

NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING
REVISED GOVERNANCE ARRANGEMENTS

Date of the meeting	20/07/2016
Author	CG 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, namely: a) That no Committee Terms of Reference be changed; b) Reappointment of Karen Kirkham to the Assistant Clinical Chair role; c) Appointment of Elaine Spencer to the roles of Governing Body Registered Nurse Member, Audit and Quality Committee member and Remuneration Committee member.
Stakeholder Engagement	N/A
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	✓		

1. Introduction

- 1.1 Good governance suggests that Terms of Reference for Committees are reviewed annually. This is to ensure that they remain appropriate for the work of the Committees and help the CCG achieve probity, accuracy, economy, efficiency and effectiveness.

2. Report

- 2.1 Changes to the Clinical Commissioning Committee and the Primary Care Commissioning Committee were approved in September 2015.

Primary Care Commissioning Committee

- 2.1.1 The Committee is relatively new and no changes are proposed at this stage.

Remuneration Committee

- 2.1.2 No changes are proposed.

Clinical Commissioning Committee

- 2.1.3 No changes are proposed.

Audit and Quality Committee

- 2.1.4 No changes are proposed.

Assistant Clinical Chair

- 2.1.5 The Governing Body is also asked to approve the reappointment of Karen Kirkham, Assistant Clinical Chair. Under the Constitution, appointments to this post are made annually.

Governing Body Registered Nurse Member

- 2.1.6 Following the recruitment exercise, Elaine Spencer has been selected by the interviewing panel as the preferred candidate. The Governing Body is asked to approve the appointment of Elaine Spencer to the role of Governing Body Registered Nurse Member for an initial term not exceeding three years and approve appointment to the roles of Audit and Quality Committee member and Remuneration Committee member. Please see the pen portrait below giving details of Elaine Spencer.

2.1.7 **Pen Portrait – Elaine Spencer**

Currently with Brighton and Sussex University Hospitals NHS Trust as a Serious Incident Investigator- Safety and Quality where she has been in post since November 2013. Here she has been leading the introduction of candour across the organisation, leading investigations and reviewing clinical pathways to build safer systems.

Prior to her current role Elaine was Clinical Director for S&C Healthcare in Lewes, Sussex. S&C were commissioned to Bexley CCG to deliver cardiac services in the community and Elaine took responsibility for clinical services and service development.

Elaine also worked at Guys and St Thomas' as a Cardiac Nurse Consultant for 8 years and a Senior Resuscitation Officer at Royal Sussex County Hospital for 4 years.

Elaine first registered as a General Nurse in 1987 in Brighton. She gained a Masters in Cardiology from University of Sussex in 2000 and qualified as an Independent Nurse Prescriber at Kings College London in 2007.

3. Conclusion

- 3.1 The Governing Body is asked to approve the proposal not to change any Committee Terms of Reference, the reappointment of Karen Kirkham as Assistant Clinical Chair and the appointment of Elaine Spencer as the Governing Body Registered Nurse Member, Audit and Quality Committee member and Remuneration Committee member.

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