

Review of Terms of Reference for Governing Body Committees

Governing Body meeting

5 July 2018

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Purpose of Paper	
<p>Governing Body is asked to approve the updated Terms of Reference (ToR) for the following committees following a review by the respective committee:</p> <p>Audit and Integrated Governance Committee (AIGC) Strategic Patient Experience, Engagement and Equality Committee (SPEEEC)</p>	
Key Issues	
<p>A minor change has been made to the Terms of Reference of AIGC to ensure consistency with the CCG's Constitution</p> <p>Two minor changes are required to the Terms of Reference for SPEEEC in relation to membership and quoracy.</p>	
Is your report for Approval / Consideration / Noting	
Approval	
Recommendations / Action Required by Governing Body	
<p>Governing Body is asked to approve the proposed changes to the Terms of Reference for:</p> <ul style="list-style-type: none"> • The Audit and Integrated Governance Committee • The Strategic Patient Engagement, Experience and Equality Committee 	
Governing Body Assurance Framework	
<p><i>Which of the CCG's objectives does this paper support?</i></p> <p>This paper supports delivery of the CCG's Strategic Objective 5 - Organisational development to ensure CCG meets organisational health and capability requirements.</p> <p>It also gives assurances against Risk 5.4 - Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage.</p>	

Are there any Resource Implications (including Financial, Staffing etc)?
The proposed standards will be implemented within the CCG's existing management arrangements.
Have you carried out an Equality Impact Assessment and is it attached?
<i>Please attach if completed. Please explain if not, why not</i> Not applicable
Have you involved patients, carers and the public in the preparation of the report?
SPEEEC is attended by patients and the public who have been involved in reviewing changes to the Committee's Terms of Reference.

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1. Introduction

Section 6 of the CCG's Constitution (Decision Making: The Governance Structure) describes how the committee structure of the CCG must operate. This includes compliance with the CCG's principles of good governance, operating within the Scheme of Reservation and Delegation and compliance with the Standing Orders and Prime Financial Policies. It also describes how, when discharging their delegated functions, the committees of the Governing Body must operate in accordance with their approved Terms of Reference (ToR).

Each of the CCG's Committees is required to review its ToR at least once a year and more often if circumstances change. Under the CCG's Scheme of Reservation and Delegation, it is the Governing Body's responsibility to consider and approve as appropriate any changes in ToR recommended by the relevant committee.

A review of the Terms of Reference of both Committees listed below has been conducted and proposed changes discussed with the relevant committee prior to recommendation to the Governing Body for approval.

2. Proposed Changes

2.1 Audit and Integrated Governance Committee Terms of Reference

The CCG's AIGC considered its ToR at its meeting on 14 December 2017 and agreed to recommend to Governing Body the changes proposed by the Director of Finance, these changes were approved by Governing Body at its meeting in January 2018. The ToR now need to be updated to ensure they reflect the requirements of the CCG's Constitution as set out in section 6.6.5 Committees of the Governing Body: Section a) Audit and Integrated Governance Committee (AIGC).

This minor change is to state that approval of the Governance Sub-committee Terms of Reference is by AIGC rather than Governing Body as previously set out.

2.2 Strategic Patient Engagement, Experience and Equality Committee

The Terms of Reference were agreed in July 2017 as part of the proposal to make the group a Committee of the Governing Body. Whilst the remit of the Committee remains unchanged, the two key areas of membership and quoracy have been reviewed by the Committee as set out below.

- **Membership**

Factual changes are required due to changes in membership, job titles and job roles. Following discussion with the public health representative and consideration by the Committee it was proposed that this role should be removed from the ToR.

- **Quoracy**

Quoracy has been reviewed and revised to ensure more robust arrangements are in place, the aim of which is to ensure sufficient representation of Governing Body members and external representatives and that all three areas of expertise are appropriately represented at each meeting.

3. Recommendation

The Governing Body is asked to approve the proposed changes to the Terms of Reference for:

- The Audit and Integrated Governance Committee
- The Strategic Patient Engagement, Experience, Equality Committee

Paper prepared by: Sue Laing, Corporate Services Risk and Governance Manager

On behalf of: Julia Newton, Director of Finance
Phil Taylor, Chair, Audit and Integrated Governance Committee (AIGC)
Mark Gamsu, Chair, Strategic Patient Experience, Engagement and Equality Committee (SPEEEC)

June 2018