

WEST LEICESTERSHIRE CLINICAL COMMISSIONING GROUP

Board Terms of Reference May 2018

Introduction

The West Leicestershire Clinical Commissioning Group Governing Board was formally established as a Governing Body on 1st April 2014 following formal authorisation by NHS England.

In these Terms of Reference 'Clinical Commissioning Group (CCG)' shall refer to the member practices formed within Charnwood, North West Leicestershire and Hinckley & Bosworth and known as West Leicestershire Clinical Commissioning Group.

Purpose of Clinical Commissioning Group Board

To support the implementation of its objectives through the development of commissioning strategies, governance arrangements and ways of working.

To oversee and monitor operational delivery against key performance standards and targets.

To oversee and monitor the safety of patients and delivery of high quality of care through effective commissioning and contracting.

Responsibilities

The CCG Board will operate within the Corporate Governance Framework (ie Standing Orders, Scheme of Delegation & Reservation, and Standing Financial Instructions) of the CCG.

The functions of the CCG Board shall include:

- a) Ensuring appropriate arrangements in place to exercise its functions effectively, efficiently and economically and in accordance with the Group's principles of good governance (its main function)
- b) Determining the remuneration, fees and other allowances payable to employees and the allowances payable under any pension scheme it may establish under paragraph 11(4) of Schedule 1A of the 2006 Act, inserted by Schedule 2 of the 2012 Act
- c) Approving any functions of the Group that are specified in regulations
- d) Leading the setting of vision and strategy
- e) Approving commissioning plans

- f) monitoring performance against plans

The CCG Board shall have the authority to establish committees to assist with the performance of its functions and will receive minutes from these meetings.

Vision and Strategic Direction

The mission of NHS West Leicestershire Clinical Commissioning Group is: Patients, Practices and Partners working together to create the best value healthcare for West Leicestershire.

To support the development of the strategy to ensure effective commissioning of services and implementation of QIPP, integration across health and social care, and improving quality of primary medical care across the constituent localities.

To develop delivery plans to progress priority work programmes that support the annual Operational Plan.

To develop robust internal governance systems and processes.

Commissioning

To stimulate the transformation of local health services through innovative practice and changes to patient care pathways, ensuring continuous improvement in the quality of care.

To ensure effective and efficient use of resources in line with the CCG scheme of delegation.

To ensure effective financial management and reporting of our commissioning budgets.

To ensure the insights and experiences of patients and the public, inform and drive commissioning of high quality care.

Clinical Effectiveness and Clinical Governance

To take responsibility for organisational development (competency and capability assessment to determine skills needs and establish formal programme) for the CCG and the constituent localities

To develop a framework for assurance of service quality provided by constituent primary medical care practices of the CCG and the approach to ensure continuous improvement

To be responsible for the delivery of indicators contained in the annual national planning guidance that are delivered through CCG commissioned services

To meet quality indicators and CQUINs, of national targets and standards, and are relevant to those service areas delegated to the CCG's responsibility relating to commissioned services

Leading communication with stakeholders and partners

Ensuring strong and effective clinical engagement and leadership in relation to commissioned services.

To develop and implement robust stakeholder engagement in shaping the future commissioning strategy and annual Operational Plans.

Membership

The membership of the West Leicestershire Clinical Commissioning Group Board shall include:

- Eight Locality Leads (8 votes)
- Chair (1 vote)
- Deputy Chair (1 vote)
- Managing Director (1 vote)
- Chief Finance Officer (1 vote)
- Chief Nurse & Quality Lead (1 vote)
- Secondary Care specialist doctor (1 vote)
- 3 Lay Members (3 votes)

Non-voting members as follows:

- Director of Primary Care
- Director of Urgent Care
- Director of Service Redesign and Integration
- Chair of the Practice Managers' Forum
- Director of Performance and Corporate Affairs

Representative from Public Health Department

- Non-voting attendees as follows:
- Healthwatch

All members of the Board listed above will observe the voting rights indicated. In any future amendment to this membership, the principle that the Board is clinically led remains, and the relationship between clinical and other voting members, must be maintained.

The Lay Member appointed to chair the Audit Committee is the designated Deputy-Chair, to sit in those instances where a conflict, or potential conflict, of interest precludes the Chair or Vice Clinical Chair from presiding.

A key responsibility of each CCG Board is to ensure that the CCG develops a formal Constitution. This will define the relationship between individual GP practices, Locality groups and the CCG in terms of responsibilities, communication, engagement and accountability.

Quoracy and Voting

In order for meetings of the WLCCG Board to be quorate, there must be present at least the GP Chair or Vice Clinical Chair and at least one GP representative from at least three of the Localities within the CCG, plus at least one Lay Member and one management representative member.

A decision put to a vote at a meeting of the WLCCG Board shall be determined by simple majority of the voting members present. In the case of no decision, the Chair (or Deputy Chair, or Vice-Clinical Chair) of the Board shall have a second and casting vote.

If the quoracy of the meeting is affected by conflicts of interest then the Committee members and non-voting attendees would be asked to approve delegation of decision making authority to the Procurement and Investment Committee.

Management of Conflicts of Interest

A key responsibility of the Board is to ensure that CCG complies with its legal and Constitutional obligation to manage conflicts of interest. These obligations are set out in section 140(4) of the National Health Act 2006 and section 8 of the CCG's Constitution and our Conflicts of Interest Policy. To ensure compliance with these arrangements the following arrangements are in place for the Board and its' committees.

Conflicts of Interest Screening Panel

The CoI Screening Panel is an advisory body to the Committee. The Panel (Chair or Member) will make its recommendation to the Committee regarding the management of each conflict. Such recommendations are to be approved by the Board and such recommendations and approvals shall be recorded in the meeting minutes.

It shall be the responsibility of the CoI Screening Panel to ensure that any actual or perceived conflicts of interest are managed effectively in an open and transparent way.

Procurement and Investment Committee

The Procurement and Investment Committee will make a decision on the matter delegated to it and communicate this decision to the Board. The Board would then note and adopt the decision taken, If the Committee wished to dispute this decision this would require a specific meeting of the Procurement and Investment Committee and the Chair of the CCG to consider any valid objections to the decision of the Procurement and Investment Committee.

Reasonable grounds for objection include:

- Subsequently discovered a factual error in the materials submitted for decision
- Factually inaccurate interpretations of key facts or figures by the Committee.

Administration

Administration and taking of minutes for the WLCCG Board is the responsibility of the Director of Performance and Corporate Affairs.

Frequency of Meetings

The WLCCG Board shall meet on a bi-monthly basis, or more frequently (as required) on an exceptional basis.

Reporting Arrangements

Receive minutes from CCG Committees and Commissioning Collaborative Meetings.

The WLCCG Board will be accountable to NHS England through quarterly assurance meetings.

Review

These Terms of Reference, will be reviewed on an annual basis by West Leicestershire CCG and no later than May 2019.