

Item: 6.1

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| Report to: | Primary Care Commissioning Committee |
| Date of Meeting: | June 29 th 2018 |
| Title of Report: | Primary Care Commissioning Committee Terms of Reference |
| Presented by: | Phil Davis, Head of Primary Care |
| Author: | Phil Davis, Head of Primary Care Mike Napier, Associate Director Corporate Affairs |

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 update terms of reference for the Primary Care Commissioning Committee for approval and submission to the CCG Board.

RECOMMENDATIONS:

It is recommended that the Primary Commissioning Committee approve the revised terms of reference.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

If yes, detail grounds for exemption

CCG STRATEGIC OBJECTIVE *(See guidance notes on page 4)*

Integrated commissioning – to ensure the appropriate governance arrangements are in place for the commissioning of primary medical care services.

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|--|----------------|
| IMPLICATIONS: <i>(summary of key implications, including risks, associated with the paper),</i> | |
| Finance | Not applicable |
| HR | Not applicable |
| Quality | Not applicable |
| Safety | Not applicable |

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 revised terms of reference have incorporated the recommended changes regarding quoracy and decision-making as well as issues that were raised as part of both the committee effectiveness session held in April 2018 and the Commissioning Cycle Audit undertaken by Audit One.

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

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. | x |
| 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 terms of reference ensure the Primary Care Commissioning Committee takes full account of the NHS Constitution including ensuring the equity of access and quality of services.

PRIMARY CARE COMMISSIONING COMMITTEE TERMS OF REFERENCE

1. INTRODUCTION

The purpose of this report is to present update terms of reference for the Primary Care Commissioning Committee for approval and submission to the CCG Board.

2. BACKGROUND

The terms of reference for CGG Committees are required to be reviewed annually by the respective Committee prior to approval by the CCG Board.

3. INFORMATION

The revised terms of reference are attached as Appendix 1. The following changes are included:

- Clarity on the relationship between the Primary Care Commissioning Committee and the Planning & Commissioning Committee
- Amendments reflecting changes in job roles and titles within the CCG
- Clarity regarding quoracy and decision making
- A change to non voting attendee from NHS England

4. RECOMMENDATION

It is recommended that the Primary Commissioning Committee approve the revised terms of reference.