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Report to:	Governing Body
Meeting Date:	13 July 2021

MINUTES OF THE MEETING OF

EXTRAORDINARY GOVERNING BODY

Date:	Friday 11 June 2021	Time:	2.30pm
Venue:	MS Teams Conference Call		

Name	Job Title (Division/ Organisation*) *if not Liverpool CCG
Present:	
Dr Fiona Lemmens (FLE)	Chair
Jan Ledward (JLE)	Chief Officer
Mark Bakewell (MBA)	Chief Finance & Contracting Officer
Dr Janet Bliss (JBL)	GP/Clinical Vice Chair
Helen Dearden (HDE)	Lay Member for Governance/Non-Clinical Vice Chair
Dr Paula Finnerty (PFI)	GP Director
Gerry Gray (GGR)	Lay Member for Financial Management
Carole Hill (CHI)	Director of Strategy, Communications & Integration
Dave Horsfield (DHO)	Director of Transformation Planning & Performance
Sally Houghton (SHO)	Lay Member for Audit
Peter Kirkbride (PKI)	Secondary Care Clinician
Dr Monica Khuraijam (MKH)	GP Director
Jane Lunt (JLU)	Director of Quality, Outcomes & Improvement/Chief Nurse
Cathy Maddaford (CMA)	Non-Executive Nurse/Lay Member
Dr Fiona Ogden-Forde (FOF)	GP Director
Dr David O'Hagan (DOH)	GP Director
Carol Rogers (CRO)	Lay Member for Public & Patient Involvement
Dr Maurice Smith (MSM)	GP Director
In Attendance:	
Dr Rob Barnett (RBA)	Liverpool Local Medical Committee
Stephen Hendry (SHE)	Head of Corporate Services and Governance
Joanne Twist (JTW)	Director of Organisational and People Development
Debbie Richardson	Committee Secretary, Liverpool CCG
Apologies Received:	
Matt Ashton (MAS)	Public Health Liverpool
Martin Farran (MFA)	Director of Adult Services & Health, LCC
Richard Houghton (RHO)	Corporate Services Manager
Dr Shamim Rose (SRO)	GP Director
Sarah Thwaites (STH)	Health Watch

ISSUES CONSIDERED

2021

A1 WELCOME

1. FLE welcomed all those present noting that business would be conducted on the assumption that members had read all papers ahead of the meeting.
2. FLE reminded members that the Governing Body was meeting virtually, and an audio recording of the meeting would be available on the web page within three working days of it taking place.

3. The meeting was also being broadcast live enabling members of the public to join online.
4. Members were reminded to keep microphones on mute unless they were speaking and to use the 'hands up' facility to obtain the Chairs attention when they wished to make a comment. The chat was only to be used for business and cameras were permitted if members wished to leave theirs on or they could switch them off if they preferred.

A2 APOLOGIES FOR ABSENCE

5. The apologies for absence received for this meeting are detailed above.

A3 DECLARATIONS OF INTEREST

6. There were no additional declarations reported for noting at the meeting other than those already listed on the LCCG register.

