

**Agenda Item 05**

Report to: (Governing Body/Committee): Governing Body

Date of Meeting: 27 February 2020

Subject: Annual review of Governing Body Committee’s Terms of Reference (TofR)

Presented by: Chief Finance Officer

**STATUS OF THE REPORT *(auto check relevant box****)*

For Information

For Discussion

For Approval / Ratification

Report Exempt from Public Disclosure  No  Yes

|  |  |  |
| --- | --- | --- |
| **PURPOSE OF REPORT:** | It is a requirement of the CCG’s constitution, that an annual review of the terms of reference and effectiveness of the CCG Governing Body committees is undertaken. This enables the CCG to ensure that its governance arrangements remain fit for purpose and respond appropriately to change internal and external factors.  Each committee have reviewed its terms of reference and this paper reports on the outcome of the reviews and outlines any proposed changes to their terms of reference.  The proposed changes to the terms of reference are within the summary report below, which requires final ratification by the Governing Body.  Copies of Terms of Reference can be found via the embedded files in the ‘Appendices / attachments’ section of this cover sheet, changes noted within track changes. | |
| **Recommendations:** | The Governing body are asked to   * Review and approve all proposed changes to the Terms of Reference for each committee of the Governing Body * Note that the Terms of Reference for statutory committees (below) are to be reviewed as part of the overall New Model Constitution approval * Integrated Governance & Audit Committee * Remuneration Committee * Primary Care Commissioning Committee | |
| **Committee Process and Assurance:** | Terms of Reference have been agreed by the particular committee’s | |
| ***Implications:*** |  | |
| **Risk Assurance Framework Implications:** | Formal mechanisms and robust governance arrangements in place which supports the delivery of risk management.  Associated risks are included on the Board Assurance Framework or Risk Register.  There is currently one associated risk on the Board Assurance Framework   * CCG-BAF.4009 Failure to have appropriate Governance arrangements in place, to ensure probity and discharge of Statutory duties | |
| **Legal Implications:** | To ensure sound integrated governance and financial management arrangements are in place, and that those arrangements support the efficient, effective and economic delivery of the CCG’s functions. | |
| **Data Protection Impact Assessment implications (DPIA):** | Are you implementing a new system, data sharing arrangement, project, service redesign or changing the way you work? | **No** |
|  | If yes to the above – have the DPIA screening questions been completed? | Choose an item. |
|  | Does this project involve the processing of personally identifiable or other high risk data? | **No** |
|  | If yes to the above has a DPIA been completed and approved? | Choose an item. |
| **Equality Impact Assessment implications:** | An Equality Impact Analysis/Assessment is not required for this report | |
| **Finance Implications:** | There are no direct financial implications on changes to the Terms of reference | |
| **Quality Implications:** | This report details a neutral impact on quality.  The report will not make any impact on experience, safety or effectiveness. | |
| **Procurement Decisions/Implications *(Care Contracting Committee):*** | There are no procurement implications on changes to the Terms of reference | |
| **Engagement Implications:** | All terms of reference have been approved by their own committee membership. | |
|  |  | |
| **Conflicts of Interest** | *Have all conflicts and potential conflicts of interest been appropriately declared and entered in registers which are publicly available?*  Yes  No  No known conflicts of interest identified.  Any interests, which are declared at a meeting, will be included on the CCG’s Declaration of interest Register. | |
| **Links to CCG’s Strategic Objectives** | Sustainable services  Empowering people  Supporting communities  Delivering a fit for purpose organisation | |
| **NHS Constitution:** | <https://www.gov.uk/government/publications/the-nhs-constitution-for-england> | |
| **Appendices / attachments** |  | |

**Review Committee’s Terms of Reference**

**February 2020**

**Introduction**

The Governing Body is required to approve (at least annually) and keep under review the terms of reference for its committees.

Each Committee undertook a review of its ToR with specific consideration given to responsibilities, membership, quoracy, regularity of meetings and relationships with other meetings/committees

***A table below provides a summary of the proposed changes and updates agreed by the individual and date of amendment.***

|  |  |  |
| --- | --- | --- |
| **Committee** | **Summary of changes** | **Date of changes** |
| Council of Members | Due to the various changes with the structure of CoM and the new model constitution, these Terms of Reference remain under the review of CoM and as such, a separate approval paper will be submitted at the next Governing Body Meeting |  |
| Union Board | ***Section 2 – Membership***   * Amended – removal of Community Forum representative | January 2020 |
| Care Contracting Committee | ***Section 3 –Membership***   * Updated   Appendix A   * Updated – removed reference to Partnership Board – replaced with Governing Body | October 2019 |
| Delivery Assurance Committee | ***Section 2– Terms of Reference***   * 2.1.3 – removed reference to Partnership Board replaced with Governing Body   ***Section 3 – Membership***   * Updated   ***Section 9 –Sub-Committees***   * 9.2 – amended – correct name of group | December 2019 |
| Clinical Governance Committee | ***Section 3 – Membership***   * Updated | February 2020 |
| Community Forum | ***Section 1– Purpose***   * Updated – in keeping with joint engagement strategy   ***Section 3 – Terms of Reference***   * 3.1.2 – updated   ***Section 4 – Membership***   * Updated   ***Section 7 – Reporting Arrangements***   * Updated   **Appendix 6 - Role Description – Community Forum Chair**   * Updated – noting standing attendance at meetings   **Appendix 7 - Community Forum Code of Conduct**   * Attendance at meetings – updated | December 2019 |

**Recommendations**

* The Governing Body is asked to review and approve all proposed changes to the Terms of Reference as per above table
* Note that the Terms of Reference for statutory committees (below) are to be reviewed as part of the overall New Model Constitution approval
  + Integrated Governance & Audit Committee
  + Remuneration Committee
  + Primary Care Commissioning Committee