

**Item Number: 13**

**Name of Presenter: Rachel Potts**

**Meeting of the Governing Body**

**2 March 2017**



**Committee Terms of Reference**

**Purpose of Report  
For Approval**

**Reason for Report**

The following committee Terms of Reference (ToRs) have been approved by the relevant committees and are now submitted to Governing Body for final approval :

- Audit Committee
- Remuneration Committee
- Quality and Patient Experience Committee
- Finance and Performance Committee
- Executive Committee
- Clinical Executive

The Primary Care Commissioning Committee Terms of Reference are also included, and will be signed off at the Committee meeting on 28 February.

There are numerous changes to the Terms of Reference, including :

- The ToRs (with the exception of Primary Care Commissioning, which holds delegated authority from NHS England and therefore retains NHS England formatting) have been standardised with each one having an opening paragraph detailing the formation of the Committee and that the Committee is a formal Committee of the Governing Body.
- The purpose and remit of each Committee is detailed.
- The membership of each Committee has been reviewed in line with the amended structure of the CCG, including specifying those in attendance.
- The frequency of each Committee has been detailed.
- All Committees are to review their effectiveness and ToRs annually.
- All Committee ToRs will be published on the CCG's website.
- The CCG's constitution is currently being updated and the ToRs will be referenced but not included. This is to allow for amendments to Committee ToRs, as necessary, without having to amend the Constitution.

The report sets out the background to recent changes and these are summarised by means of diagrams at Annex A.

<b>Strategic Priority Links</b>	
<input type="checkbox"/> Primary Care/ Integrated Care	<input type="checkbox"/> Planned Care/ Cancer
<input type="checkbox"/> Urgent Care	<input type="checkbox"/> Prescribing
<input checked="" type="checkbox"/> Effective Organisation	<input type="checkbox"/> Financial Sustainability
<input type="checkbox"/> Mental Health/Vulnerable People	
<b>Local Authority Area</b>	
<input checked="" type="checkbox"/> CCG Footprint	<input type="checkbox"/> East Riding of Yorkshire Council
<input type="checkbox"/> City of York Council	<input type="checkbox"/> North Yorkshire County Council
<b>Impacts/ Key Risks</b>	<b>Covalent Risk Reference and Covalent Description</b>
<input type="checkbox"/> Financial	<b>G.17.01</b> - There is a potential risk that the organisation's governance structures are not efficient and effective
<input checked="" type="checkbox"/> Legal	
<input type="checkbox"/> Primary Care	
<input type="checkbox"/> Equalities	
<b>Recommendations</b>	
Governing Body is asked to approve all the enclosed Terms of Reference.	

<b>Responsible Executive Director and Title</b> Rachel Potts Executive Director of Planning and Governance	<b>Report Author and Title</b> Rachael Simmons Corporate Services Manager
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## Annexes

Annex 1 – Report – Committee Terms of Reference  
Annex A – Diagrams of former and revised committee structures

Terms of Reference for the following committees:

- Annex B - Audit Committee
- Annex C - Remuneration Committee
- Annex D - Quality and Patient Experience Committee
- Annex E - Finance and Performance Committee
- Annex F – Executive Committee
- Annex G – Clinical Executive
- Annex H - Primary Care Commissioning Committee