

Election of Governing Body GP Members**Governing Body meeting****E****3 October 2013**

Author(s)/Presenter and title	Linda Tully, Company Secretary / Head of Corporate Governance
Sponsor	Dr Tim Moorhead, CCG Chair
Key messages	
<ul style="list-style-type: none"> NHS Sheffield CCG has one vacant city-wide GP seat vacant on the Governing Body. The proposed plan aims to have a successful candidate in place by January 2014. 	
Assurance Framework (AF)	
<ul style="list-style-type: none"> Risk Reference (RR) Number: 5.2 5.3 5.5 How does this paper provide assurance to the Governing Body that the risk is being addressed? Provides mechanism to deliver strong leadership Is this an existing or additional control: Existing 	
Equality/Diversity Impact	
Has an equality impact assessment been undertaken? Yes	
Which of the 9 Protected Characteristics does it have an impact on? There is no evidence to suggest that the Assurance Framework will adversely impact on any of the 9 protected characteristics	
Public and Patient Engagement	
Nil	
Recommendations	
The Governing Body is asked to: <ul style="list-style-type: none"> Note the principles supporting the CCG election process Agree the time-scale for the process Confirm support from existing GP members and locality managers. 	

Election of Governing Body GP Members**Governing Body meeting****3 October 2013****1. Context**

At our last meeting in September, the Governing Body noted that Dr Margaret Ainger wished to resign her position with effect from 18 October 2013 to allow her to focus more of her time on the operational delivery of the Children and Family Services Portfolio.

The CCG Constitution (Paragraph 6.62) states that the Governing Body will comprise at least 15 voting members; eight of whom will be GPs. This paper offers a timeline setting out required actions for the election process to allow the Governing Body to operate with the full complement of GPs by January 2014.

2. Principles

The CCG will commission the Electoral Reform Services and ensure a democratic electoral process that is inclusive and capable of scrutiny. As part of our statutory obligations, and to ensure robust governance provision, the CCG will have arrangements in place to ensure credibility across and beyond constituent practices, building on existing credible and legitimate leadership with identified competencies and skills.

We aim to attract the widest possible talent; therefore all GPs practicing in Sheffield, (excluding trainees) regardless of contract type (ie principal, salaried or locum) are able to put themselves forward as a candidate.

The city-wide election process will comply with the Equality Act 2010.

3. Process

Whilst considering diversity, appointments must clearly be made on merit; therefore all candidates will be formally assessed against a list of essential and desirable skills, competencies and attributes drawn from relevant national guidance prior to the election. The assessing panel will comprise:

- CCG Chair
- Accountable Officer
- Senior HR Advisor
- 1 Clinical Director
- 1 Lay Representative

In appealing for potential candidates, the CCG will need a positive promotion campaign in place. We will adopt a number of communication methods including Royal Mail, electronic (email and web based) and internal mail. However, Locality GP Representatives and Locality Managers are also very well placed to support this through, for example, the Locality Executive meetings and other forums.

Timetable	
• Call for Nominations as an agenda item at Members' Council	Wednesday 16 October
• Details and Instructions available on the intranet	
• Communications campaign in place	
• Nominations open	Friday 1 November
• Nominations close	Monday 2 December
• Nominees verified by assessment panel	Wednesday 4 December
• Ballot opened	Thursday 5 December
• Ballot instructions reissued to all non-voters (reminder)	Thursday 19 December
• Ballot closed	Tuesday 24 December

4. Recommendation

The Governing Body is asked to:

- Note the principles supporting the CCG election process
- Agree the time-scale for the process
- Confirm support from existing GP members and locality managers.

Paper prepared by Linda Tully, Company Secretary & Head of Corporate Governance

On behalf of Dr Tim Moorhead, CCG Chair

24 September 2013