

MEMBERS' COUNCIL

TERMS OF REFERENCE

1. INTRODUCTION

The Members' Council is established in accordance with South West Lincolnshire Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation.

These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Members' Council and shall have effect as if incorporated into the Clinical Commissioning Group's Constitution and Standing Orders.

2. OVERALL PURPOSE

The Members' Council of the South West Clinical Commissioning Group is the representative body of the CCG member practices and it is accountable to the CCG for delivering the statutory functions of the group.

3. KEY ROLES AND FUNCTIONS

The Members' Council is responsible for the following functions:

- Setting strategic priorities and direction taking in account a range of issues such as national and local priorities, the Commissioning Outcomes Framework, the Joint Strategic Needs Assessment, Health and Wellbeing Board Strategy, financial and quality issues.
- Support the production of the Integrated Plan.
- Production and maintenance of the CCG Constitution.
- Oversight and monitoring of clinical quality in all providers to ensure continued improvement of quality, safety and effectiveness.
- Providing assistance and support to NHS England in ensuring the quality of primary care services.
- Ensuring clinical engagement and drive at the centre of all CCG activity.
- Supporting and encouraging individual clinicians and practices in participating in clinical commissioning at a variety of levels.
- Overseeing CCG clinical governance
- Supporting external relationships, particularly with NHS England and local stakeholders.
- Production of an annual CCG report to NHS England.

4. MEMBERSHIP

The membership will consist of:

- **Attendees with voting rights**
 - (i) Chair of the Members' Council
 - (ii) A practice representative from each member practice who will be a clinician nominated by the practice. The Vice Chair of the Members' Council will be elected from amongst this group by the Committee. This role is separate to the Vice Chair of the CCG Governing Body.

- **Other invitees without voting rights**
 - (i) Any primary health care providers who are not major contract holders with the CCG who may be approved by the voting members. These will be individuals or organisations who have responsibility for the provision of health care to individuals in the CCG are who are not registered with a member practice, but who are not in themselves eligible to be full members of the CCG by nature of their contractual arrangements for health provision. This may include local military care providers.
 - (ii) CCG Chief Officer
 - (iii) CCG Chief Finance Officer
 - (iv) CCG Public Health Consultant and
 - (v) CCG Corporate Secretary

5. COMMITTEE CHAIR AND DEPUTY CHAIR

The Chair and Vice Chair of the Members' Council will be nominated from the 19 practice representatives.

In the absence of the Chair of the Council of Members, meetings will be Chaired by the Vice Chair.

6. REPORTING ARRANGEMENTS

The Members' Council will be accountable to the Member Practices and will make its approved minutes available to all Members Practices.

The Governing Body will receive the minutes of the Members' Council.

The minutes of all formal meetings will be a matter of public record unless agreed specifically to the contrary.

7. FREQUENCY OF MEETINGS

The Members' Council will meet four times a year in private and will act in accordance with its Terms of Reference by the CCG member practices.

The Members' Council will organise an Annual General Meeting, which shall be open to all members of the Clinical Commissioning Group and other General Practitioners on the local performers' list. At this meeting the membership will approve the Annual Accounts, the Terms of Reference for the following year and Annual CCG report.

8. MINUTES AND AGENDAS

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the Chair of the meeting at least three weeks before the meeting takes place. Supporting papers for such items need to be submitted at least two weeks before the meeting takes place. The agenda and supporting papers will be circulated to all members two weeks before the meeting will take place.

9. QUORUM

The Members' Council will be quorate when there are at least 12 practice representatives present, including the Chair or Vice Chair. Practice representatives will usually be GP's, however, in exceptional circumstances, an alternative representative may attend the meeting. The representatives will have the ability to vote on behalf of the practice, and will count towards the quorum of the meeting.

10. VOTING ARRANGEMENTS

Voting is based on 66% of those in attendance and 66% population, again of those in attendance. If a practice is not present then their population does not count in terms of the vote.

11. DECISION MAKING

The Members' Council may grant authority to act on its behalf to:

- a) any of its members;
- b) its Governing Body
- c) employees, or
- d) a Committee or Sub-Committee of the group.

The extent of the authority to act of the respective bodies and individuals depends on the powers delegated to them by the group as expressed through:

- The groups' Scheme of Reservation and Delegation; and
- for Committees, their Terms of Reference.

The Members' Council of the Clinical Commissioning Group remains accountable to the CCG membership for all of its functions, including those that it has delegated.

12. DECLARATION OF INTERESTS

Requirements for declaring interests and their applicability to the Members' Council are outlined in the Clinical Commissioning Group's Constitution, Standing Orders and Standards of Business Conduct Policy.

13. REVIEW

The Terms of Reference will be normally reviewed on an annual basis.

At least annually, the Members' Council shall review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness. Any suggested changes to its Terms of Reference will be submitted to the CCG Governing Body for approval.

Signed.....
CCG GP Chair

Date.....