Interest</u></p> <p>The Committee received an update on commissioning decisions taken, and future decisions to be taken, since the last report presented to the Committee in September 2020.</p> <p>The Committee noted the update and agreed any conflicts of interest have been appropriately managed.</p>
30/20	<p><u>Monitoring of Joint Governance Structures as Joint Groups/Committees are Developed</u></p> <p>The Committee had discussed this item previously on the agenda relating to how PCNs and the GP Federation are developing and how they may review conflicts of interest, given these are local health bodies that sit outside of any formal statutory regulations.</p> <p>Members were mindful of the need to consider how these organisations may be managing conflicts of interest and agreed that this needs to continue to be reviewed by this Committee to gain further assurance and to advise on adopting similar governance processes used by the CCG.</p> <p>The Committee agreed to keep this item on future agendas to review how joint committees/groups are developing joint governance processes and managing conflicts of interest.</p>

31/20	<p><u>Minutes from the Part 1 and Part 2 Primary Care Commissioning Committee meetings held on 8th October and 17th November 2020</u></p> <p>The Minutes from the last meetings of the Primary Care Commissioning Committee were reviewed. The Committee noted that declarations of interest had been appropriately managed by the Committee and exclusions taking place as appropriate.</p> <p>The Minutes were noted.</p>
32/20	<p><u>Any Other Business</u></p> <p>There was no further business discussed.</p>
33/20	<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"> • Review and approval of the annual internal audit review of Conflicts of Interest. • Review and approval of the Conflicts of Interest Policy.
34/20	<p><u>Time and Date of Next Meeting</u></p> <p>Agreed as 12th March 2021 at 12.00pm.</p>