

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

Date of the meeting	19/03/2014
Author	C G Lakeman, Governing Body Secretary and General Counsel.
Sponsoring Board Member	T Goodson, Chief Officer.
Purpose of Report	To inform the Governing Body of a proposal to defer a review of the Governance Documents.
Recommendation	The Governing Body is asked to Approve the recommendation that no changes are made to the Governance Documents at this time.
Stakeholder Engagement	None at this stage. Engagement with Members will be required before any changes are permitted to the Constitution.
Previous GB / Committee/s, Dates	None.

Monitoring and Assurance Summary

This report links to the following Assurance Domains	<ul style="list-style-type: none"> • Quality • Engagement • Outcomes • Governance • Partnership-Working • Leadership 		
I confirm that I have considered the implications of this report on each of the matters below, as indicated:	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	✓		✓

Initials: CGL

1. Introduction

- 1.1 Good governance suggests the Terms of Reference for committees and governance documents in general should be reviewed periodically.

2. Report

- 2.1 The CCG came into existence on 1 April 2013. The Constitution was drafted following National Guidance which was adapted to suit the circumstances of our geography and membership.
- 2.2 Terms of Reference for the Remuneration, Audit and Quality and Clinical Commissioning committees have all been altered mid-year to incorporate urgently required changes, primarily to membership. The remit and function of each of the committees has remained broadly similar to that originally drafted.
- 2.3 As the CCG is approaching its first anniversary it is proposed that a review is carried out of all governance documents to ensure that they continue to be fit for purpose.
- 2.4 Whilst an annual review reporting to the March meeting would be the usual timetable, clearly this is not appropriate with an organisation that only came into being on 1 April 2013. It is proposed therefore, at this early stage, that no changes are made to the governing documents pending the outcome of the review.

3. Conclusion

- 3.1 The Governing Body is asked to approve the recommendation that no changes are made to the governance document at this time.

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Date : 25/02/2014

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