

NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING
GOVERNANCE ARRANGEMENTS

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| Date of the meeting | 18/03/2020 |
| Author | S Lower – Executive Assistant, Corporate Office |
| Sponsoring Board Member | N Rowland – Chief Finance Officer |
| Purpose of Report | <ul style="list-style-type: none"> - Following the annual review of the Committee Terms of Reference (TOR), approval is sought to the proposed changes to the TOR for the Audit, Primary Care Commissioning and Remuneration Committees (as set out in Appendix 1). - Following an Internal Audit advisory review of the CCG’s corporate governance, approval is sought for the TOR for the Clinical Reference Group and Dorset Quality Surveillance Group, both of which remain unchanged (as set out in Appendix 2). - Following the NHS England Constitution change application in relation to the clinical leadership review, NHS England undertook a review of the full Constitution and suggested a number of minor non-material changes as listed in Appendix 3. Some of the changes related to the Terms of Reference and these have been included in Appendix 1. - Approval is sought for a number of further proposed changes to the Dorset CCG Constitution/Governance Handbook as set out in section 1.3 below (and tracked changes in Appendix 4). - To note the outcome of the recent Governing Body GP member election process as set out in section 1.4 below. |
| Recommendation | <p>The Governing Body is asked to:-</p> <ul style="list-style-type: none"> - approve the proposed changes to the Committee TOR as set out in Appendix 1; - approve the unchanged TOR for the system-wide Clinical Reference Group and Dorset Quality Surveillance Group as set out in Appendix 2; - approve the NHS England proposed minor non-material Constitutional changes as listed in Appendix 3; - approve the proposed changes to the Dorset CCG Constitution/Governance Handbook as set out in section 1.3 below (and tracked changes in Appendix 4); - note the outcome of the recent Governing Body GP member election process as set out in section 1.4 below. |

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| Stakeholder Engagement | N/A |
| Previous GB / Committee/s, Dates | N/A |

Monitoring and Assurance Summary

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| This report links to the following Strategic Principles | <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 [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 : SL

1. Report

1.1 Annual Review of Committee Terms of Reference

1.1.1 Good Governance suggests that Terms of Reference are reviewed annually to ensure that that relevant Committee's activities in support of the CCG are carried out in accordance with the law, governance and policy. This has been undertaken by the respective Committee Chair and reviewed from a legal perspective. A number of suggested minor non-material changes have been made to the Audit, Primary Care Commissioning and Remuneration Committee Terms of Reference as set out in blue in Appendix 1. If approved by the Governing Body, these changes will also require NHS England approval. The changes set out in red are those proposed by NHS England following their review of the full Constitution.

1.1.2 Following an Internal Audit advisory review of the CCG's corporate governance arrangements, it was recommended, given that aspects of the CCG's functions are being delivered by both the system-wide Clinical Reference Group and Dorset Quality Surveillance Group, that their Terms of Reference be approved by the Governing Body. Both are set out in Appendix 2.

1.2 Proposed NHS England Constitutional changes

1.2.1 Following an NHS England Constitution change application in relation to the clinical leadership review, NHS England undertook a review of the full Constitution and suggested a number of minor non-material changes which are listed in Appendix 3. The tracked change version of the Constitution is under [Background documents](#).

1.3 Proposed Dorset CCG Constitution/Governance Handbook changes

1.3.1 There have been two changes to the member practice details in the Constitution as set out below and shown in tracked changes on page 2-7 of Appendix 4.

- Change of name from Providence Surgery to Crescent Providence Surgery
- Change of address for Woodlea House Surgery **from 1 April 2020**

1.3.2 Following Governing Body approval in July 2019 to the insertion into the Constitution's Standing Financial Instructions – Detailed Delegation Limits of specific approval limits for the commissioning of Personal Health Commissioning packages of care, two further amendments to the limits are proposed. These reflect the revised structure in Personal Health Commissioning and will improve financial control by ensuring that any package of care with a weekly cost greater than or equal to £5,500 must be approved by the Chief Finance Officer. The proposed Constitution amendments are shown in tracked changes on page 10 of Appendix 4.

1.3.3 All references in the Governance Handbook to the Secretary and General Counsel to be amended to read the Corporate Office.

1.4 Governing Body GP member role

1.4.1 Following the election process for the role of Governing Body GP member (six roles), I can confirm that the following were elected from 1 April 2020:-

Dorset Council area

- Dr Hay-Ming Blunt (Fordington Surgery)
- Dr Martin Longley (Milton Abbas Surgery)
- Dr Blair Millar (Bridport Medical Centre)

Bournemouth, Christchurch and Poole Council area

- Dr Mufeed Ni'Man (Crescent Providence Surgery)
- Dr Ravin Ramtohal (Highcliffe Medical Centre)
- Dr David Richardson (Canford Heath Practice)

2. **Recommendations**

2.1 The Governing Body is asked to:-

- **approve** the proposed changes to the Committee Terms of Reference as set out in blue and red in Appendix 1;
- **approve** the unchanged Terms of Reference for the system-wide Clinical Reference Group and Dorset Quality Surveillance Group as set out in Appendix 2;
- **approve** the NHS England proposed minor non-material Constitutional changes as listed in Appendix 3;
- **approve** the proposed changes to the Dorset CCG Constitution/Governance Handbook as set out in section 1.3 above (and shown as tracked changes in Appendix 4);
- **note** the outcome of the recent Governing Body GP member elections set out in section 1.4 above.

Author's name and Title : S Lower, Executive Assistant, Corporate Office

Date : 28/02/2020

Telephone Number : 01305 368017

| APPENDICES | |
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| Appendix 1 | Terms of Reference:- <ul style="list-style-type: none"> - Audit Committee - Primary Care Commissioning Committee - Remuneration Committee - |
| Appendix 2 | System-wide Terms of Reference:- <ul style="list-style-type: none"> - Clinical Reference Group - Dorset Quality Surveillance Group |
| Appendix 3 | - NHS England proposed Constitutional changes |
| Appendix 4 | - Proposed Dorset CCG Constitution/Governance Handbook changes |