

Report To:	Governing Body 9 April 2015
-------------------	--

Title of Report:	Governing Body Sub-committee Terms of Reference
-------------------------	--

FOI Exemption Category:	Open
--------------------------------	-------------

Responsible Officer:	Matt Walsh, Chief Officer
-----------------------------	----------------------------------

CCG Leads:	Judith Salter, Corporate and Governance Manager
-------------------	--

Report Author and Job Title:	Judith Salter, Corporate and Governance Manager
-------------------------------------	--

Executive Summary:	<ul style="list-style-type: none"> ▪ The Governing Body sub-committees have undertaken a review of their terms of reference as part of the annual cycle of self-assessment of committee effectiveness. ▪ The Terms of Reference are reviewed to ensure that they sufficiently reflect the responsibilities of the committee and are in line with relevant legislation, national guidance and any CCG constitutional requirements. ▪ Following this review between January and March, the committees have proposed a number of amendments to their Terms of Reference. These are set out in this cover paper.
Finance/Resource Implications:	Not applicable
Risk Assessment:	The terms of reference have been assessed in line with relevant legislation, national guidance and any CCG constitutional requirements.
Legal Implications:	None identified

Health Benefits:	Not applicable
Staffing/Workforce Implications:	None Identified
Outcome of Equality Impact Assessment:	Not applicable to this paper
Recommendation (s):	That the Governing Body approve the amendments to the sub-committee terms of reference, subject to any further amendments.
Appendices:	Appendix 1: Finance and Performance Committee Appendix 2: Quality Committee Appendix 3: Remuneration Committee Appendix 4: Audit Committee

1.0 Purpose of the Report

- 1.1 To set out the proposed amendments to the sub-committee terms of reference for review and, subject to any further amendment, for approval.

2.0 Proposed changes to the sub-committee terms of reference

- 2.1 The Governing Body sub-committees have undertaken a review of their terms of reference as part of the annual cycle of self-assessment of committee effectiveness.
- 2.2 The Terms of Reference are reviewed to ensure that they sufficiently reflect the responsibilities of the committee and are in line with relevant legislation, national guidance and any CCG constitutional requirements.
- 2.3 Following this review between January and March, the committees have proposed a number of amendments to Terms of Reference. The key amendments have been made to take account of the changing responsibilities of the committee and of the CCG.
- 2.4 These are set out below:

a) Finance and Performance Committee

Amendments have been proposed by the Finance and Performance Committee in the following areas (see Appendix 1):

- Oversight of effective governance of the relationship between the CCG and the Commissioning Support Unit in respect of the services we commission.
- Monitor and review the performance and finance agenda as it pertains to the co-commissioning of Primary Medical Services
- Monitor and oversee the effective implementation of the Better Care Fund initiative.
- Governance oversight of defined chapters of the CCG Assurance Framework.
- To approve policies in respect of all areas of the committee's responsibilities.
- To receive the minutes of the Strategic Resilience Group, the Urgent Care and the Planned Care Boards.

b) Quality Committee

The following key amendments have been proposed by the Quality Committee (see Appendix 2):

- Monitor and review the quality agenda as it pertains to the co-commissioning of Primary Medical Services.
- Provide a governance oversight of defined chapters of the CCG Assurance Framework, and to deliver appropriate scrutiny and challenge to the mitigations described within the Assurance Framework.

c) Remuneration Committee

The following key amendments have been proposed by the Remuneration Committee (see Appendix 3):

- Change to the membership of the committee
- To incorporate responsibility for oversight of the process for reviewing the performance of the Very Senior Managers (VSMs) and individual Governing Body members.

d) Audit Committee

The Audit Committee have proposed the following key amendments to their terms of reference:

- Review effectiveness of the whistle-blowing arrangements.
- Alignment of the terms of reference with the CCG's Constitution and Scheme of Delegation regarding the approval of the annual report and accounts on behalf of the Governing Body.
- Confirmation that the Assurance Framework would be received by the Governing Body on a six monthly basis following review by the Audit Committee.

The terms of reference with proposed amendments are contained at Appendix 4.

4.0 Recommendation

- 4.1** It is recommended that the Governing Body approve the attached terms of reference, subject to any further amendments.

Appendices

Appendix 1: Finance and Performance Committee
 Appendix 2: Quality Committee
 Appendix 3: Remuneration Committee
 Appendix 4: Audit Committee