

**NHS DORSET
CLINICAL COMMISSIONING GROUP**

CONSTITUTION

3 Membership Matters

3.1 Membership of the Clinical Commissioning Group

3.1.1 The CCG is a membership organisation.

3.1.2 All practices who provide primary medical services to a registered list of patients under a General Medical Services, Personal Medical Services or Alternative Provider Medical Services contract in our area are eligible for membership of this CCG.

3.1.3 The practices which make up the membership of the CCG are listed below:

	Practice Name	Address
1.	Abbotsbury Road Surgery, Closed	24 Abbotsbury Road, Weymouth
2.	Banks & Bearwood Medical Practice	Knights Road, Bearwood, Bournemouth
3.	Barton House Surgery	Beaminster
4.	Beaufort Road Surgery	21, Beaufort Road, Bournemouth
5.	Bere Regis Surgery	Manor Farm Rd, Bere Regis, Wareham
6.	Blackmore Vale	Old Market Hill, Sturminster Newton
7.	Bridport Medical Centre	West Allington, Bridport
8.	Bute House Surgery (now merged into The Grove Medical Centre)	Grove Medical centre, Wootton Grove, Sherborne
9.	Canford Heath Group Practice	Mitchell Road Surgery, 9 Mitchell Road, Canford Heath, Poole
10.	Carlisle House Surgery (change of name/location to Lifeboat Quay Medical Centre)	53, Lagland Street, Poole
11.	Cerne Abbas Surgery	51, Long Street, Cerne Abbas, Dorchester,
12.	Christchurch Medical	1 Purewell Cross Road, Christchurch

	Practice	
13.	Corfe Castle Surgery	Tom's Mead, West St, Corfe Castle, Wareham
14.	Cross Road Surgery	Cross Road, Rodwell, Weymouth
15.	Denmark Road Medical Centre	37 Denmark Road, Bournemouth
16.	Dorchester Road Surgery	179 Dorchester Road, Weymouth
17.	Eagle House Surgery <i>(now merged into The Blandford Group Practice)</i>	White Cliff Mill St, Blandford Forum
18.	Evergreen Oak Surgery	43 Commercial Rd, Poole
19.	Family Medical Services (Dr Newman's Surgery)	36 Parkstone Road, Poole
20.	Fordington Surgery	91 High Street, Fordington, Dorchester
21.	Gillingham Medical Practice	The Barn Surgery, Newbury, Gillingham
22.	Heatherview Medical Centre	2 Alder Rd, Poole
23.	Highcliffe Medical Centre	Heila House, 248 Lymington Road, Highcliffe, Christchurch
24.	James Fisher Medical Centre	4 Tolpuddle Gardens, Bournemouth
25.	Kinson Road Medical Centre	440, Kinson Road, Bournemouth
26.	Leybourne Surgery	1, Leybourne Avenue, Bournemouth
	<u>Lifeboat Quay Medical Centre</u>	<u>Unit A, Lifeboat Quay, Poole, BH15 1AE</u>
27.	Lilliput Surgery	Elms Avenue, Parkstone, Poole
28.	Littledown Surgery	Harewood, Bournemouth

29.	Longfleet House Surgery, Closed	56 Longfleet Road, Poole
30.	Lyme Bay Medical Practice	Kent House Health Centre, Silver Street, Lyme Regis
31.	Lyme Regis Medical Centre (Virgin HC), Closed (patients now part of Lyme Bay Medical Practice)	Uplyme Road, Lyme Regis
32.	Marine & Oakridge Partnership	29 Belle Vue Road, Southbourne, Bournemouth
33.	Milton Abbas Surgery	Catherines Well, Milton Abbas, Blandford Forum
34.	Moordown Medical Centre	2a Redhill Crescent, Bournemouth
35.	Newland Surgery, (now merged into The Grove Medical Centre)	Grove Medical Centre, Wootton Grove, Sherborne
36.	Old Dispensary	32 East Borough, Wimborne
37.	Orchid House Surgery	St Marys Road, Ferndown
38.	Panton Practice (Gervis Road Practice)	14 Gervis Rd, Bournemouth
39.	Parkstone Tower Practice	Mansfield Road, Parkstone, Poole
40.	Penny's Hill Practice	St Marys Road, Ferndown
41.	Poole Road Medical Centre	7 Poole Rd, Bournemouth
42.	Poole Town Surgery	36 Parkstone Rd, Poole
43.	Portesham Surgery (Malthouse Meadows Surgery)	Malthouse Meadows, Portesham
44.	Poundbury Doctors Surgery (Cornwall Road)	3, Frederick Treves House, St John's Way, Dorchester

