Report to:	Clinical Commissioning Group Committee
Date of Meeting:	22nd March 2013
Subject:	Committees of the CCGC Terms of Reference update
Presented by:	Mike Napier, Head of Corporate Governance
Author:	Mike Napier, Head of Corporate Governance

STATUS OF THE REPORT:

To approve	**X**	To endorse	
To ratify		To discuss	
To consider		For information	

PURPOSE OF REPORT:

To present updated Terms of Reference for committees of the CCGC for consideration and approval. For ease of reference changes within the report are highlighted in red. The changes reflect the full authorisation of the CCG from 01st April 2013.

RECOMMENDATIONS:

1. Approve the adoption of the updated Terms of Reference, noting that the changes will be effective from 01 April 2013.

REPORT EXEMPT FROM PUBLIC DISCLOSURE   No **X** Yes ☐

If yes, grounds for exemption
(*FOIA or DPA section reference*)

CCG STRATEGY NUMBER REFERENCE	**ASSURANCE FRAMEWORK REFERENCE NUMBER**
Short summary as to how the report links to the CCG's strategic objectives	*Short summary as to how the report adds assurance to the Assurance Framework*
Supports delivery of the CCG Constitution and a range of statutory duties.	The effective functioning of the CCG's committees through clear and comprehensive Terms of Reference provides an essential part of the scrutiny of the Assurance Framework.

IMPLICATIONS: (*summary of key implications, including risks, associated with the paper*),	
Finance	No additional risks identified.
HR	No additional risks identified.
Quality	No additional risks identified.
Safety	No additional risks identified.

ENGAGEMENT: (*Explain what engagement has taken place e.g. Partners, patients and the public prior to presenting the paper and the outcome of this*)

The Terms of Reference have been subject to internal engagement and review.

LEGAL ISSUES: (*Summarise key legal issues / legislation relevant to the report*)

In conducting its business, the CCG's Committees will be required to have due regard to provisions of the CCH Constitution, the NHS Constitution and any NHS Commissioning Board guidance as appropriate.

EQUALITY AND DIVERSITY ISSUES: (*summary of impact, if any, of CCG's duty to promote equality and diversity based on Equality Impact Analysis (EIA).* **All** *reports relating to new services, changes to existing services or CCG strategies / policies* **must** *have a valid EIA and will not be received by the Committee if this is not appended to the report*).

No adverse impacts identified.

THE NHS CONSTITUTION: (*How the report supports the NHS Constitution*)

The proposals support delivery of Principle 3 of the NHS Constitution: The NHS aspires to the highest standards of excellence and professionalism.

Definitions

To approve
- An item of business that requires the Committee to take a formal decision.

To endorse
- An item of business that requires the Committee to endorse the actions taken by the CCG.

To ratify
- An item of business where the Committee is required to ratify the action(s) taken on the behalf of the Committee, for example, by a formal group established by the Committee.

To discuss
- An item of business that requires discussion by the Committee prior to agreement of a formal resolution or a general policy steer to the executive officers.

To consider
- A report containing a positional statement relating to the delivery of the CCG's functions for which the Committee has a corporate responsibility but is not explicitly required to make a decision.

To note
- An item of business for which the Committee is required to give due regard to but for which there is not expected to be discussion.

For information
- An item of information that is of general interest but is not of significance to the Committee's corporate or operational activities. These items will be included on a specific section on the agenda but will not be for discussion unless exceptionally Members have not been able to obtain assurance from the author outside of the meeting *and* the Chair has been notified of the request at least 1 hour in advance of the start of the meeting.