# Annex F: Template for recording minutes

***XXXX* Clinical Commissioning Group**

**Primary Care Commissioning Committee Meeting**

**Date: *16 June 2017***

**Time: *2pm to 4pm***

**Location: *Room B,* *XXXX CCG***

**Attendees:**

**Name Initials Role**

Sarah Kent SK XXX CCG Governing Body Lay Member (Chair)

Andy Booth AB XXX CCG Audit Chair Lay Member

Julie Hollings JH XXX CCG PPI Lay Member

Carl Hodd CH Assistant Head of Finance

Mina Patel MP Interim Head of Localities

Dr Myra Nara MN Secondary Care Doctor

Dr Maria Stewart MS Chief Clinical Officer

Jon Rhodes JR Chief Executive – Local Healthwatch

**In attendance from 2.35pm**

Neil Ford NF Primary Care Development Director

|  |  |  |
| --- | --- | --- |
| **Item No** | **Agenda Item** | **Actions** |
| **1** | **Chairs welcome** |  |
| **2** | **Apologies for absence**  <apologies to be noted> |  |
| **3** | **Declarations of interest**  *SK reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of XXX clinical commissioning group.*  *Declarations made by members of the Primary Care Commissioning Committee are listed in the CCG’s Register of Interests. The Register is available either via the secretary to the governing body or the CCG’s website at the following link:* [*http://xxxccg.nhs.uk/about-xxx-ccg/who-we-are/our -governing-body/*](http://xxxccg.nhs.uk/about-xxx-ccg/who-we-are/our%20-governing-body/)  **Declarations of interest from sub committees.**  *None declared*  **Declarations of interest from today’s meeting**  *The following update was received at the meeting:*   * *With reference to business to be discussed at this meeting, MS declared that he is a shareholder in XXX Care Ltd.*   *SK declared that the meeting is quorate and that MS would not be included in any discussions on agenda item X due to a direct conflict of interest which could potentially lead to financial gain for MS.*  *SK and MS discussed the conflict of interest, which is recorded on the register of interest, before the meeting and MS agreed to remove himself from the table and not be involved in the discussion around agenda item X.* |  |
| **4** | **Minutes of the last meeting** *<date to be inserted>* ***and matters arising*** |  |
| **5** | **Agenda Item** *<Note the agenda item>*  *MS left the meeting, excluding himself from the discussion regarding xx.*  ***<conclude decision has been made>***  ***<Note the agenda item xx>***  *MS was brought back into the meeting.* |  |
| **6** | **Any other business** |  |
| **7** | **Date and time of the next meeting** |  |