

Information on NHS Doncaster CCG's Governing Body

1. Who are we?

Clinical Commissioning Groups (CCGs) were created following the Health and Social Care Act in 2012, and replaced Primary Care Trusts on 1 April 2013.

As a clinically-led statutory NHS body, NHS Doncaster CCG is responsible for planning and commissioning health care services for our local area to achieve the best possible health outcomes for our local population, and in doing so acting effectively, efficiently and economically.

We do this by assessing local needs, agreeing priorities and strategies, and then buying or “commissioning” services on behalf of our population from a range of providers, whilst constantly responding and adapting to changing local circumstances.

We are a membership organisation comprising the 40 member GP practices based in Doncaster, with responsibility for commissioning healthcare services for around 300,000 patients in Doncaster. Our 40 Member Practices have delegated their responsibility for running the organisation to the Governing Body. The Governing Body has responsibility for setting the strategy of the organisation, receiving assurance, and developing the culture of the organisation.

2. The Governing Body

2.1. When do we meet as a Governing Body?

The Governing Body meets in public on the third Thursday of each calendar month from 1:00pm as part of our transparent approach to decision making. The meeting held in public is followed by a confidential meeting. We welcome members of public, patients and staff to observe the public part of the Governing Body meeting.

Observers are not directly involved in the business of the meeting.

The public part of the meeting generally lasts no more than three hours, with a short comfort break scheduled mid-way through the meeting if necessary. All meeting dates are available from the NHS Doncaster CCG website (<http://www.doncasterccg.nhs.uk/about-us/public-meetings/>) along with other details about the Governing Body and its agendas / papers.

If you want to ask the Governing Body a question, please see Section 2.5 on page 3 below on how to do this.

2.2. Who is at our Governing Body Meetings?

| Member: | Name: |
|---|---|
| Chair | Dr David Crichton |
| Locality Lead – North | Dr Marco Pieri |
| Locality Lead – Central | Dr Nick Tupper |
| Locality Lead – East | Dr Jeremy Bradley |
| Locality Lead – South | Dr Khaimraj Singh |
| Lay Member – Audit and Governance | Paul Wilkin |
| Lay Member – Patient and Public Involvement | Sarah Whittle |
| Lay Member – Primary Care Commissioning | Linda Tully |
| Chief Officer | Jackie Pederson (Deputy – Hayley Tingle) |
| Chief Finance Officer | Hayley Tingle (Deputy – Tracy Wyatt) |
| Registered Nurse | Andrew Russell (Deputy – Ian Boldy) |
| Secondary Care Doctor | Dr Emyr Wyn Jones |

| Attendee: | Name: |
|---|---|
| Local Authority Representative | Damian Allen |
| Public Health Representative | Dr Rupert Suckling (Deputy – Dr Victor Joseph) |
| Healthwatch Doncaster Representative | Andrew Goodall (Deputy – Deborah Hilditch) |
| Director of Strategy and Delivery | Anthony Fitzgerald (Deputy – Ailsa Leighton) |
| Associate Director of Human Resources and Corporate Service | Lisa Devanney (Deputy – Helen Harris) |

In line with the Standing Orders of the organisation, specified Attendees are able to attend the Governing Body meeting alongside members and input to the discussions. Attendees are not, however, formal members of the Governing Body and therefore do not have the accountability for corporate decision-making which Members have. Attendees are, however, required to comply with all relevant Standing Orders of the organisation in relation to proceedings, standards and behaviour including those related to Standards of Business Conduct and Declarations of Interests.

Attendees are confirmed in writing at least annually to the Chair of NHS Doncaster CCG. Only the named Attendee and/or their named Deputy may attend the Governing Body. Other representatives may observe meetings as members of the public.

2.3. Observers at Governing Body Meetings

The Governing Body is a meeting held in public **but not a public meeting**. This means that members of the public may attend the meetings as observers but they are not directly involved in the business of the meeting.

Whilst any member of the public or partner organisation representative is entitled to observe a public Governing Body meeting, there is limited capacity in the meeting room in terms of health & safety regulations. If observers wish to reserve seating, they are encouraged to advise the Secretary to the Governing Body in advance that they wish to attend a meeting so that a seat may be reserved. Otherwise, admission is on a “first come first served” basis.

Anyone requiring any specific arrangements with regard to disability or special adaptations is asked to alert the Secretary to the Governing Body at least 4 working days prior to the meeting and we will endeavour to accommodate these requirements.

