

**Agenda Item 07**

Report to: Governing Body

Date of Meeting: 28 March 2019

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:** | This report is brought to the Governing Body to formally ratify the terms of reference (TofR) for the Governing Body committees, as set out in our constitution.  Due to the recent governance structure changes the committees that were formally sub-committees of the Partnership Board are now formal committees of the Governing Body. The Governing Body is required to approve and keep under review the terms of reference for its committees.  The proposed Terms of references are detailed 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 note   * Agree and ratify the Committee’s Terms of Reference |
| **Sub Committee Process and Assurance:** | Terms of Reference have been agreed by the particular committee’s |
| ***Implications:*** |  |
| **Risk Assurance Framework Implications:** | The CCG has robust governance arrangements in place, which is managed and monitored via the Integrated Governance and Audit Committee.  Associated risks are included on the CCG Board Assurance Framework or Risk Register. |
| **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. |
| **Equality Impact Assessment implications:** | An Equality Impact Analysis/Assessment is not required for this report  An Equality Impact Analysis/Assessment has been completed and approved by the EIA  Panel. As a result of performing the analysis/assessment there are no actions arising  from the analysis/assessment  An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section \_\_\_\_ of the enclosed report |
| **Finance Implications:** | No Financial implications |
| **Quality Implications:** | This report details a positive impact on quality.  The proposal put forwards, if agreed, would have a positive impact in terms of enabling providers to meet safe staffing targets. Retention and recruitment is forecast to be improved, which would have a positive impact on the safe delivery of local services.  This report details a neutral impact on quality.  The report will not make any impact on experience, safety or effectiveness.  This report details a negative impact on quality.  The report details the need for budgets to be significantly reduced. It is clear that the report summarises that quality will be negatively impacted by this as decisions to remove services/provide a lower level of provision to solely meet the ‘must do’s’ of provision in terms of meeting people’s needs has to be made. It is forecast that service user experience will be negatively impacted by this position. |
| **Procurement Decisions/Implications *(Care Contracting Committee):*** | No procurement implications |
| **Engagement Implications:** | All terms of reference have been approved by their own committee membership. |
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| **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**

**March 2019**

**Introduction**

The Governing Body is required to approve and keep under review the terms of reference for its committees. The Council of Members shall approve amendments to terms of references, for Integrated Governance Committee & Remuneration Committee all Governing Body committees terms of reference will be subject to ratification by the Governing body at a meeting held in public.

The Council of Members have approved amendments to Integrated Governance Committee & Remuneration Committee and in addition the Council of Members terms of reference have been brought to the Governing Body for final ratification..

***The table below provides a summary of changes and date of amendment.***

|  |  |  |
| --- | --- | --- |
| **Committee** | **Summary of changes** | **Date of changes** |
| Council of Members | ***Section – Decision & Functions***   * *Updated in-line with the CCG Constitution and current changes*   ***Section – Decision making & Membership***   * *Updated to comply with Paragraph 6 of Schedule 1A of the 2006 Act*   ***Section – Quoracy***   * *Update to reflect the changes to voting and the proxy voting requirements.* | February 2019 |
| Integrated Governance & Audit Committee | ***Section 2 – Membership***   * Updated - * Nomination of Deputy   ***Section 6.4 - Workforce***   * Removed   ***Section 6.5 – Information Governance***   * Updated   ***Section 6.9- Management***   * Updated   ***Section 7 – Financial Reporting***   * Updated   ***Section 8 – Reporting***   * Updated   ***Section 9 – Sub-Groups***  Updated | December 2018 |
| Remuneration Committee | These were approved at November 2018 meeting |  |
| Primary Care Commissioning Committee | The terms of reference have been reviewed by the committee with no changes require | February 2019 |
| Community Forum | Due to timings for submission of the Improvement Assessment Framework for Patient and Community Engagement indicator. Chairman’s actions were taken on these terms of reference in February 2019. | February 2019 |
| Care Contracting Committee | ***Section 2 – Terms of Reference***   * 2.18 added   ***Section 3 –Membership***   * Change of title   ***Appendix A***   * Updated to reflect changes to reporting arrangements | January 2019 |
| Delivery Assurance Committee | ***Section 3 – Membership***   * Change of Chair * Change of title * Change of Public Health representative.   ***Section 6 –Reporting Arrangements***   * Updated   ***Section 7 – Management***   * 7.2 added   **Section 8 – administrative arrangements**   * Updated to reflect change in Chair | February 2019 |
| Clinical Governance Committee | The CCG has made changes to the way we seek assurance regarding quality, this committee has been established to provide the time for scrutiny into clinical quality specifically. This replaces the previous Quality Committee | August 2018 |
| Leadership Team | Due to the changes to the CCG Governance arrangements the formal leadership committee has been established to support the day to day management and delivery of the CCG’s business. | September 2018 |