

Chair: Ms J Crombleholme  
 Enquiries to: Laura Latham  
 07827 239332  
 Laura.latham1@nhs.net

**NHS Stockport Clinical Commissioning Group  
 Council of Members  
 Annual General Meeting**

**A G E N D A**

The Annual General Meeting of the NHS Stockport Clinical Commissioning Group will be held at Bredbury Hall, Osbourne Street, Bredbury, SK6 2DH on Thursday 20 September 2018 at 3.30pm

	<b>Agenda item</b>	<b>Report</b>	<b>Action</b>	<b>Indicative Timings</b>	<b>Lead</b>
<b>1</b>	Welcome and Apologies	Verbal	To receive and note	3.30pm	J Crombleholme
<b>2</b>	Approval of the draft Minutes of the meetings held on 19 July 2017	Attached	To receive and approve	3.35pm	J Crombleholme
<b>3</b>	Proposed Changes to the Constitution	Attached	To approve	3.35pm	J Crombleholme
<b>4</b>	Appointments to the CCG Governing Body	Attached	To note and formally approve the appointments proposed	3.45pm	J Crombleholme
<b>5</b>	Governing Body Part Two Items	Attached	To note	3.50pm	New Chair
<b>6</b>	Reflections on 2017/18 and Looking Ahead	Presentation	To receive and note	3.55pm	N Dowd
<b>7</b>	Financial Overview 2017/18	Presentation	To receive and note	4.10pm	M Chidgey
<b>8</b>	Questions from the floor	Verbal	To receive	4.25pm	New Chair
<b>9</b>	Closing Words	Verbal	To receive	5.00pm	New Chair

**Annual General Meeting  
Wednesday 19<sup>th</sup> July 2017  
Stockport County**

<b>Present</b>		
Dr Anna Gillott	GP	Adshall Road MP
Dr Lydia Hardern	GP	Adswood Road Surgery
Jaweeda Idoos	GP	Alvanley Practice
Sara Mayer	Practice Manager	Archwood MP
Dr Graham Parker	GP	Archwood MP
Dr Caroline Hull	GP	Beech House
Paula Trow	Practice Manager	Beech House MP
Dr Abdul Ghafoor	GP	Bents Lane MP
Rosemary Hyde	Practice Manager	Bracondale MP
Dr Javaid Ali	GP	Bramhall Health Centre
Dr Alex Bayes	GP	Bramhall Park MC
Dr Rob Beardsell	GP	Bredbury MC
Paula Ansbros	Practice Manager	Brinnington Surgery
Dr James Higgins	GP	Brinnington Surgery
Dr Hazem Lloyd	GP	Cedar House
Sarah Griffiths	Deputy Practice Manager	Chadsfield MP
Dr Melanie Mather	GP	Chadsfield MP
Paul Stevens	Practice Manager	Cheadle Hulme HC
Dr Yousaf Khan	GPq	Cheadle MP
Dr Tariq Shah	GP	Cheadle MP
Dr Kanwalprit Gill	GP	Dial House MC
Dr Jo Herd	GP	Eastholme Surgery
Tracey Johnstone	Practice Manager	Ellesmere Surgery
Sylvia O'Brien	Practice Manager	Gatley MC

