

**NHS DORSET CLINICAL COMMISSIONING GROUP  
GOVERNING BODY MEETING  
CCG NEW MODEL CONSTITUTION**

<b>Date of the meeting</b>	16/01/2019
<b>Author</b>	C Lakeman – Secretary and General Counsel
<b>Sponsoring Board Member</b>	T Goodson – Chief Officer
<b>Purpose of Report</b>	To seek approval to the adoption of the new model Constitution for Dorset Clinical Commissioning Group.
<b>Recommendation</b>	The Governing Body is asked to <b>approve</b> the adoption of the new model Constitution for Dorset Clinical Commissioning Group.
<b>Stakeholder Engagement</b>	Governing Body lay members.
<b>Previous GB / Committee/s, Dates</b>	N/A

**Monitoring and Assurance Summary**

<b>This report links to the following Strategic Principles</b>	<ul style="list-style-type: none"> <li>• Prevention at Scale</li> <li>• Integrated Community and Primary Care Services</li> <li>• One Acute Network</li> <li>• Digitally Enabled Dorset</li> <li>• Leading and Working Differently</li> </ul>		
	<b>Yes</b> [e.g. ✓]	<b>Any action required?</b>	
		<b>Yes</b> Detail in report	<b>No</b>
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	✓		✓
<b>I confirm that I have considered the implications of this report on each of the matters above, as indicated</b>	✓		

Initials: CGL

## 1. Introduction

- 1.1 The CCG's current Constitution was based on the model Constitution produced by NHS England in 2012. NHS England has now prepared a new model Constitution upon which CCGs may base individual constitutions.

## 2. Report

- 2.1 The new model Constitution upon which NHS Dorset CCG's new version is based is much shorter and easier to follow. Unnecessary and outdated content has been removed resulting in a more user-friendly and permissive Constitution that is essentially unchanged in content from that which precedes it.
- 2.2 At the same time, a Governance Handbook has been created that does not form part of the Constitution and can be kept up-to-date more easily but nonetheless will form a useful hub to keep together the terms of reference for non-statutory Committees and key governance policies for ease of reference.
- 2.3 One more-significant change that is proposed is regarding the role and terms of reference of the Committee performing the statutory audit function. Currently this Committee's remit includes quality monitoring. This is not a statutory function of an Audit Committee and it is proposed going forward that the quality monitoring function is performed by the Quality Surveillance Group comprised of CCG and system partner representatives. The terms of reference for the proposed new Committee are included within the proposed draft Constitution.
- 2.4 The key changes that have been made are:
- The removal of unnecessary or outdated content such as detailed information about the roles of each member of the Governing Body. Information about each member is contained on the CCG's website and is the most accessible way to present this information to ensure that it can be kept up to date;
  - The Governing Body will have the ability to make non-material changes to the Constitution;
  - The terms of reference for each non-statutory Committee will be set out in the CCG Handbook which will not form part of the Constitution and can be kept up-to-date more easily;
  - Standing Orders have been simplified to facilitate operational practices within the CCG.
  - Creation of a focused statutory Audit Committee with quality surveillance undertaken at a system level.

- 2.5 Appendix 1 contains the new draft Constitution and Appendix 2 the draft Governance Handbook which contains further subsidiary documents in a more accessible format.

### **3. Conclusion**

- 3.1 The Governing Body is asked to recommend the new draft Constitution for approval by members, and the Governance Handbook.

**Author's name and Title: C Lakeman, Governing Body Secretary**

**Date: 9 January 2018**

**Telephone Number: 01305 368024**

<b>APPENDICES</b>	
<b>Appendix 1</b>	<b>Draft New Model Constitution</b>
<b>Appendix 2</b>	<b>Draft Governance Handbook</b>