

Item: 5.9

Report to:	NHS Hull Clinical Commissioning Group Board
Date of Meeting:	24 September 2021
Subject:	Board Committees Terms of Reference Updates
Presented by:	Associate Director of Corporate Affairs
Author:	Respective CCG Committees

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 terms of reference for the committees of the CCG Board are subject to annual review. This is undertaken by the individual committees with the subsequent revised ToRs submitted to the Integrated Audit and Governance Committee for consideration. Followed by the CCG Board for approval.

RECOMMENDATIONS:

a That the updated Terms of Reference for the Board's committees be approved.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

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

CCG STRATEGIC OBJECTIVE

Supports robust governance arrangements of the CCG.

IMPLICATIONS:

Finance	No adverse financial implications identified
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HR	No adverse financial implications identified.
Quality	No adverse financial implications identified.
Safety	No adverse financial implications identified.

ENGAGEMENT:

Members of the individual committees have considered their Terms of Reference and made recommendations, as appropriate.

The revised ToRs have been submitted to the Integrated Audit and Governance Committee (IAGC) for consideration.

LEGAL ISSUES:

The terms of reference reflect the requirements as detailed in the CCG Constitution.

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:

The NHS aspires to the highest standards of excellence and professionalism.

BOARD COMMITTEE'S TERMS OF REFERENCE UPDATES

1. INTRODUCTION

The purpose of this report is to update the Board on the terms of reference (ToR) for the following Committees.

- Planning and Commissioning Committee
- Remuneration Committee
- Primary Care Commissioning Committee
- Quality and Performance Committee
- Integrated Commissioning Committee (Committees in Common)
- The Integrated Audit and Governance Committee

2. BACKGROUND

As part of the annual assurance processes of the CCG, the ToR's for the committees of the CCG Board are subject to annual review to ensure that they reflect the latest governance and strategic requirements of the CCG.

As the CCGs are in the final year of operation, it was expected that any changes required were of an absolute business critical need.

3. INFORMATION

The review of the ToR's is undertaken by the individual committees, in which the following Committees have advised that they have no changes to their current ToR's.

- Remuneration Committee
- Primary Care Commissioning Committee
- Quality and Performance Committee
- Integrated Commissioning Committee (Committees in Common)
- The Integrated Audit and Governance Committee

The Planning and Commissioning Committee (P&C) have advised that they have some changes to be made the main changes relate to changes in organisation names and to the quoracy of the Committee. During 2020/21 an increasing number of meetings were non-quorate due to changes in the staffing complement within the CCG. These changes/impacts are unlikely to change significantly over the 2021/22 time period. The quoracy has been slightly amended to ensure that key members are present, but to allow deputization / cross representation to ensure that quoracy rates are improved.

Attached is a reviewed version of these ToR's, changes are highlighted under tracked changes.

These were consideration by the IAGC who recommend approval of the revised P&C ToR's.

4. RECOMMENDATIONS

It is recommended: That the updated Terms of Reference for the Planning and Commissioning Committee be approved.