45.	Prince of Wales Surgery	2, Frederick Treves House, St John's Way, Dorchester
46.	Providence Surgery	12 Walpole Road, Bournemouth
47.	Puddletown Surgery	Athelhampton Road, Puddletown, Dorchester
48.	Queens Avenue Surgery	14, Queens Avenue, Dorchester
49.	Rosemary Medical Centre	2 Rosemary Gardens, Poole
50.	Royal Crescent and Preston Road Surgery	25 Crescent Street, Weymouth
51.	Royal Manor Health Care	Park Estate Road, Easton, Portland
52.	Sandford Surgery	6A Tyneham Close, Sandford, Wareham
53.	Shelley Manor and Holdenhurst Medical Centre	Beechwood Avenue, Bournemouth
54.	Southbourne Surgery	17 Beaufort Road, Bournemouth
55.	St Albans Medical Centre	26-28 St Alban's Crescent, Bournemouth
56.	Stour Surgery	1 Purewell Cross Road, Christchurch
57.	Swanage Medical Centre	Station Rd, Swanage
58.	Talbot Medical Centre	63 Kinson Road, Bournemouth
59.	The Adam Practice	Hamworthy Surgery, 306 Blandford Road, Hamworthy, Poole
60.	The Alma Partnership <i>(now Winton Health Partnership)</i>	31 Alma Road, Bournemouth
61.	The Apples Medical Centre	East Mill Lane, Sherborne
62.	The Atrium Health Centre	7 Weymouth Avenue, Dorchester

63.	The Barcellos Family Practice (Formerly Corbin Avenue Surgery)	Tricketts Cross Health Centre, Corbin Avenue, Ferndown
64.	The Birchwood Medical Centre	Northmead Drive, Creekmoor, Poole
	<u>The Blandford Group Practice</u>	<u>Whitecliff Mill Street, Blandford Forum</u>
65.	The Bridges Medical Practice	26, Commerical Road, Weymouth
66.	The Charmouth Medical Practice	Littlehurst Surgery, The Street, Charmouth
67.	The Cranborne Practice	Penny's Lane, Cranborne, Wimborne
68.	The Farmhouse Surgery	1 Purewell Cross Road, Christchurch
	<u>The Grove Medical Centre</u>	<u>Wootton Grove, Sherborne, Dorset, DT9 4DL</u>
69.	The Grove Surgery	Fairmile Road, Fairmile, Christchurch
70.	The Hadleigh Practice	Hadleigh House, 20 Kirkway, Broadstone
71.	The Harvey Practice	18 Kirkway, Broadstone
72.	The Quarter Jack Surgery	Rodways Corner, Wimborne
73.	The Tollerford Practice	Pound Piece, Maiden Newton, Dorchester
74.	Verwood Surgery	15 Station Road, Verwood, Dorset
75.	Village Surgery	Gillett Road, Talbot Village, Poole
76.	Walford Mill Surgery	Knobcrook Road, Wimborne
77.	Wareham Surgery	Streche Rd, Wareham
78.	Wellbridge Practice	Meadow Ln, Wool, Wareham
79.	Wessex Road Surgery	Wessex Rd, Poole
80.	West Moors Group Practice	175, Station Road, West Moors, Ferndown

81.	Westbourne Medical Centre	Milburn Rd, Bournemouth
82.	Whitecliff Group Practice (Dr Evans and Partners), (now merged into The Blandford Group Practice)	Whitecliff Mill Street, Blandford Forum
	<u>Winton Health Centre (network partnership)</u>	<u>31 Alma Road, Bournemouth</u>
83.	Woodlea House Surgery	1 Crantock Grove, Bournemouth
84.	Wyke Regis and Lanehouse Medical Practice	Portland Road, Wyke Regis, Weymouth
85.	Yetminster Health Centre	Church Street, Yetminster, Sherborne

Appendix 2: Committee Terms of Reference

AUDIT COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

- 1.1 The Audit Committee (the Committee) is constituted as a standing committee of the Governing Body, the terms of reference of which are set out below. The Committee is a non-executive committee of the Governing Body and has no executive powers, other than those specifically delegated in these Terms of Reference.
- 1.2 The terms of reference shall be reviewed by the Governing Body, and any resulting changes to the terms of reference of membership of the Committee shall be approved by the Governing Body.

