

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

Date of the meeting	16/03/2016
Author	C G Lakeman – Governing Body Secretary and General Counsel
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 Joint Primary Care Commissioning Committee terms of reference have been approved for recommendation to the Governing Body by the Joint Primary Care Commissioning Committee. Changes to the Audit and Quality Committee Terms of Reference have been approved for recommendation to the Governing Body by the Audit and Quality Committee.
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 Instruction 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

- 2.1 Members will be aware that the CCG membership decided in June 2014 to seek to take on certain primary care commissioning responsibilities. This required a change in the CCG's constitution. CCG members were asked to support a Special Resolution to amend the constitution to enable Primary Care Commissioning responsibilities to be taken on jointly with the NHS Area Team. The changes also permitted full delegation if such a course was decided upon by the CCG.
- 2.2 Full delegation was decided upon by the CCG at the Governing Body meeting on 20 January 2016.
- 2.3 The Terms of Reference for the Joint Primary Care Commissioning Committee will need to be amended (including its title to remove the reference to 'Joint') to facilitate full delegation and the proposed Terms of Reference are contained at Appendix 1 and are shown in track changes.
- 2.4 Suggested changes to the Audit and Quality Committee Terms of Reference are shown in Appendix 2 in track changes and reflect minor changes in the scope of the Committee, and are self-explanatory.
- 2.5 Currently no changes are proposed to the Remuneration Committee or Clinical Commissioning Committee Terms of Reference. The latter Terms of Reference were changed mid-year to reflect the change from Clinical Commissioning Programmes to Clinical Delivery Groups.
- 2.6 Consequential changes are required to the scheme of delegation for consistency and to authorise decisions/recommendations by the Primary Care Commissioning Committee in accordance with the financial limits delegated to the Accountable Officer. These are the same financial limits as apply to the Clinical Commissioning Committee. The proposed changes are set out in track changes at Appendix 3.

3. Conclusion

- 3.1 The Governing Body is asked to:
- Approve the changes to the Terms of Reference for the Joint Primary Care Commissioning Committee and its renaming as the Primary Care Commissioning Committee.

9.5

- Appoint a GP to the membership of the Primary Care Commissioning Committee.
- Confirm the membership of the Primary Care Commissioning Committee as Jacqueline Swift, Chair, David Jenkins, the GP appointed above and the relevant post holders as set out in the Terms of Reference.
- Approve the changes to the Audit and Quality Committee Terms of Reference.
- Approve consequential changes to the Scheme of Delegation to facilitate operation of Primary Care delegation.

Author's name and Title : Conrad Lakeman, Governing Body Secretary and General Counsel

Date : 2 March 2016

Telephone Number : 01305 368024

APPENDICES	
Appendix 1	Primary Care Commissioning Committee Terms of Reference
Appendix 2	Audit and Quality Committee Terms of Reference
Appendix 3	Extract from Scheme of Delegation