Dr Peter Carne	GP/Locality Chair	Gatley MC
Louise Ellis	Assistant Practice Manager	Gatley MC
Osian Richards		Gatley MC
Dr Raina Patel	GP	The Guywood Practice
Dr Carmen Morris	GP	Heald Green HC
Dr Penny Owen	GP	Heald Green HC
Heather Bobbitt	Business Manager	Heald Green HC 2
Dr Rebecca Locke	GP	Heaton Moor MC
Ian Stanyer	Practice Manager	Heaton Moor MC
Suzanne Flanage	Assistant Practice Manager	Hulme Hall MG
Joanne Revell	Practice Manager	Hulme Hall MC
Sue Carroll	Chair	Healthwatch
Charlotte Clarke	Communications and Engagement Officer	Healthwatch
Martin Davey	Board Director	Healthwatch
Maria Kildunne	Chief Officer	Healthwatch
Mike Lappin	Patient Representative	Healthwatch
Dr Jeremy Wynn	GP	Heaton Mersey MP
Dr John Swarbrick	GP	Heaton Moor MG
Dr Amy Miller	GP	Heaton Norris HC
Tricia Brooks	Practice Manager	Manor MP
Dr Martin Leahy	GP	Manor MP
Dr Jane Needham	GP	Marple Bridge
Dr Andy Johnson	GP	Marple Cottage Surgery
Fraser Cherry	Practice Manager	Marple MP
Michaela Buck	Chief Executive	Mastercall Healthcare
Irene Harris	Volunteer	Mental Health Carers Group S
Elaine Abraham-Lee	Business Manager	NHS Stockport CCG
Andrew Callaghan	Senior PA	NHS Stockport CCG
Mark Chidgey	Chief Finance Officer	NHS Stockport CCG
Cath Comley	Business Manager	NHS Stockport CCG

Jane Crombleholme	Lay Chair	NHS Stockport CCG
Fran Davies	Service Reform Facilitator	NHS Stockport CCG
Gale Edwards	Business Manager	NHS Stockport CCG
Dr Ranjit Gill	Chief Clinical Officer	NHS Stockport CCG
John Greenough	Lay Member	NHS Stockport CCG
Louise Hayes	Head of Communications and Engagement	NHS Stockport CCG
Diane Jones	Director of Service Reform	NHS Stockport CCG
Dr Deborah Kendall	Secondary Care Consultant	NHS Stockport CCG
Laura Latham	Associate Director Corporate Governance and Organisational Effectiveness	NHS Stockport CCG
Jackie McKinley	Business Manager	NHS Stockport CCG
Karen Moran	Head of Service Reform	NHS Stockport CCG
Christine Morgan	Lay Member	NHS Stockport CCG
Roger Roberts	Director of GP Development	NHS Stockport CCG
Anita Rolfe	Executive Nurse	NHS Stockport CCG
Tim Ryley	Director of Planning and Corporate	NHS Stockport CCG
Gordon Smith	Patient Panel Member	NHS Stockport CCG
Sandra Walker	Quality Lead	NHS Stockport CCG
Dr Karen McEwan	GP	Park View Medical Practic
Lynzi Shepard	Staff Governor	Pennine Care NHS FT
J Cookson		Public
J Gibson		Public
Helena Platt		Public
Ronnie Chicivant		RNIB
Jo Stevens	Practice Manager	The Reddish FP
Jenny Baeva	Practice Manager	The Reddish FP
Rhona Franks	Practice Manager	South Reddish MC
Dr Ameer Aldabbagh	GP	Springfield Surgery
Dr Arash Afshar	GP	Stockport MP
Dr Jessica Collins	GP	Stockport MP
Dr Alex Eaton	GP	Stockport MP/Viaduct

Dr Misbah Hamid	GP	Stockport MP
Dr Naomi Laloo	GP	Stockport MP
John Bantall		Stockport MBC
Cllr. Tom McGee	Chair of the Health & Wellbeing Board	Stockport MBC
Collin McAbe	Personliasion and Prevention Manager	Stockport Mind
Shirley Williams	Chairperson	Stockport Mind
Ann Barnes	Chief Executive	Stockport NHS FT
Les Jenkins	Lead Governor – Marple & Stepping Hill	Stockport NHS FT
Rev Diann		Stockport User Friendly Forum
Scott Fowler		Stockport User Friendly Forum
Bart Spohschiecicz		Stockport User Friendly Forum
Joyce Booth		Stroke Association
Paul Edgerton		Stroke Association
Ray Garner		Stroke Association
Nick Clarke		Stroke Information
Julie Ryley	Head of Business Development	Viaduct
Dr Daniel Goldspink	GP	The Village Surgery
Dr A Choudry	GP	Woodley Village Surgery
Sally Lomax	Practice Manager	Woodley Village Surgery

