

EXECUTIVE COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION

The Executive Committee is established in accordance with South West Lincolnshire CCGs Standing Orders and Scheme of Reservation and Delegation. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the Clinical Commissioning Group's Constitution.

2. PURPOSE

The purpose of the South West Lincolnshire Clinical Commissioning Group Executive Committee is to provide the Clinical Commissioning Group Members Council with assurance in relation to any assigned or delegated actions.

3. KEY ROLES AND FUNCTIONS

The Executive Committee is responsible for the following functions:

- To oversee the day to day operational business of the CCG.
- To review and prioritise all business cases and project initiatives utilising the CCG Project Framework.
- To oversee and monitor delivery against CCG priorities and operating plan.
- To oversee the development and implementation of appropriate frameworks which ensure the CCG achieves continuous quality improvement.
- To oversee the advancement of joint commissioning towards an increased integration with social care commissioning.
- To review and discuss the implications and implementation of key policy documentation issued by NHS England, the Department of Health and other statutory authorities for recommendation to the Member's Council regarding the potential impact on plans and services commissioned by the CCG.
- To develop and promote an organisation wide culture which enables clinicians, managers and staff from all backgrounds to work both in partnership and individually to effectively deliver safe and sound services.
- To prepare and review, as appropriate, written and verbal updates on progress with implementing key projects and initiatives from senior staff and key clinicians, for recommendation to the Members' Council as appropriate.
- Direct resources and responsibility on a day to day basis to deal with operational issues, implement objectives and operating plan, and achieve local and national targets.

- To monitor contracts and oversee QIPP negotiations on a day to day basis in partnership with the Commissioning Support Unit (CSU).
- To project manage the QiPP agenda by ensuring connectivity between planned service development and QiPP where applicable; delivery through robust monitoring and active identifying opportunities for future QiPP initiatives.
- To establish and maintain effective relationship management with key partners and stakeholders.
- To monitor and manage delegated budgets within standing financial instructions.
- To ensure that appropriate action is being taken to manage identified and potential risks and reports to the CCG Governing Body. Escalate risks to the CCG Members' Council or Risk Committee where appropriate.
- Develop responses to relevant consultation documents for the Members' Council and Governing Body approval.

4. **MEMBERSHIP**

The Membership will consist of:

Attendees with voting rights:

6 GPs elected by the CCG membership (one will be elected as the Executive Committee Chair)

2 Practice Managers elected from CCG membership

Accountable Officer

Deputy Chief Finance Officer

Public Health Consultant

Chief Commissioning Officer

Deputy Executive Nurse

Senior Commissioning Manager

By Invitation

Other Officers or members in attendance as required

Optum CSU staff

Adult Social Care Commissioner

Minutes

A CCG Secretary will provide administrative support to the meeting.

Minimum Attendance

Members are expected to attend a minimum of two thirds of the meetings of the Committee during the year.

5. **COMMITTEE CHAIR AND DEPUTY CHAIR**

The Chair will be nominated by the voting members of the Executive Committee.
In the absence of the Chair of the Executive Committee, meetings will be chaired by the Vice Chair (GP members on a rota basis).

6. **REPORTING ARRANGEMENTS**

The Executive Committee will be accountable to the Governing Body and will submit its approved minutes to the Governing Body for receiving and for information at the Member's Council.

The CCG Prescribing Group will report quarterly as a sub-committee to the Executive Committee.

7. **FREQUENCY OF MEETINGS**

Meetings will usually take place once a month.

8. **MINUTES AND AGENDA**

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 one week before the meeting takes place. The agenda and supporting papers will be circulated to all members one week before the meeting takes place.

9. **QUORUM**

The Executive Committee will be quorate when there is at least 50% of membership present of which a minimum of four clinicians be present for any clinical discussions and decisions.

10. **VOTING ARRANGEMENTS**

If voting, each member shall have one vote.

If the numbers of votes for or against are equal, the Chair of the Executive Committee or other person chairing the meeting has the casting vote.

11. **DECLARATION OF INTERESTS**

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

12. **FREQUENCY OF REVIEW**

The Terms of Reference will be reviewed annually or earlier if required.

13. **NEXT REVIEW DATE**

The Terms of Reference will be reviewed on a yearly basis.
May 2017.

Signed.....
CCG Chair

Date.....