

NHS DORSET CLINICAL COMMISSIONING GROUP

GOVERNING BODY

GOVERNANCE ARRANGEMENTS

Date of the meeting	17/03/2021
Author	S Lower, Corporate Office Manager
Lead Director	Tim Goodson, Chief Officer
Clinical Lead	Dr F Watson, Dorset CCG Chair
Purpose of Report	Governing Body approval is sought for the appointment of the Deputy CCG Chair and the reappointment of the two Governing Body GP member representatives on the Primary Care Commissioning Committee (PCCC).
Recommendation	<p>The Governing Body is asked to approve:-</p> <p>(a) the appointment of Kay Taylor, Governing Body Lay Member as Deputy CCG Chair and the associated Constitutional amendments as shown in Appendix 1 in tracked changes;</p> <p>(b) the appointment of Dr Blair Millar and Dr Ravin Ramtohal as the Governing Body GP member representatives on the Primary Care Commissioning Committee (PCCC) for a further year from 1 April 2021.</p>

Monitoring and Assurance Summary

Conflicts of Interest	In line with the Conflicts of Interest guidance, a declaration of interest in this item will be declared by the individuals above. The relevant paperwork will be redacted from their agenda papers and they will withdraw from the meeting for the respective decision.
Involvement and Consultation	The PCCC Chair and Deputy Chair were consulted in relation to recommendation (b) above.
Equality, Diversity and Inclusion	N/A
Financial and Resource Implications	N/A
Legal/governance	As the CCG has a clinical chair, legislation requires the Deputy CCG Chair be a Governing Body lay member.
Risk description/rating	N/A

1. Report

Deputy CCG Chair

- 1.1 As the CCG has a clinical chair, legislation requires the Deputy CCG Chair be a Governing Body lay member. The Governing Body lay member who previously held the role of Deputy CCG Chair retired from their role on 8 January 2021. In the interests of corporate memory, the Governing Body is asked to approve the appointment of Kay Taylor, Governing Body Lay Member as Deputy CCG Chair to take effect immediately. There will be a number of associated Constitutional amendments required as a result of the appointment and these are shown in Appendix 1 as tracked changes.

Governing Body GP membership of the Primary Care Commissioning Committee (PCCC)

- 1.2 Membership of the Primary Care Commissioning Committee includes two GP members of the Governing Body.
- 1.3 As part of the clinical leadership review in 2020 which resulted in a reduction to the number of Governing Body GP members, a review of their portfolios was undertaken and Dr Blair Millar and Dr Rav Ramtohal were appointed as the two Governing Body GP members on the PCCC.
- 1.4 It is proposed for continuity purposes that both Dr Blair Millar and Dr Rav Ramtohal be re-appointed as the Governing Body GP members of the PCCC for a further year from 1 April 2021 and both have expressed their willingness to continue.
- 1.5 The proposal has been shared with the PCCC Chair and Deputy and fellow Governing Body GP members. All are supportive of the proposal.

2. Conclusion

- 2.1 The Governing Body is asked to **approve:-**
- (a) the appointment of Kay Taylor, Governing Body Lay Member as Deputy CCG Chair, to take effect immediately and the associated Constitutional amendments as shown in Appendix 1 in tracked changes;
 - (b) the appointment of Dr Blair Millar and Dr Ravin Ramtohal as the Governing Body GP member representatives on the Primary Care Commissioning Committee (PCCC) for a further year from 1 April 2021;

Author's name and Title : S Lower, Corporate Office Manager
Date : 03/03/2021

APPENDICES	
Appendix 1	Associated Constitutional changes in relation to the Deputy CCG Chair role

Extract from the Dorset CCG Constitution (page 21)

5.5 Composition of the Governing Body

5.5.1 This part of the constitution describes the make-up of the Governing Body roles. Further information about the individuals who fulfil these roles can be found on our website
<https://www.dorsetccg.nhs.uk/ccg/members/#governing>

5.5.2 The National Health Service (Clinical Commissioning Groups) Regulations 2012 set out a minimum membership requirement of the Governing Body of:

- (a) The Chair
- (b) The Accountable Officer
- (c) The Chief Finance Officer
- (d) A Secondary Care Specialist;
- (e) A registered nurse
- (f) Two lay members:
 - 2.1.1.1.1 one who has qualifications expertise or experience to enable them to lead on finance and audit matters; and another who
 - 2.1.1.1.2 has knowledge about the CCG area enabling them to express an informed view about discharge of the CCG functions

5.5.3 The CCG has agreed the following additional members:

- a) A third lay member who is the Chair of the Primary Care Commissioning Committee;
- b) Up to six (6) Governing Body GP Members, each of whom must be a GP Member Practice Representative, representing member practices.
- c) The Assistant Clinical Chair

5.5.4 As the current Chair is clinical, the Governing Body lay member for Patient and Public Involvement ~~(who is the Primary Care Commissioning Committee Chair)~~ will perform the Deputy Chair role as required.

1.2 Additional Attendees at the Governing Body Meetings

5.6.1 The CCG Governing Body may invite other person(s) to attend all or any of its meetings, or part(s) of a meeting, in order to assist it in its decision-making and in its discharge of its functions as it sees fit. Any such person may be invited by the chair to speak and participate in the debate, but may not vote.

Extract from the Dorset CCG Constitution (page 41)

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 committee of the Governing Body and has the functions set out 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 and NHS England.

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 and who is the Deputy CCG Chair), the Governing Body lay member (for Governance), the Assistant Clinical Chair, the Secondary Care Specialist and the Registered Nurse Specialist. The Chair of the Remuneration Committee shall be the Governing Body Lay Member for Patient and Public Involvement and the Deputy Chair of the Remuneration Committee shall be the Governing Body Lay Member (who is the Primary Care Commissioning Committee Chair ~~and Deputy CCG Chair~~). 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 Corporate Office will service the Committee.
- 2.4 The quorum shall be four of the seven members.
- 2.5 No member of the Committee should be present for discussion about their own remuneration and/or terms of service.

Extract from the Dorset CCG Constitution (page 54)

Lay Members

2.2.5 The Lay Members are subject to the following appointment process:

- a) **Nominations** – The Lay Members shall be nominated by a member of the Governing Body.
- b) **Eligibility** –
 - i) a Lay Member must be an individual who is not:
 - a member of the CCG; or
 - a Healthcare Professional;
 - an individual excluded from performing the Lay Member role under the provisions of the National Health Service (Clinical Commissioning Groups) Regulations 2012/1631 (a copy of which is available on request from the Secretariat);
 - ii) the Lay Member who is to lead on audit and conflict of interest matters must have qualifications, expertise or experience such as to enable the person to express informed views about financial management and audit matters; and
 - iii) the Lay Member who is to lead on remuneration and patient and public participation matters must be a person who has knowledge about the Area such as to enable the person to express informed views about the discharge of the CCG's functions;
 - iv) the additional Lay Member's primary role is to Chair the Primary Care Commissioning Committee, ~~and act as Deputy Governing Body Chair when required.~~
- c) **Appointment process** – Open advert. Selection is made by the Governing Body against competencies based on any current national guidance issued by NHS England or other relevant body;
- d) **Term of Office** – A Lay Member may hold office for a period of up to three (3) years;
- e) **Eligibility for reappointment** – A Lay Member shall be eligible for re-appointment at the end of his or her term but may not serve more than three (3) consecutive terms or nine (9) years, whichever is the lesser;