

EXECUTIVE COMMITTEE

Terms of Reference

1 Constitution and Authority

NHS Vale of York Clinical Commissioning Group (CCG) Governing Body resolves to establish an Executive Committee which has delegated decision making authority as set out in these Terms of Reference. The Executive Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek and has full access to any information it requires from any employee and all employees are directed to co-operate with any request made by the Executive Committee. The Executive Committee is authorised to create working groups as necessary to fulfil its responsibilities within these Terms of Reference.

2 Purpose of the Committee

The Executive Committee is responsible for making executive decisions which deliver the organisational objectives.

The purpose of the NHS Vale of York CCG Executive Committee is to provide the Clinical Commissioning Group Council of Representatives and Governing Body with assurance in relation to any assigned or delegated actions.

Guiding Principles

3 Remit

- To review processes are in place to deliver the Improvement and Assessment Framework expectations, including in-year targets, clinical, operational and financial.
- To implement, monitor and review the CCG's Strategic and Operational Plan under the direction of the Governing Body.
- Make recommendations about investment and de-commissioning proposals across the CCG and ensure appropriate resource allocation to the Governing Body.
- To approve commissioning plans, strategies and intentions to develop the CCG as an effective healthcare commissioner and local leader building strong relationships with stakeholders and patient and public groups.
- Approval of HR, IG and corporate policies.
- Equalities, diversity and human rights development and implementation of the action plan.

- Review service changes ensuring service developments and CCG processes and policies are compliant with national regulations and law, including equalities legislation.
- To ensure projects and plans are supported by adequate governance, i.e., QIAs, PIAs, EIAs, SIAs and Col.
- To be responsible for and review the organisation's corporate risks.
- OD and staff engagement.
- To ensure day to day running of the CCG.

4 Frequency

The Executive Committee will meet at least once a month.

5 Membership

Accountable Officer (Chair)
 Executive Director of Quality and Nursing
 Chief Finance Officer
 Executive Director of Transformation and Delivery
 Director of Primary Care and Population Health

In Attendance :

Chief Officer – Acute System Transformation
 Assistant Director of Delivery and Performance
 Anyone else at the invitation of the membership.

6 Quoracy

A minimum of three members will constitute a quorum.

7 Accountability

The Executive Committee will be accountable to the NHS Vale of York Clinical Commissioning Group Governing Body who will receive the Executive Committee minutes.

Conflicts of Interest, both actual and perceived, shall be managed in line with NHS Vale of York CCG Conflicts of Interest policy and recorded at the start of every meeting.

8 Decision Making

The decision making authority of the Executive Committee is defined in the scheme of delegation within the constitution.

When a vote is required, each core member of the Committee has a single vote. A simple majority is necessary to confirm a decision. In the event of an

equality of votes, the Chair of the meeting shall have the second and casting vote.

9 Effectiveness

The Executive Committee shall undertake an annual review of its effectiveness.

10 Secretary

The secretary will be responsible for supporting the Chair in the management of the Committee’s business.

The Committee will also be supported administratively by the secretary, whose duties in this respect will include:

- Agreement of agenda with Chair and attendees and collation of papers
- Taking the minutes
- Keeping a record of matters arising and issues to be carried forward
- Advising the Committee on pertinent areas

11 Review of Terms of Reference

The Executive Committee shall review its terms of reference at least annually and sooner if changing circumstances dictate.

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