2. MEMBERSHIP

- 2.1 Members of the Committee shall be appointed by the Governing Body and may include individuals who are not members of the Governing Body.
- 2.2 Lay member on the Governing Body with a lead role in overseeing key elements of governance shall chair the Committee. In addition to the Chair, the Committee will comprise of one other Governing Body Lay Member, a GP from the Governing Body, the Governing Body nurse. In addition, two CCG independent non-Governing Body lay members will be members of the Committee. The Committee may appoint a vice Chair.
- 2.3 The CCG Chair and the CFO shall not be a member of the Committee.
- 2.4 Members shall be appointed for a period of up to three years. Members shall be eligible for reappointment but may not serve more than three consecutive terms or nine years, whichever is the lesser.

3. ATTENDANCE

- 3.1 The Committee can require the attendance of any officer of the CCG as required.
- 3.2 The ~~Secretary and General Counsel~~ Corporate Office shall service the Committee.
- 3.3 A quorum shall be one third of the total number of members and the Chair, and shall include at least one Lay Member or person who is not a member of the Governing Body.

REMUNERATION COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

- 1.1 The Remuneration Committee (the Committee) is constituted as a standing committee of the Governing Body, the terms of reference of which are set out below. The Committee is a non-executive committee of the Governing Body and has no executive powers other than those specifically delegated in these Terms of Reference.
- 1.2 The terms of reference shall be reviewed by the Governing Body, and any resulting changes to the terms of reference or membership of the Committee shall be approved by the Governing Body.

2. MEMBERSHIP

- 2.1 The Committee shall be appointed by the Governing Body and may only include individuals who are members of the Governing Body. The Remuneration Committee shall comprise of the CCG Chair, the Governing Body Lay Member (who is Primary Care Commissioning Committee Chair and Deputy CCG Chair), the Governing Body lay member (for Patient and Public Involvement), the Governing Body lay member (for Governance), a Locality Lead (who has been appointed Assistant Clinical Chair), the Secondary Care Specialist and the Registered Nurse Specialist. The Governing Body shall appoint the Chair of the Remuneration Committee. The Chair of the CCG shall not Chair the Remuneration Committee and members of the Governing Body other than Lay Members are disqualified from being Chair of the Remuneration Committee.
- 2.2 The Director of Engagement and Development will advise the Committee on HR issues.
- 2.3 The ~~Secretary and General Counsel~~ Corporate Office will service the Committee.
- 2.4 The quorum shall be four of the seven members including the Chair.

3. ATTENDANCE

- 3.1 The Committee can require the attendance and assistance of any employee of the CCG. However, no member of staff should be present for discussion about their own remuneration and/or terms of service.

Extract from the Primary Care Commissioning Committee Terms of Reference

having a second and deciding vote, if necessary. However, the aim of the Committee will be to achieve consensus decision-making wherever possible.

Quorum

29. The quorum shall be one third of the total number of members.

Frequency of meetings

30. The Committee shall meet no less than four times per year. Meetings of the Committee:

31. Shall, subject to the application of paragraph 33 be held in public.

32. The Committee may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.

33. Members of the Committee have a collective responsibility for the operation of the Committee. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

34. The Committee may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by terms of reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.

35. Members of the Committee shall respect confidentiality requirements as set out in the Standing Orders referred to above unless separate confidentiality requirements are set out for the Committee in which event these shall be observed.

36. The ~~Secretary and the General Counsel Corporate Office~~ ("Secretariat") of the Group shall service the Committee.

37. The Secretariat to the Committee will:

37.1 Circulate the action notes of the Committee with 3 working days of approval of draft minutes by the Chair to all members.

