

**NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING
ANNUAL REVIEW OF GOVERNANCE DOCUMENTS**

Date of the meeting	21/03/2018
Author	C G Lakeman – Governing Body Secretary and General Counsel
Sponsoring Board member	T Goodson – Chief Officer
Purpose of Report	To advise the Governing Body of proposed changes to Governance arrangements.
Recommendation	The Governing Body is asked to approve the recommendations set out in the report.
Stakeholder Engagement	Changes to the Primary Care Commissioning Committee Terms of Reference have been approved for recommendation to the Governing Body by the Audit and Quality Committee. Changes to the Audit and Quality Committee have been approved for recommendation by the Audit and Quality Committee, as have the proposed changes to the Standing Financial Instructions.
Previous GB / Committee/s, Dates	N/A

Monitoring and Assurance Summary

This report links to the following Strategic Principles	<ul style="list-style-type: none"> • Services designed around people • Preventing ill health and reducing inequalities • Sustainable healthcare services • Care closer to home 		
	Yes [e.g. ✓]	Any action required?	
		Yes Detail in report	No
All three Domains of Quality (Safety, Quality, Patient Experience)	✓		✓
Board Assurance Framework Risk Register	✓		✓
Budgetary Impact	✓		✓
Legal/Regulatory	✓		✓
People/Staff	✓		✓
Financial/Value for Money/Sustainability	✓		✓
Information Management & Technology	✓		✓
Equality Impact Assessment	✓		✓
Freedom of Information	✓		✓
I confirm that I have considered the implications of this report on each of the matters above, as indicated	✓		

Initials : CGL

1. Introduction

- 1.1 Good governance suggest that the Corporate Governance Framework (Standing Orders, Standing Financial Instructions and Scheme of Delegation) and to a lesser extent the Constitution are reviewed annually. These documents set out the financial and structural responsibilities and framework adopted by the CCG and are designed to ensure that the CCGs activities and financial transactions are carried out in accordance with law governance and policy to achieve probity, accuracy, economy, efficiency and effectiveness.

2. Report

Primary Care Commissioning Committee

- 2.1 Members will be aware of the proposed changes to local government and their forthcoming reorganisation. In order to ensure that there is an effective link between primary care and the local authorities, it is proposed that the Director of Public Health (and as an alternate) his deputy become members of the Primary Care Commissioning Committee.

Audit and Quality Committee

- 2.2 Following the resignation of the Deputy Chair from membership of the Audit and Quality Committee to enable him to chair the Finance and Investment Group, it is proposed not to replace him and that the Terms of Reference be changed accordingly. In addition to this proposal, the Terms of Reference be changed to enable the Committee to co-opt either the Deputy Chair or another external person to chair the Committee when it is required to consider Mental Health Homicide reviews for which the current Audit and Quality Committee Chair would be conflicted.

Clinical Commissioning Committee

- 2.3 No proposals to modify the Terms of Reference of the Clinical Commissioning Committee are being made at this stage pending the outcome of the Governance Review linked to the Integrated Care System/Organisation implementation.

Remuneration Committee

- 2.4 Members will note that the Remuneration Committee Terms of Reference have recently been changed to bring within its remit certain structural changes within the CCG.

Standing Financial Instructions (SFIs)

- 2.5 Changes to the Scheme of Delegation have been proposed by the Accountable Chief Finance Officer and are shown in track changes at Appendix 1.

Standards of Business Conduct including Conflicts of Interest Policy

- 2.6 Changes to the Standards of Business Conduct are proposed as shown in track changes at Appendix 2. The changes primarily enable the Corporate Office to administer the Declaration of Interest (DoI) regime.

3. Conclusion

- 3.1 The Governing Body is asked to approve the changes outlined above.

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Date : 28 February 2017

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APPENDICES	
Appendix 1	Standing Financial Instructions
Appendix 2	Standards of Business Conduct including Conflicts of Interest Policy