<b>MEETING GOVERNANCE</b>	
<b>1.</b>	<b>Welcome and Introductions</b>
	<p>J Crombleholme welcomed the Member Representatives, practice and CCG staff, and members of the public to the meeting. She explained that the meeting had been moved to July to allow for more timely consideration of the CCG's activities and outputs from 2017/18, including the Annual Report and Accounts.</p> <p>She noted that in line with the requirements of the CCG's Constitution, the meeting was quorate.</p>
<b>2.</b>	<b>Approval of the Minutes of the Meeting 6 July 2017</b>
	The minutes of the meeting held on 6 July 2017 were agreed as a correct record.
<b>3.</b>	<b>Reflections on 2017/18 and Looking Ahead</b>

	<p>R Gill provided an overview of the CCG's operation during the 2016/17 year and highlighted in particular the areas of success. These included:</p> <ul style="list-style-type: none"> <li>• National leader in flu vaccination uptake</li> <li>• High cancer survival rates</li> <li>• Reduced number of non-elective admissions</li> <li>• GPs and community services using one single electronic records system</li> <li>• High patient satisfaction for GP services in Stockport</li> </ul> <p>The vision for the system was highlighted in particular the focus on delivering integrated services and patient care outside acute hospital settings to keep patients well within the community. The focus on GP leadership as being central to the delivery of new models of care was noted. He commented on health inequalities in Stockport and the importance of ensuring that healthy life expectancy and prevention continued to be a focus of attention.</p> <p>In commenting on the year ahead, R Gill noted that priorities included:</p> <ol style="list-style-type: none"> <li>1. £16.4m investment in out of hospital services</li> <li>2. Creation of a single health and care team around an individual and their family</li> <li>3. Support a health and care model built around the neighbourhoods</li> <li>4. Creation of capacity and capability in primary, community and mental health care.</li> </ol> <p>He noted the importance of the continued focus on financial sustainability and asserting the role of the Commissioner across the system.</p> <p><b>Resolved:</b> That the presentation be noted.</p>
<b>4.</b>	<b>Financial Overview 2017/18</b>
	<p>M Chidgey provided an overview of the CCG's financial position during the 2016/17 year. He highlighted the financial challenges which had faced the organisation during the year and the factors which underpinned the CCG's accounts.</p> <p>The CCG had received a clean audit opinion in year and had achieved key indicators around maintaining its admin costs within the required financial limits and paying more than 95% of invoices within 30 days.</p> <p>He noted that the organisation had achieved the delivery of its planned surplus of 1% and noted delivery against the required Cost Improvement Plans (CIP) Investment in mental health was highlighted as having been a priority in year and a further priority for the forthcoming year. Financial improvement successes were noted in prescribing, non-NHS contracts and avoided growth in acute activity.</p> <p>To conclude the Council of Members was informed that priorities for the 2017/18 year included full CIP delivery by the CCG, focus on continued to develop and embed the new models of care with a particular focus on neighbourhoods. M Chidgey noted that the NHS nationally was experiencing an increasingly challenging financial climate.</p> <p><b>Resolved:</b> That the presentation be noted.</p>
<b>5.</b>	<b>Proposed Changes to the Constitution</b>
	<p>R Gill provided an overview of the proposed changes to the CCG's Constitution.</p> <p><b>Resolved:</b> That the Council of Members:</p>

	(a) Approves the amended Constitution and recommended it to NHS England for final consideration and approval.
<b>6.</b>	<b>Governing Body Part 2 Items</b>
	J Crombleholme confirmed that there had been no Part 2 meetings held during the 2016/2017 year.
<b>7</b>	<b>Closing Words</b>
	J Crombleholme expressed thanks on behalf of the CCG to those who had attended the Annual General Meeting. She noted the significant and complex transformation work underway in Stockport and the importance of ensuring that the focus of all those working across the system remained on improving the quality of life and outcomes of the patients and public of Stockport.





# ***2018 Proposed Constitution Changes***



***NHS Stockport Clinical Commissioning Group*** will allow people to access health services that empower them to live healthier, longer and more independent lives.