Appendix 4 : Standing Financial Instructions – Detailed Delegation Limits (Section E)

(Extracted from the full SFIs which are contained in the [Governance Handbook](#))

23. INTRODUCTION

23.1 General

23.1.1 The Detailed Delegation Limits outlined at paragraph 23.1.8 below represents the lowest level to which authority within the CCG is delegated.

23.1.2 All items must be carried out in accordance with the Constitution and other Governance documents.

23.1.3 Delegation to lower levels or to other offices is not permitted without the specific authority in writing of the Accountable Officer or Chief Finance Officer.

23.1.4 Standard levels of Delegated Authority are shown in the table below with more detail shown on the following pages:

23.1.5

Ref	Limits	CCG
A	Within NHS > £4,000,000 Outside NHS >£400,000	CCG Governing Body
B	<£225,000	Head of Primary Care (Personal Medical Service (PMS)/General Medical Service (GMS) payment schedule only)
C	> £75,000	Accountable Officer /Director on Call
D	> £75,000	Chief Finance Officer/ Deputy Chief Financial Officer <u>Assistant Director of Finance - Operations/Assistant Director of Finance (Strategy)</u>
E	< £75,000	Responsible Executive Director (Non-Chief Finance Officer)
F	< £75,000	Chief System Integration Officer
G	< £75,000	Funded Nursing Care (FNC)/Continuing Healthcare (CHC) Lead
H	< £30,000	Responsible Deputy Director (Non- Deputy Chief Finance Officer <u>Finance</u>)
I	< £20,000	Senior Manager (Band 8a and above)
J	< £10,000	Senior Delegated Authoriser
K	< £1,000	Delegated Authoriser

23.1.6 Directors/Managers at each level have delegated authority for all lower levels of delegation.

23.1.7 In the absence of the relevant manager, authority should be delegated up to the next level.

23.1.8 The Detailed Scheme of Delegation is as follows:

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
1	DELEGATED BUDGETS			
1.1	Responsibility to keep expenditure within budget Individual budget level Directorate level All other areas Overall Financial Plan		Budget Holder Executive Director Chief Finance Officer Accountable Officer	J E D C
1.2	Virement within Budgets Within Directorate From Reserves or Additional Income	< £50,000 > £50,000 All	Executive Director Chief Finance Officer Chief Finance Officer	E D D
2	MAINTENANCE OF BANK ACCOUNTS		Nominated Senior Manager - Finance	I
3	NON-PAY EXPENDITURE			
3.1	Covered by Delegated Budgets	<£1,000 <£10,000 <£20,000 <£30,000 <£75,000 <£75,000 <£75,000 >£75,000	Delegated Authoriser Senior Delegated Authoriser Senior Manager (Band 8a and above) Responsible Deputy Director (Non-Finance) FNC / CHC Lead Chief System Integration Officer Responsible Executive Director (Non-Finance) Chief Finance Officer/ Deputy Chief Financial Officer Assistant Director of Finance - Operations/Assistant Director of Finance - Strategy	K J I H G F E D

	Area of Delegation		Delegated Limit	Authority Delegated to:	Ref.
			>£75,000 <£225,000	Accountable Officer Head of Primary Care (PMS/GMS payment schedule only)	C B
3.2	Budgets Adjustment	Outside NHS <£200,000 <£400,000 >£400,000	Within NHS < £2,000,000 < £4,000,000 > £4,000,000	Chief Finance Officer Accountable Officer CCG Governing Body	D C A
3.3	All Contracts, Leases, Agreements etc		All	Chief Finance Officer	D
3.4	IT and Telecommunications Equipment		All	Chief Finance Officer/ Deputy Chief Financial Officer Assistant Director of Finance - Operations/Assistant Director of Finance - Strategy	D
3.5	Commissioning Agreement and sign-off of Contracts, Agreements or variations		All	Chief Finance Officer	D
3.6	Personalised Health Commissioning - packages of care - learning disability patients		Weekly costs of package of care <£1,000 <£1,350 <£2,350 <£3,000 <£3,500 >£3,500	Band 6 Band 7 Band 8A Band 8B Band 8C Director of Nursing and Quality, Deputy Director of Nursing and Quality, Chief Finance	

