



Merton Clinical Commissioning Group

**Minutes of Part 1 of the
Merton Clinical Commissioning Group Governing Body**

**held on Wednesday 13th June 2012
at**

120 The Broadway, Wimbledon, London, SW19 1RH

Chair: Dr Howard Freeman

Present:

PA	Dr Paul Alford	Clinician - GP
EB	Eleanor Brown	Accountable Officer (Designate)
VD	Dr Valerie Day	NHS SWL Sutton and Merton: Interim Public Health Director
HF	Dr Howard Freeman	GP / CCG Chair (Designate)
GH	Dr Geoff Hollier	Clinician - GP
KMcK	Karen McKinley	NHS SWL Sutton and Merton: Deputy Director of Finance

In Attendance:

SH	Sima Haririan	Merton Healthcare General Manager
JM	Jackie Moody	Head of the Business Support Unit: NHS SWL - Sutton and Merton
DR	Deborah Rozansky	Office for Public Management (OPM)
MW	Dr Martyn Wake	GP/ Joint Chair of the NHS Sutton and Merton Professional Executive Committee
MWh	Matt Whitty	Ernst & Young

Members of the Public:

Maurice McCulloch	Kingston Patient Assembly
N. Stokes	

ACTION

1. Welcome and Apologies for Absence

The Chair opened the meeting by welcoming all present, including members of the public, to the inaugural meeting of the Merton Clinical Commissioning Group Board in public.

Apologies for Absence

Members: Peter Derrick

ACTION

The Chair provided an update on the appointment of Board members.

The following board appointments had been made:

Chair (Designate)	Dr Howard Freeman
GP Board member	Dr Geoffrey Hollier
GP Board member	Dr Paul Alford
Lay Member – Governance Lead	Peter Derrick
Accountable Officer (Designate)	Eleanor Brown

Peter Derrick was currently a Non-Executive Director on the NHS Sutton and Merton Board and would be Vice-Chair of the Merton CCG Board. He would chair the Audit Committee and the Remuneration Committee.

It was important to note that the appointments had been unanimously ratified by member practices but Chair and Accountable Officer were still subject to successful completion of the national assessment process.

The following appointments would take place in due course:

Chief Finance Officer	Once the Regional Finance Officer was appointed.
Lay member - Patient and Public Involvement Lead	Recruiting during June 2012
Nurse	In progress
Secondary Care Consultant	In progress
Director of Public Health	Would be appointed by London Borough of Merton

Dr Val Day and Karen McKinley would be attending in the interim covering the Director of Public Health and Finance Officer roles respectively.

2. Register of Interests and Declarations

The Merton Clinical Commissioning Group Board is required to maintain a register of members' interests. At meetings of the Board members are expected to declare interests in respect of items on the agenda if appropriate.

No additional declarations were received.

3. For Approval

3.1 Item removed

This item was removed from the agenda.

3.2 Acknowledgement of the NHS SW London Standing Orders and Standing Financial Instructions and Scheme of Delegation

EB advised that in shadow form the Merton CCG operates under a Delegation Agreement until 31 March 2013. The CCG is accountable to the Sutton and Merton Primary Care Trust Board (part of the NHS SWL Joint Boards of five PCTs) for delegated responsibilities and are required to comply with the NHS SWL Standing Orders and Standing Financial Instructions and Scheme of Delegation.

Commissioning decisions made by the Merton CCG Board would be considered and ratified by the Merton Clinical Commissioning (Delegation) Committee thus ensuring that overall financial and performance

ACTION

requirements of NHS Sutton & Merton are fully achieved.

Recommendation:

The Merton Clinical Commissioning Group Board was requested to formally acknowledge that they will operate in accordance with the NHS South West London Standing Orders and Standing Financial Instructions and Scheme of Delegation.

The item was agreed.

3.3 Communication and Engagement Strategy 2012/13

SH was invited to present the item: a strategy for Merton CCG to communicate and engage effectively with all stakeholders. Being mindful of their duties as a public sector organisation under the Equality Act 2010, the document also reflected the CCG's commitment to equality and diversity. The implementation plan would be ongoing throughout the year. Reports would be brought to the Board on a quarterly basis.

The CCG website was under development and suggestions on how best to maintain the site were welcomed.

GGH emphasised the important of the internal stakeholder engagement element of the strategy.

Recommendation:

The Merton Clinical Commissioning Group Board was requested to review and approve the strategy and implementation plan.

The item was approved

4. For Review**4.1 Draft Merton CCG Constitution**

EB presented the draft constitution document, noting that it a legal document establishing the Merton Clinical Commissioning Group and setting out its vision, governance and operations. The document would be required for CCG authorisation.

Appendices relating to terms of reference for Board committees were not yet included however the document set out the statutory responsibilities and requirements for working as a member organisation. The draft would be distributed to Merton CCG member practices for agreement and approval.

The final version would be signed off by the Board.

Recommendation:

The Merton Commissioning Group Board was requested to review and note the Draft Merton CCG Constitution.

The item was discussed and noted.

4.2 Item removed

This item was removed from the agenda.

ACTION

5. For Note

5.1 Transition Timetable and Progress Update

EB outlined the facts around the Merton CCG being a shadow authority aspiring towards authorisation. The application would be submitted as part of 'Wave 3' by 1 October 2012, with the NHS Commissioning Board (NHSCB) due to return a decision on authorisation by 31 Dec 2012.

The scale of the unprecedented work was acknowledged by HF and thanks expressed to EB and her team for work to date and the clear project plan going forward.

Recommendation(s):

The Merton Clinical Commissioning Group Board was requested to:

1. Note that progress is broadly in line with the transition plan
2. Summary milestones are likely to be completed on time
3. Some evidence for authorisation is unlikely to be in place by the internal deadline

The report was discussed and noted.

6. Any Other Business

HF noted that the meeting of the Board today was a milestone in the progress of establishing the CCG.

Dr Martyn Wake was in attendance at the meeting. HF drew attention to the fact that since December 2011 MW had been Joint Chair of the CCG with HF and had made a great contribution. He would continue Joint Chair of the NHS Sutton and Merton Professional Executive Committee

7. Meeting Close

The meeting closed at 3pm with the Chair thanking all for attending.