

NHS North Cumbria Clinical Commissioning Group
Executive Committee
Terms of Reference
June 2018

1. Introduction

The Executive Committee of NHS North Cumbria Clinical Commissioning Group (CCG) is established as a Committee of the Governing Body in accordance with the CCG's Constitution, Standing Orders and Scheme of Delegation.

These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Executive Committee and shall have effect as if incorporated into the CCG's Constitution and Standing Orders.

2. Principal Functions

The Executive Committee is responsible for delivery of the CCG's overall management, to support the CCG to work efficiently, effectively, ensuring effective clinical engagement and prompting the involvement of all member practices in the work of the CCG in securing improvements in commissioning of care and services. In addition it should ensure that there are good connections with the Integrated Care Communities (ICC) GP Leads and the development in ICCs.

The Executive Committee will ensure that there is continuous engagement with the CCG's membership and that member's views influence and inform the development of the CCG's commissioning priorities, plans and arrangements for their implementation. It will ensure effective engagement in determining clinical priorities. It is responsible for compliance with statutory and regulatory duties, operational delivery of all CCG functions and performance management of the objectives of the organisation. It is also specifically responsible for the functions of health, safety and risk, governance and health economy resilience. It may delegate some of its functions to the Leadership Team.

3. Membership

Core Membership of the Group will be:

- GP Commissioning Leads
- Up to two ICC GP Leads
- Accountable Officer
- Chief Finance Officer

- All other staff fulfilling a managerial role at Very Senior Manager (VSM) and/or Director Level (with the exception of the Clinical Director of Innovation)

Other officers of the CCG will attend as appropriate.

Meetings will be chaired by the Accountable Officer. The Deputy Chair will be one of the GP Commissioning Leads, in the event that both the Chair and the Deputy Chair are unable to attend then a chair shall be will be nominated prior to the commencement of the meeting.

4. Committee Support

The CCG will provide Committee support to the Committee through its Corporate Team.

Items for the agenda are to be submitted to the Business Support Assistant for the Committee two weeks prior to the Committee meeting.

The Business Support Assistant will work with the Accountable Officer to:

- agree the agenda;
- collate and distribute the agenda and supporting documents;
- take minutes and keep a record of matters arising and issues to be carried forward.

5. Quoracy and Decision-making

The Committee is quorate when at least five members are present to include:

- One of which must be either the Accountable Officer, Chief Finance Officer or the Chief Operating Officer
- at least two GP Commissioning Leads (one of which must be an ICC Lead)

Generally, it is expected that decisions will be reached by consensus. Should this not be possible then a vote of members will be required. In the case of an equal vote, the Chair of the meeting will have a second and casting vote.

6. Frequency of meetings

Meetings of the Executive Committee will normally be held monthly.

Members will be expected to attend each meeting.

Written notice specifying the business to be transacted shall be circulated at least five clear working days prior to the date of the meeting. However subject to the agreement of the Chair a member of the Committee may give written notice of an emergency motion after the issue of the notice of meeting and agenda, up to one clear day before the time fixed for the meeting. The notice shall state the grounds of urgency. If in order, it shall be declared to the Committee at the commencement of the business of the meeting as an additional item to be included in the agenda. The Chair's decision to include the item or not shall be final.

7. Remit and responsibilities of the Executive Committee

The Committee will be responsible for:

Strategy and Planning

- Preparing and recommending the strategy and annual commissioning plan for Governing Body consideration, and approving and overseeing its delivery to improve health and wellbeing outcomes together with a reduction in health inequalities
- Formulating and implementing service change and development arising out of the strategy
- Preparing and recommending to the Governing Body the Organisational Development Plan and enabling strategies including the Communications and Engagement Strategy, and overseeing their delivery
- Developing CCG input to the Joint Health and Wellbeing Strategy and contributing to the Joint Strategic Needs Assessment, to reduce inequalities in health
- Establishing links and working arrangements with other CCGs, Provider Trusts, the local Authority, other health care partners, the Local Office of NHSE and the clinical senate
- Ensuring that the views of patients and the public are properly reflected in the development and implementation of CCG policies and plans

Delivery and Performance

- Delivering target outcomes and outputs set by the Secretary of State, NHS England (NHSE), National Institute for Health and Care Excellence (NIHCE), CQC and other national/regional bodies and providing assurance to the Governing Body in this respect
- Receiving reports on quality and patient safety and managing any associated clinical risks with appropriate mitigating action
- Managing the performance of the CCG against its financial and non-financial targets including QIPP
- Ensuring the control, co-ordination and monitoring within the organisation of risk and internal controls, reviewing the corporate risk register regularly
- Approving business cases and procurement contract awards in line with the CCG's financial scheme of delegation and approved budgets
- Agreeing contracts with organisations or individuals providing clinical or other services to the group, as directed by the governing body, in line with the financial scheme of delegation
- Preparing the CCG's annual report for the Governing Body to consider and approve
- Considering and approving CCG Clinical Policies

8. Reporting Arrangements

The group will report to NHS North Cumbria CCG Governing Body by way of minutes and reports as required.

9. Standards of Business Conduct and Conflicts of Interest

Members of the Committee shall at all times comply with the standards of business conduct and managing conflicts of interest as laid down in the CCG's Constitution and the Business Code of Conduct Policy.

Declarations of interest will be a standing item on all meeting agendas.

Members and attendees who have any direct/indirect financial or personal interest in a specific agenda item will declare their interest. The Chair of the meeting will decide the course of action required, which may include exclusion from participation in the discussion and/or the meeting for the duration of the discussion dealing with the item for which a declaration has been made.

All declarations of interest and actions taken in mitigation will be recorded in the minutes.

10. Policy and best practice

The committee will apply best practice in decision making processes and shall have full authority to commission any reports or surveys it deems necessary to help it fulfill its obligations.

11. Conduct of the committee

The committee shall conduct its business in accordance with national guidance and relevant codes of conduct / good governance practice.

At least annually the committee will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference or membership shall be approved by NHS North Cumbria CCG Governing Body.

12. Approval and Review

Date to be reviewed: March 2018

Date approved by Committee: March 2018

Date approved by Governing Body: June 2018

Review date: March 19