A4 MINUTES OF THE PREVIOUS MEETING

7. The minutes of the meeting held on 28 May 2021 were deferred to the next meeting.

A5 ACTION LOG

8. The action log was deferred to the next meeting.

B FOR APPROVAL

B1 FINAL ANNUAL REPORT AND ACCOUNTS

9. MBA presented the final Annual Report and Accounts for 2020-21 noting that:
 - a) It was a structured document that followed a prescribed format covering activities, aspects of governance, risk management and assurance as required based the operating approach the CCG had been instructed to utilise and based on the NHS manual and international accounting standards.
 - b) Members had been made aware during the year that the CCG had acted as host for some of the Cheshire and Merseyside system resources and so the numbers look slightly different to previous years.
 - c) The first draft submission was prepared towards the end of April with work undertaken since then around the audit of those accounts leading to the final set of accounts for submission presented here, for which the CCG was seeking formal approval to submit on Monday 14th June 2021.
 - d) The accounts were structured of four prime statements which were income, expenditure, balance sheet, and cash flow. The Audit and Risk Committee had met earlier that day where detailed questions were asked and answered. The CCG proposed to submit the document and was seeking Governing Body approval to do so.
 - e) SHO reported that the role of ARC was to scrutinise and review the Annual Report and Accounts and the process behind it with the associated audit opinions on behalf of the Governing Body to make recommendations. ARC received the first draught of the annual accounts in April and then had a meeting with the Senior Leadership Team and the Finance Team where the document was scrutinised and suggestions for changes were fed back.
 - f) At the ARC meeting that morning the committee received the Internal Audit Annual Opinion and Report which gave a substantial assurance opinion which was a really good result. That opinion informed the Annual Governance Statement which formed part of the report.
 - g) The External Audit Findings Report was also received which detailed the work carried out by the external auditors and confirmed that the work had been carried out in accordance with regulatory requirements.
 - h) The Letter of Representation was reviewed along with the finance team questions and responses and there was a final review of the Annual Reports and Accounts.
 - i) FLE thanked ARC for the work involved and the attention to detail which made the job of Governing Body more straight forward commenting that reading the annual report did remind members of how much work was completed in the last year both despite and because of Covid-19, thanking the team and adding that it was a great read. It was noted

that the new Deputy Chief Nurse had found it really useful to develop understanding of the CCGs work.

- j) MBA drew members attention to the Letter of Representation noting that this was a specific document to be signed on behalf of Governing Body and members were asked to agree that:
 - “So far as I am aware, there is no relevant audit information of which the clinical commissioning group’s external auditor is unaware; and I have taken all the steps that I ought to have taken as a member to make myself aware of any relevant audit information and to establish that the clinical commissioning groups’ auditor is aware of that information”.
- k) This statement was added to the meeting chat function and members responded that they agreed to this.
- l) SHO informed members that Audit and Risk Committee agreed to recommend to Governing Body that the Chair and Accountable Officer of Liverpool CCG sign the Annual Report and Accounts and the Annual governance Statement.
- m) Members noted the management responses to the questions posed prior to the formal approval of the financial statements; approved the final Annual Report & Accounts 2020/21; and approved for the Accountable Officer and Chair to sign off the associated documents and submission to NHS England.

Action	Lead	Timescale	Status
Recommendations approved by the committee, namely: <ul style="list-style-type: none"> • Note the management responses to the questions posed prior to the formal approval of the financial statements. • Approve the final Annual Report & Accounts 2020/21 • Approve for the Accountable Officer and Chair to sign off the associated documents and submission to NHS England 			
Further actions required: <ul style="list-style-type: none"> • None identified. 			

C ANY OTHER BUSINESS

C1 SUMMARY OF BUSINESS / RISK REVIEW

- 10. The summary of business and risk review was not relevant to the meeting.

C2 ANY OTHER BUSINESS

- 11. JLE thanked all staff involved in producing the Annual Reports and Accounts noting that it had been an unprecedented year partly with the inclusion of the ICS hosting, and with working from home which provided an additional challenge in retaining a degree of quality control. The documents presented demonstrated that there was every confidence in what the CCG was doing and in its future.
- 12. FLE thanked MSM for his work over the last nine years at the CCG noting that it had been a supportive journey and she had learnt a lot and enjoyed the journey. JLE echoed the thanks stating that she was pleased the connection would remain as MSM would continue as CCIO and Caldicott Guardian.
- 13. MSM responded that it had been a pleasure to be a member of the Governing Body and a lot of great things had been achieved over the time stating that although he was sad to leave it was the right thing for him and he will continue to support the CCG to the best of his ability going forward.
- 14. No other items of business were discussed. The meeting closed.
- 15. Date of next meeting Tuesday 13th July at 2.30pm.