

Agenda Item: 06

Report to: Governing Body
Date of meeting: 11/03/2021
Date paper distributed: **08/03/2021**
Subject: Annual Review Governing Body Committees Terms of Reference
Presented by: Mark Webb
Previously distributed to: [Click or tap here to enter text.](#)

STATUS OF THE REPORT (auto check relevant box)	
Decision required	<input checked="" type="checkbox"/>
For Discussion to give Assurance	<input type="checkbox"/> (Only if requested by Committee member prior to meeting)
For Information	<input type="checkbox"/>
Report Exempt from Public Disclosure	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

PURPOSE OF REPORT:	<p>It is a requirement of the CCG's constitution, that the Governing Body undertakes an annual review of its committee's terms of reference This enables the CCG to ensure that its governance arrangements remain fit for purpose and respond appropriately to change.</p> <p>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.</p> <p>The proposed changes to the terms of reference are within the summary report below, which requires final ratification by the Governing Body.</p>
Recommendations:	<p>The Governing body are asked to</p> <ul style="list-style-type: none"> • Review and approve all proposed changes to the Terms of Reference for each committee of the Governing Body • Approve the proposed change of name to the Quality Governance Committee • Note Chairman's actions taken for approval of Union Board Terms of Reference.
Clinical Engagement	Clinical Member representation at each individual committee
Patient/Public Engagement	Community Forum member representation at each committee
Committee Process and Assurance:	All terms of reference have been approved by their own committee membership

Link to CCG's Priorities	<ul style="list-style-type: none"> • Sustainable services <input type="checkbox"/> • Empowering people <input type="checkbox"/> 	<ul style="list-style-type: none"> • Supporting communities <input type="checkbox"/> • Fit for purpose organisation <input checked="" type="checkbox"/>
Are there any specific and/or overt risks relating to one or more of the following areas?	<ul style="list-style-type: none"> • Legal <input checked="" type="checkbox"/> • Finance <input type="checkbox"/> • Quality <input checked="" type="checkbox"/> • Equality analysis (and Due Regard Duty) <input type="checkbox"/> 	<ul style="list-style-type: none"> • Data protection <input type="checkbox"/> • Performance <input checked="" type="checkbox"/> • Other <input checked="" type="checkbox"/>

Provide a summary of the identified risk

I confirm I have reviewed and considered the implications of this report against the matters identified above. There are no identified risks.

Executive Summary

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

Note that the Terms of Reference for statutory committees (below) have been reviewed and approved as part of the constitution approval.

- o Integrated Governance & Audit Committee
- o Remuneration Committee
- o Primary Care Commissioning Committee

Each Committee undertook a review of its terms of reference and all were moved onto the new standard template. Specific consideration has been given to responsibilities, membership, quoracy, regularity of meetings and relationships with other meetings/committees.

The table below provides a summary of the proposed changes.

Committee	Summary of Changes	Date of changes
Council of Members	<p>The changes to the Council of Members Terms of Reference reflect the changes and requirements within the new model constitution</p> <p>Section 6 – Membership</p> <ul style="list-style-type: none"> ➤ Additional members defined ➤ Role of Practice Representatives added ➤ List of practices update ➤ Additional membership added <p>Section 10 – Roles and Responsibilities</p> <ul style="list-style-type: none"> ➤ Decisions and functions updated 	February 2021
Care Contracting committee	<p>Section 7 – Quoracy</p> <ul style="list-style-type: none"> ➤ Quoracy changed from 50% to 5 members as the committee consists of 9 members <p>Section 9 – Subgroups</p> <ul style="list-style-type: none"> ➤ change of name of one of its subgroups 	February 2021
Quality Governance Committee (formally Clinical Governance committee)	<p>The committee propose the change of name to the Quality Governance Committee to reflect the balance towards quality in both health and/or social care</p> <p>Section 3 – Reporting</p> <ul style="list-style-type: none"> ➤ Additional paragraph added – Union Board reporting <p>Section 6 – Membership</p>	January 2021

	➤ Deputy Director of Quality and Nursing added	
Community Forum	Section 6 – Membership ➤ Added - Primary Care ➤ Added - Information Governance & Audit ➤ Removed - Delivery and Assurance Committee ➤ Removed -Clinical Governance Committee	December 2021
Union Board	Chairman’s actions taken for approval – Terms of reference shared for information.	February 2021

Supporting papers

- Council of Members Terms of Reference
- Care Contracting Committee Terms of Reference
- Quality Governance Committee Terms of Reference
- Community Forum Terms of Reference
- Union Board Terms of Reference.