**Agenda Item:**

**Report to:** Governing Body

**Date of meeting:** Click or tap to enter a date.

**Date paper distributed:** Click or tap to enter a date.

**Subject:** Annual Review of Governing Body Committee’s Terms of Reference

**Presented by:** Virtual

**Previously distributed to:** not applicable

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

**Decision required** [x]

**For Discussion to give Assurance** [ ]  *(Only if requested by Committee member prior to meeting)*

**For Information** [ ]

**Report Exempt from Public Disclosure**  [x]  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. |
| **Recommendations:** | The Governing Body are asked to: -* Review and approve the Terms of Reference for each committee
 |
| **Clinical Engagement**  | Clinical membership on each committee |
| **Patient/Public Engagement** | Lay membership on each committee |
| **Committee Process and Assurance:** | Terms of reference have been agreed by their respective committees  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Link to CCG’s Priorities** | * Sustainable services
* Empowering people
 | [x] [x]  | * Supporting communities
* Fit for purpose organisation
 | [x] [x]  |
| **Are there any specific and/or overt risks relating to one or more of the following areas?** | * Legal
* Finance
* Quality
* Equality analysis (and Due Regard Duty)
 | [x] [x] [x] [x]  | * Data protection
* Performance
* Other
 | [x] [x] [ ]  |

**Provide a summary of the identified risk**

|  |
| --- |
| There is a risk that the CCG fail to have appropriate Governance arrangements in place, to ensure probity and discharge of Statutory duties. With an increased risk of decisions being made that may not have had appropriate sign off by the CCG and that may have a detrimental effect on the discharge of the CCG's Statutory duties as part of the wider Integrated Care System. It is therefore important that the CCG continues to ensure its committees discharge their functions until closedown of the CCG (31 March 2022) |

**Review Statutory Committee’s Terms of Reference**

**October 2021**

**Introduction**

The CCG are mandated to have Integrated Governance & Audit, Remuneration and Primary Care Commissioning committees and these should be listed within the CCG constitution.

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

Each Committee should undertake a review of their terms of reference with specific consideration given to responsibilities, membership, quoracy, regularity of meetings and relationships with other meetings/committees.

Due to the emerging changes to the CCG each committee have been asked to review their terms of reference to ensure the committees are discharging their functions to ensure the CCG maintain their statutory functions until 31 March 2022.

There are no changes to committee terms of reference to report

**Recommendations**

* The Governing Body is asked to review and approve the Terms of Reference for each committee up until 31 March 2022.

**Supporting papers**

* Integrated Governance & Audit Committee
* Remuneration Committee
* Primary Care Commissioning Committee