**NHS Stockport Clinical Commissioning Group**  
7th Floor  
Regent House  
Heaton Lane  
Stockport  
SK4 1BS

**Tel:** 0161 426 9900 **Fax:** 0161 426 5999  
**Text Relay:** 18001 + 0161 426 9900

**Website:** [www.stockportccg.org](http://www.stockportccg.org)

## Executive Summary

<b>What <i>decisions</i> do you require of the Council of Members?</b>
The Council of Members is asked to review and approve the proposed changes to the CCG's Constitution.
<b>Please detail the key points of this report</b>
<p>The CCG's Constitution requires continued updating to ensure it fully reflects the operational requirements of the CCG's legal and statutory responsibilities.</p> <p>The proposed changes relate to:</p> <ul style="list-style-type: none"><li>• The number of General Practice Members of the CCG following a number of practice mergers.</li><li>• Changes to the CCG's Leadership Structure and Scheme of Delegation to include the role of Chief Executive Accountable Officer and GP Clinical Governing Body Chair.</li><li>• Amendments to the functions delegated to the CCG's Committees covering Quality, Strategy, Planning and Commissioning and Performance and Delivery.</li></ul> <p>Minor formatting and technical changes including clarification that NHS Commissioning Board's successor body and references in the document relate to NHS England.</p>
<b>What are the likely impacts and/or implications?</b>
Subject to the approval of the Council of Members, the CCG will need to submit an application for a Constitutional Change to NHS England.
<b>How does this link to the Annual Business Plan?</b>
The CCG's Constitution supports the legal basis of its functions.
<b>What are the potential conflicts of interest?</b>
None.
<b>Where has this report been previously discussed?</b>
Changes relating to existing General Practices were approved by the Primary Care Commissioning Committee and the changes to the CCG's Leadership Structure considered by Remuneration Committee and the Governing Body.
<b>Presented by:</b> Chair
<b>Meeting Date:</b> 20 September 2018
<b>Agenda item:</b> 3



## **Proposed changes to the Constitution of September 2018**

### **1.0 Background**

- 1.1 NHS England permits CCGs to amend their Constitutions at any point in the year to fit with business need. The only exception to this is if changes are proposed to the boundaries of a CCG for which a summer application must be submitted.
- 1.2 This report outlines the proposed changes discussed by the Governing Body and those arising from its decisions and also from changes in statutory guidance which have been considered over the recent months.
- 1.3 NHS England has recently (7 September 2018) published a revised model Constitution for CCG's. Adoption is not mandatory but CCGs are encouraged on the basis of national learning and direction of travel in terms of future integration to consider the impact on their local Constitution and make amendments at a suitable point in time. For Stockport, given the proximity of publication of the model to the AGM, it has not been possible to make any changes at the current time. The work will be undertaken during the year.

### **2.0 Detailed changes**

#### **2.1 General Practice Membership Changes**

Due to changes to the number of Practices which occurred during the 2017/18 year the number of CCG Member Practices (as show in Appendix B) of the revised Constitution has been amended.

#### **2.2 CCG Leadership Structure**

Following the resignation of the Lay Chair, Jane Crombleholme, the CCG considered it appropriate to review its current leadership arrangements. This review was undertaken in late Spring / Summer of 2018 and took into account the CCG's plans for further development of its integrated commissioning approach with Stockport Council following the Greater Manchester Commissioning Review.

To meet the requirements of the Health and Social Care Act in terms of the leadership of the CCG, the revised model which is reflected in the Constitution is that of GP Lay Clinical Chair and Chief Executive (Accountable Officer.) The roles and responsibilities of both roles have been included within the Constitution along with some proposed amendments in the Scheme of Delegation to reflect this change. The post of Chief Operating Officer has been removed from the Constitution and the membership of the Governing Body altered accordingly.

#### **2.3 CCG Committees**

The CCG keeps the operation and effectiveness of its Committees under constant review and in light of the continued focus on performance and delivery amendments to the Committee structure have been included within the revised Constitution.

