

Item: 6.1

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| Report to: | Primary Care Commissioning Committee |
| Date of Meeting: | 23 rd February 2017 |
| Subject: | Review of Terms of Reference |
| Presented by: | Phil Davis Head of Primary Care, NHS Hull CCG |
| Author: | Phil Davis Head of Primary Care, NHS Hull CCG |

STATUS OF THE REPORT:

| | | | |
|-------------|-------------------------------------|-----------------|--------------------------|
| To approve | <input checked="" type="checkbox"/> | To endorse | <input type="checkbox"/> |
| To ratify | <input type="checkbox"/> | To discuss | <input type="checkbox"/> |
| To consider | <input type="checkbox"/> | For information | <input type="checkbox"/> |
| To note | <input type="checkbox"/> | | |

PURPOSE OF REPORT:

The purpose of this report is to present for approval a timetable for the review of the terms of reference for the Primary Care Commissioning Committee.

RECOMMENDATIONS:

It is recommended that the Primary Care Commissioning Committee:

- Note the contents of the report;
- Approve the process and timetable for the review of the Committee's terms of reference.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

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

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| CCG STRATEGIC OBJECTIVE <i>(See guidance notes below)</i> | ASSURANCE FRAMEWORK SPECIFIC OBJECTIVE <i>(See guidance notes below)</i> |
| The report links with 21st Century Primary Care and to ensure that patients receive clinically commissioned, high quality services. | <ul style="list-style-type: none"> • 21st Century Primary Care • Patients receive clinically commissioned, high quality services |

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| IMPLICATIONS: <i>(summary of key implications, including risks, associated with the paper),</i> | |
| Finance | None |
| HR | None |
| Quality | None |
| Safety | None |

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| ENGAGEMENT: <i>(Explain what engagement has taken place e.g. Partners, patients and the public prior to presenting the paper and the outcome of this)</i> |
| The process to review the terms of reference will involve engagement with members of the Primary Care Commissioning Committee and NHS England. |

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| LEGAL ISSUES: <i>(Summarise key legal issues / legislation relevant to the report)</i> |
| None. |

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)

| | Tick relevant box |
|--|--------------------------|
| An Equality Impact Analysis/Assessment is not required for this report. | √ |
| An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment. | |
| An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report. | |

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

The report supports the delivery of the NHS Constitution as the commissioning of primary care services will aid in the delivery of the following principles, rights and NHS pledges:

- 1) The NHS aspires to the highest standards of excellence and professionalism
- 2) NHS works across organisational boundaries and in partnership with other organisations in the interests of patients
- 3) Quality of care

REVIEW OF TERMS OF REFERENCE – PRIMARY CARE COMMISSIONING COMMITTEE

1 INTRODUCTION

The purpose of this report is to present for approval a timetable for the review of the Primary Care Commissioning Committee's terms of reference.

2 BACKGROUND

In preparation for the CCG assuming fully delegated responsibility for the commissioning of primary medical care services with effect from 1st April 2017 the terms of reference for a Primary Care Commissioning Committee were approved by the CCG Board at its November 2016 meeting. Some revisions to the terms of reference to reflect changes in the CCG Director Team and CCG GP Board members, and NHS England attendance were subsequently approved in May 2017.

3 INFORMATION

All CCG Committee terms of reference are required to be reviewed at least annually. Following an internal audit review of Committee Arrangements it was agreed that all Committees' terms of reference would be updated to include details of alternative mechanisms for decision making in the event of the meeting not being quorate; this amendment will be made to the Primary Care Commissioning Committee's terms of reference.

In addition, to inform the review of the Committee's terms of reference, an effectiveness review session is proposed to be held at the 27th April 2018 meeting; the review will be facilitated by Audit One, the CCG's internal audit provider. The terms of reference will then be amended further, if necessary, in the light of the outcome of the session.

It is therefore proposed that the following process and timetable be followed for the review of the Primary Care Committee's Terms of Reference:

| Action | Committee / Board Date 2018 |
|---|---|
| Review of effectiveness of Committee facilitated by Robert Basham, Audit One, the CCG's Internal Audit Provider | 27 th April Primary Care Commissioning Committee |
| Revised terms of reference submitted for approval | 29 th June Primary Care Commissioning Committee |
| Revised terms of reference submitted for approval (alongside other Committees' revised Terms of Reference) | 27 th July CCG Board Meeting |

4 RECOMMENDATIONS

It is recommended that the Primary Care Commissioning Committee:

1. Note the contents of this report;
2. Approve the process and timetable for the review of the Committee's terms of reference.