

TERMS OF REFERENCE

COMMITTEE IN COMMON OF THE GOVERNING BODIES

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0.1	29.08.19	Mrs S Mattocks	Draft	Document drafted
0.1	06.09.19	Mrs S Mattocks	Draft	Circulated to executive lead for governance, chief officer and chairs for feedback
0.1	25.09.19 26.09.19	Mrs S Mattocks	Draft	Submitted to the Governing Body for approval

Circulation list

Prior to approval, the Terms of Reference are circulated to the following for consultation:

- CCG Governing Body members

Following approval these Terms of Reference will be circulated to:

- CCG Governing Body members

1.0 Introduction

- 1.1** The Constitutions for NHS Chorley and South Ribble Clinical Commissioning Group (CCG) and NHS Greater Preston Clinical Commissioning Group (CCG) state in section 5.13.1 that:

“The Group may wish to work together with one or more Clinical Commissioning Groups, as it considers appropriate, in the exercise of its commissioning functions. The Group will describe and publish on its website any such arrangements in a ‘Statement of Collaborative Commissioning Arrangements’”

this includes at 5.13.2:

“exercising jointly the commissioning functions of the Group and another CCG”

And at 5.13.4:

“Where the Group makes arrangements which involve all the Groups exercising any of their commissioning functions jointly, a joint committee may be established to exercise those functions”.

- 1.2** Such a committee allows the two central Lancashire CCGs to work more collaboratively and enables the views of both CCGs to be heard together before decisions are taken in order to streamline decision making across the patch and enrich the debate for each CCG.
- 1.3** To this end, the CCGs have agreed to establish a ‘Committee in common of the Governing Bodies’. The Committee is established as a committee in common of the two central Lancashire CCGs, which will receive items which were previously taken to individual Governing Body meetings but which are equally relevant to both CCGs. The meeting will hereafter be referred to as “the committee”.

2.0 Membership

- 2.1** The Committee will be chaired by the Clinical Chair and this will rotate between CCGs each meeting.
- 2.2** Membership of the Committee will be made up of all current members and attendees from both CCG Governing Bodies.
- 2.3** The Committee shall consist of:
- Chair and Clinical Leader of NHS Chorley South Ribble CCG (rotating Chair)
 - Chair and Clinical Leader of NHS Greater Preston CCG (rotating Chair)
 - Vice Chair (Lay Member Governance) of NHS Chorley South Ribble CCG and NHS Greater Preston CCG (Vice Chair)
 - Accountable Officer
 - Chief Finance and Contracting Officer
 - Director of Quality and Performance
 - GP Directors of both CCGs
 - Lay Members for Finance, Audit and Conflicts of Interest of both CCGs
 - Lay Members for Patient and Public Involvement of both CCGs

- Governing Body Nurse
- Secondary Care Doctor
- Director of Transformation and Delivery (non-voting)

3.0 Decision making

- 3.1** Voting will take place separately between each CCG in succession. The CCG to vote first will be the CCG belonging to the Clinical Chair who is Chairing the given meeting.
- 3.2** Where possible decisions will be taken by consensus. Where there is a divide in opinion a vote will be taken and decisions made by simple majority.
- 3.3** Where items are only relevant to one CCG, the other CCG will not be involved in the decision making and discussion.

4.0 Attendance

- 4.1** Members would normally attend all meetings and it is expected that members will attend a minimum of 75% of meetings per annum barring any exceptional circumstances.

5.0 Quorum

- 5.1** A quorum shall comprise the following voting membership of each Governing Body:

- i. the Chair or Vice-Chair;
- ii. either the Accountable Officer or the Chief Finance & Contracting Officer;
- iii. at least two GP Directors;
- iv. a Lay Member (not including the Vice Chair); and
- v. either the Secondary Care Doctor or the Governing Body Nurse.

6.0 Frequency and notice

- 6.1** The Committee shall meet on a bi-monthly basis. All meetings shall be held in public unless the Chair agreed that it would not be in the public interest to permit members of the public to attend a meeting or part of a meeting due to the confidential nature of the discussion. The Chair of the Committee may arrange extraordinary meetings at their discretion.
- 6.2** Unless otherwise agreed, not less than 1 months' notice shall be given for a meeting.
- 6.3** The Chair of the Committee shall reserve the right to reconvene and rearrange a meeting should they feel this necessary.
- 6.4** In addition to public meetings, the Governing Bodies will meet at an informal development session approximately six times annually held jointly. The purpose for the development session is strategic development updates, facilitated training, education and the opportunity for open discussions between both Governing Bodies.

7.0 Meeting papers

7.1 The agenda shall be developed by the Chair. Administration of meetings will be provided by the governance team, and papers will be circulated a minimum of five working days in advance of the meeting. There will be two separate 'Chairs' updates' from the Chairs of each CCG.

8.0 Purpose and duties

8.1 The Committee has been established to bring together the business of both CCG Governing Body meetings. For further detail on the business of the Governing Body the constitution should be referred to at section 5.7.

9.0 Reporting

9.1 The minutes of the Committee meetings shall be formally recorded.

9.2 The business of the Committee will be reported in the Annual Governance Statement.

10.0 Conflicts of interest

10.1 All potential or perceived conflicts of interest must be declared. Where there are conflicts of interest these will be managed by the Chair in line with the CCG Policy (Managing Conflicts of Interest GOV07) and recorded in the minutes.

11.0 Review of Terms of Reference

11.1 The Terms of Reference of the Committee shall be reviewed by the Governing Body of each of the CCGs at least annually, or as needed. Any amendments must be approved by each CCG Governing Body.