The changes include:

- Removal of the Finance and Performance Committee
- Changes to the functions delegated to the Quality Committee.
- Creation of a Strategy, Commissioning and Planning Committee which will provide assurance to Governing Body on the development and resourcing of the CCG's Plans.
- Creation of a Performance and Delivery Committee which will provide assurance to Governing Body on the delivery of the CCG's plans with a focus on actions being taken achieve performance measures and quality standards and escalating areas of continued underperformance to Governing Body.

## **2.4 Technical Amendments**

There are a small number of consistency and textual changes which have been highlighted for approval. These include clarifying that the references to the NHS Commissioning Board throughout the document have been superseded by the establishment of NHS England.

## **3.0 Actions required of the Council of Members**

3.1 The Council of Members is asked to approve the following recommendation:

- (a) That the amended Constitution be agreed and recommended to NHS England for final consideration and approval.

## **4.0 Background Information**

1. Draft Constitution (September 2018) and signposting sheet of detailed amendments available via the CCG's website at this link:  
<http://www.stockportccg.nhs.uk/about-us/governing-body-meetings/>

# **2018 Governing Body Appointments**



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## Executive Summary

<b>What <i>decisions</i> do you require of the Council of Members?</b>
The Council of Members is asked to review and approve as outlined below the appointments to the CCG's Governing Body.
<b>Please detail the key points of this report</b>
National NHS England and the CCG's Constitution place differing requirements on the recruitment and formal appointment processes for the CCG's Governing Body roles.  This report seeks confirmation of appointment of the Council of Members for a number of appointments for which recruitment activity took place over Spring / Summer 2018. It also confirms the change in portfolio for one of the CCG's Lay Members.
<b>What are the likely impacts and/or implications?</b>
Subject to the approval of the Council of Members, the CCG will need to submit an application for a Constitutional Change to NHS England in which the revised roles will be included.
<b>How does this link to the Annual Business Plan?</b>
The CCG's Constitution supports the legal basis of its functions.
<b>What are the potential conflicts of interest?</b>
None.
<b>Where has this report been previously discussed?</b>
Changes to the CCG's leadership structure were considered by the Governing Body and remuneration for roles along with job description and role profiles included
<b>Clinical Executive Sponsor:</b>
<b>Presented by:</b> Chair
<b>Meeting Date:</b> 20 September 2018
<b>Agenda item:</b> 4

## **Appointments to the CCG Governing Body**

### **1.0 Background**

- 1.1 As a result of changes to the CCG's leadership structure and previous post holders moving into new roles, a number of positions on the Governing Body were recruited to during the Spring and Summer 2018 period.
- 1.2 This report outlines the roles and the appointees or nominated candidates where approval of the Council of Members is required.

### **2.0 Appointments**

#### **2.1 Leadership Structure Changes**

- 2.1.1 Following the resignation of the Lay Chair, the CCG reviewed its Leadership Structure to include the creation of two new roles, Chief Executive Accountable Officer and GP Clinical Governing Body Chair.

- **Chief Executive Accountable Officer** – Governing Body appointed Noreen Dowd to the post of interim Accountable Officer until April 2019 to align with the CCG's plans to integrate health and care with the Council and appoint a single Accountable Officer for both health and care by 1 April 2019. The appointment was confirmed by NHS England.
- **GP Clinical Governing Body Chair** – Following advertisement of the role during Summer 2018, Dr Cath Briggs applied for the position and received the required support of 2 CCG GP Member Practices. She was interviewed by a panel including representatives of General Practice in Stockport, GMHSCP, a Chair of a neighbouring CCG and Executive Member of Stockport Council.

**The unanimous recommendation of the Panel to the Council of Members was to appoint Dr Briggs to the post of GP Clinical Governing Body Chair.**

The Panel noted in particular her strong focus on patients and delivery of high quality services, breadth of general practice experience and consistent ideas and approach to clinical commissioning. She demonstrated a collaborative style, focus on partnership working and strong relationships with the GP Community in Stockport.