2.4. Conduct at Governing Body Meetings

Governing Body members, Governing Body attendees and members of the public press may be asked to leave a Governing Body meeting if they are conducting themselves improperly or if they are otherwise disrupting the meeting, as determined by the Chair, and they may be prohibited from attending future meetings. Should the person/persons refuse to withdraw, the Chair shall adjourn the meeting.

Audio or video recording and photographing of Governing Body meetings is not permitted by members of the public or the press.

2.5. Feedback and Questions from Members of the Public

The CCG and the Governing Body are very keen to hear from members of the public and patients so that we can understand how they may be affected by our decisions and the services we commission. There are a number of ways in which the CCG and Governing Body encourage feedback from members of the public and patients.

1. Engagement: If you do want to get more involved in the public conversations, engagements and consultations which we run, our website is a good starting place <http://www.doncasterccg.nhs.uk/get-involved/>, or follow us on Social Media.

2. Freedom of Information: You can submit a request under the Freedom of Information Act 2000, which gives anyone a general right to request information held by public authorities such as the NHS. We aim to publish as much information as we can through our Freedom of Information Publication Scheme on our website, but if you can't find the information that you are seeking then you may wish to make a Freedom of Information (FOI) request. <http://www.doncasterccg.nhs.uk/contact-us/freedom-of-information-links/>.

Anyone can make a request, which needs to:

- be in writing (see contact details on p.5);
- state your name;
- include a postal or email address so we can write back;
- describe the information you want – please try to be as specific in your request as you can to help us to identify the information which you require.

3. Questions directly to the Governing Body: We have an agenda item at the beginning of Governing Body meetings called “Public Questions” where we encourage questions, submitted at least 2 working days in advance of the meeting, from members of the public, patients or representative groups. The process for submitting a question is detailed below:

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| <p>Deciding to pose a question to the Governing Body:</p> | <ul style="list-style-type: none"> • If you wish to address a question directly to the Governing Body rather than through a Freedom of Information request, then 10 minutes is allocated at the beginning of each meeting for public questions submitted at least 2 working days in advance of the meeting. • The Chair has discretion on how the time is managed. No more than 3 questions will be heard at any one meeting. • All questions will be heard at the discretion of the Chair. The criteria which the Chair considers are: <ul style="list-style-type: none"> ○ Is the question related to an area for which NHS Doncaster CCG is responsible? ○ Can the question and any answer easily be accommodated within a 10 minute slot? ○ Is the question “new” (i.e. something which has not recently been answered by the Governing Body or its members)? • If you feel that your question meets these criteria, then please contact the Secretary to the Governing Body at least 2 working days prior to the meeting to provide the question that you wish to pose to the Governing Body (contact details are provided at the end of this guidance on p.5). |
| <p>At the meeting:</p> | <ul style="list-style-type: none"> • The person posing the question may attend in person to read out their question and listen to the response, or the question can be read out by the Chair. • The question will be projected at the meeting as part of a presentation. • The Governing Body will listen to the question and the points made and will endeavour to respond at the time, but is not obligated to comment or give a response immediately. |
| <p>After the meeting:</p> | <ul style="list-style-type: none"> • The question and the response will be recorded within the minutes of the meeting, available on our website: http://www.doncasterccg.nhs.uk/about-us/publicmeetings/ • A response may also be issued later in writing or through various other means e.g. a separate meeting with relevant CCG team members. |

2.6. Confidential Meetings

After the public session the Chair will ask members of the public to leave so that the Governing Body can consider any matters considered to be confidential where publicity would be prejudicial to the public interest. Agendas and meeting papers for this section of the meeting are not available to members of the public.

3. Contact Us

NHS Doncaster CCG main contact details:

Address: NHS Doncaster CCG
Sovereign House
Heavens Walk
Doncaster
DN4 5HZ
Telephone: 01302 566300

Email: donccg.enquiries@nhs.net (General enquiries)
Donccg.ccgfoi@nhs.net (Freedom of Information requests)

Website: www.doncasterccg.nhs.uk

Board Secretary contact details (to submit a question to the Governing Body):

Name: Helen Harris
Title: Head of Corporate Governance (Board Secretary)

Address: NHS Doncaster CCG
Sovereign House
Heavens Walk
Doncaster
DN4 5HZ
Telephone: 01302 566250 (direct dial)
01302 566300 (switchboard)

Email: helen.harris31@nhs.net

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