

Standing Orders Report

Date of Incident	03.04.14
Reported by	Head of Integrated Governance
Nature of the Incident	Breach of Standing Order 3.2.1 – circulation of papers
Summary	
<p>The NHS Vale of York CCG Standing Orders set out under 3.2.1:</p> <p><i>“Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the Chair of the meeting at least 7 working days (i.e. excluding weekends and bank holidays) before the meeting takes place. Supporting papers for such items need to be submitted at least 7 working days before the meeting takes place. The agenda and supporting papers will be circulated to all members of a meeting at least 5 working days before the date the meeting will take place.”</i></p> <p>The Governing Body papers on the Financial Plan, Strategic Plan and two-year operational plan were not circulated 5 working days before the meeting on 3 April 2014. The documents were made available to Governing Body Members the day before the meeting. In line with 3.9 ‘Suspension of Standing Orders’ (3.9.2) the reasons for the delay were noted at the Governing Body public meeting and will be recorded in the meeting.</p> <p>The reason noted is:</p> <ul style="list-style-type: none"> • Time frame for availability of data (financial, performance and contractual) to finalise the Financial and Strategic Plan prior to the deadline for papers. <p>This report comprises the required separate record of matters available to the Audit Committee required under section 3.9.3.</p> <p>In line with section 5 ‘Duty to report non-compliance with standing orders and prime financial policies’, (5.1) the detail of the non-compliance will be shared at the next formal meeting of the Governing Body for action and ratification. The Chief Clinical Officer was made aware of the potential breach as soon as it was identified.</p>	
Recommendations	<ol style="list-style-type: none"> 1. That the reasons for the non-compliance with the timescales for papers is formally recorded and ratified by the Governing Body 2. All staff are reminded of the paper deadlines and that areas of exception are agreed in advance with the Chair, as per the Committee protocol.
Reported to:	<p>Audit Committee – 16 April 2014</p> <p>Governing Body – 5 June 2014</p>
Author & Date	Lynette Smith, Head of Integrated Governance 08.04.14