#### **2.2 Medical Director Appointment**

Following the resignation of the Director of Quality and Provider Management interim arrangements to provide clinical leadership in a newly created role of Medical Director were put in place. The role went out to advertisement in early Summer and Dr Simon Woodworth applied for the role and received the required support of 2 CCG GP Member Practices. He was interviewed by a panel including representatives of General Practice in Stockport, a lay member of the Governing Body and the Chief Operating Officer.



**The unanimous recommendation of the Panel to the Council of Members was to appoint Dr Woodworth to the post of Medical Director.**

The Panel noted in particular breath of clinical and board level experience, strong focus on partnership and stakeholder working, including with the CCGs GP Members. He demonstrated experience of strategic leadership and focus on ensuring high quality service delivery across General Practice in Stockport.

### **2.3 Lay Member Appointments**

Following the resignation of the Lay Chair of the CCG, J Crombleholme who also held the portfolio of Patient and Public Participation recruitment commenced to appoint a replacement lay member of the CCG.

Based on existing expertise and experience of patient and public involvement, it is proposed to the Council of Members that:

- Christine Morgan assume the lay member portfolio of patient and public involvement

Following a recruitment process, Peter Riley was appointed to the Governing Body as the Lay Member for Primary Care Commissioning, assuming the portfolio from Christine Morgan. He has breath of experience across the manufacturing industry throughout his career, was a business owner and has a strong interest in primary care and general practice.

**The Council of Members is asked to note the appointment of Peter Riley as Lay Member for Primary Care and the change in portfolio for Christine Morgan as Lay Member for Public and Patient Involvement.**

- 2.4** Following the resignation of Vicci Owen Smith as the CCG's Director of Public Health, Stockport Council nominated Jennifer Connolly, Public Health Consultant to fulfill the role and sit on the CCG's Governing Body.

**The Council of Members is asked to note this change.**

### **3.0 Recommendations**

**That the Council of Members:**

- Appoint Dr Briggs to the post of GP Clinical Governing Body Chair
- Appoint Dr Woodworth to the post of Medical Director.
- Note the appointment of Peter Riley as Lay Member for Primary Care.
- Note the change in portfolio for Christine Morgan as Lay Member for Public and Patient Involvement.
- Note that Jennifer Connolly will fulfill the role requirements of the Director of Public Health as nominated by Stockport Council.



# ***Governing Body Part Two Agenda Items 2017 - 2018***



***NHS Stockport Clinical Commissioning Group*** will allow people to access health services that empower them to live healthier, longer and more independent lives.

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4<sup>th</sup> Floor  
Stopford House  
Stockport  
SK1 3XE

**Website:** [www.stockportccg.org](http://www.stockportccg.org)



## Executive Summary

<b>What <i>decisions</i> do you require of the Council of members?</b>
The Council of Members is asked to note the contents of this update.
<b>Please detail the key points of this report</b>
<p>The Governing Body holds all its meetings in public to enable the open and transparent transaction of its business.</p> <p>There are a small number of occasions when to transact business in public would not be in the CCG's organisational or the public's best interest at the time a matter requires discussion.</p> <p>The CCG's Constitution requires a report to be made at the Annual General Meeting listing all of the items of business which have been conducted during the Governing Body's Part Two (closed) meetings.</p> <p>The Governing Body held the following Part 2 Meetings during the 2017/18 year to consider the following matters:</p> <ul style="list-style-type: none"><li>• 27 April 2017 – Investigatory Matter</li><li>• 12 July 2017 – Planning and Corporate Restructure and Financial Matter</li><li>• 31 January 2018 – Viaduct Health</li></ul>
<b>What are the likely impacts and/or implications?</b>
There are no direct implications arising from this report. It is hoped it demonstrates that the CCG provides a proportionate approach to the balance of conducting business in public and in private.
<b>How does this link to the Annual Business Plan?</b>
Good governance underpins the operation of the CCG and provides transparency of approach and decision making.
<b>What are the potential conflicts of interest?</b>
There are no conflicts of interest.
<b>Where has this report been previously discussed?</b>
N/A
<b>Executive Sponsor:</b> N Dowd
<b>Presented by:</b> Chair

<b>Meeting Date:</b> 20 September 2018
<b>Agenda item:</b> 5