

**NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING**

PROPOSED CHANGES TO THE CONSTITUTION/GOVERNANCE HANDBOOK

Date of the meeting	13/11/2019
Author	S Lower, Executive Assistant H Morris, Assistant Director of Finance - Operations
Sponsoring Board member	S Hunter, Chief Finance Officer
Purpose of Report	To seek Governing Body approval to a number of proposed changes to the Constitution/Governance Handbook as set out in section 1 below.
Recommendation	The Governing Body is asked to approve the recommendation set out in the report.
Stakeholder Engagement	N/A
Previous GB / Committee/s, Dates	Previous changes to the Standing Financial Instructions (SFIs) were approved at the July 2019 Governing Body meeting.

Monitoring and Assurance Summary

This report links to the following Strategic Objectives	<ul style="list-style-type: none"> • Prevention at Scale • Integrated Community and Primary Care Services • One Acute Network • Digitally Enabled Dorset • Leading and Working Differently 		
	Yes	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 : SL/HM

1. Report

- 1.1 A number of proposed changes have been made to the Dorset CCG Constitution/Governance Handbook as follows:-

Member Practice details (Constitutional changes)

- 1.2 There have been a number of changes to member practice details as set out below and shown in tracked changes on pages 2-7 of Appendix 1:-

- Closure of Abbotsbury Road Surgery
- Merger of Bute House Surgery and Newland Medical Practice into The Grove Medical Centre.
- Move to new premises and change of name for Carlisle House Surgery to Lifeboat Quay Medical Centre
- Merger of Eagle House Surgery and Whitecliff Surgery into The Blandford Group Practice
- Closure of Longfleet House Surgery
- Closure of Lyme Regis Medical Centre
- The Alma Partnership has become a network partnership called Winton Health Partnership

General Updates (Constitutional changes)

- 1.3 In relation to the Terms of Reference for the Audit Committee, Remuneration Committee and Primary Care Commissioning Committee, to change the reference to the 'Secretary and General Counsel servicing a Committee meeting' to the 'Corporate Office servicing a Committee meeting' as shown in tracked changes on pages 8-10 of Appendix 1.

Standing Financial Instructions (SFIs) (contained in both the Constitution and Governance Handbook)

- 1.4 The development of the Integrated Care System (ICS) has necessitated an increasing focus on system-wide finance issues by the CCG Deputy Chief Financial Officer.
- 1.5 The system-wide Operations and Finance Reference Group agreed that a senior finance system transformation role was required to lead on the finance aspects of the ICS, separate from the CCG finance operations.
- 1.6 This role – the Programme Director (ICS Finance) – will be financed by the CCG using the funding for the Deputy Chief Financial Officer role.
- 1.7 As the Programme Director (ICS Finance) will not be involved in CCG financial operations, the current SFI delegations assigned to the Deputy Chief Financial Officer role will therefore require amendment.
- 1.8 It is proposed that those delegations be re-allocated to both the Assistant Director of Finance – Operations and the Assistant Director of Finance –

9.6

Strategy. Having two other senior finance managers with such delegated authority will provide enhanced cover for the Chief Finance Officer.

1.9 These are shown in tracked changes on pages 11-18 of Appendix 1.

2. Recommendation

2.1 The Governing Body is asked to **approve** the proposed changes outlined above (and set out in tracked changes in Appendix 1).

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APPENDICES	
Appendix 1	Constitution/Governance Handbook proposed amendments (tracked changes)