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
			Officer	
3.7	Personalised Health Commissioning - packages of care - patients other than learning disability patients	Weekly costs of package of care <£1,000 <£1,350 <£2,000 <£2,500 >£2,500	Band 6 Band 7 Band 8A / Band 8B Band 8C Director of Nursing and Quality, Deputy Director of Nursing and Quality, Chief Finance Officer	
4	CAPITAL EXPENDITURE - FOLLOWING SHA APPROVED PLAN Expenditure	< £20,000 < £30,000 < £75,000 > £75,000	Senior Manager (Band 8a and above) Deputy Director Executive Director Chief Finance Officer	I H E D
5	TENDERS Purchased not covered by Government Procurement Service	> £10,000 > £100,000	3 quotations Formal tenders	N/A N/A

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
	Opening of tenders	All	One Director + Senior Manager (Band 8a and above)	E+I
	Authority to waive above requirements (e.g. single source tenders)	< £250,000 < £500,000 > £500,000	Chief Finance Officer Accountable Officer CCG Governing Body	D C A
	Authority to accept other than lowest tender/ quotation	< £250,000 < £500,000 > £500,000	Chief Finance Officer Accountable Officer CCG Governing Body	D C A
	Acceptance of a tender	< £750,000 < £1,500,000 > £1,500,000	Chief Finance Officer Accountable Officer CCG Governing Body	D C A
6	PERSONNEL AND PAY			
6.1	Appointment of Staff			
	Funded post (i.e. within existing budgets + agreed with the Accountable Officer)		Senior Managers (Band 8a and above) Accountable Officer	I C
	New posts		Senior Managers (Band 8a and above)	I
	Booking of Bank/ Agency staff			
6.2	Pay and Expenses			
	Re-grading	All	Director of Engagement and Development	E
	Overtime	All	Deputy Director	H
	Time/ attendance records	All	Budget Holder	J
	Travel and Subsistence Claims	All	Line manager of employee (as set up in	

	Area of Delegation		Delegated Limit	Authority Delegated to:	Ref.
6.3	Redundancy		All	automated Easy Expenses system) Director of Engagement and Development & Chief Finance Officer	D + E
6.4	Ill Health Retirement		All	Director of Engagement and Development & Chief Finance Officer	D + E
6.5	Dismissal		All	Director of Engagement and Development & Executive Director	E
6.6	Leave/ Absences		All	Line Manager	N/A
	Approval		> 5 days	Executive Director	E
	Approval of carry forward		All	Executive Director	E
	Special Leave arrangements				
	Study Leave/ Training Course:				
	- Funded from Central Budget		< £10,000	Director of Engagement and Development	E
	- Funded from Delegated Budgets		> £10,000	Accountable Officer	C
6.7	Removal Expenses		All	Director of Engagement and Development	E
6.8	Granting/ renewal of lease car		All	Director of Engagement and Development	E
6.9	Mobile telephone user		All	Budget Holder	J
7	LOSSES AND COMPENSATION				
	Ex Gratia Payments + all other losses, write-off, compensation payments etc.		All	Chief Finance Officer	D
8	WRITING OFF EXPENDITURE & CREDIT NOTES	Outside NHS	Within NHS		
		<£50,000	<£500,000	Chief Finance Officer/ Deputy Chief Financial Officer Assistant Director of Finance -	D

	Area of Delegation		Delegated Limit	Authority Delegated to:	Ref.
		<£100,000 >£100,000	< £1,000,000 > £1,000,000	<u>Operations/Assistant Director of Finance - Strategy</u> Accountable Officer CCG Governing Body	C A
9	PETTY CASH PAYMENTS		< £50 < £150 > £150	Budget Holder Senior Manager (Band 8a and above) Chief Finance Officer	J I D
10	HOSPITALITY RECEIVED		> £50	To be registered with the <u>Governing Body Secretary/Corporate Office</u>	N/A
11	RELATIONSHIPS WITH MEDIA Within hours Outside hours		All All	Responsible Director + Communications Team Director on Call + Communications Team	E+ E+
12	SEALING OF DOCUMENTS Following agreement & contract in line with scheme of delegation		All	Director + Senior Manager (Band 8a and above)	E + I