

**NHS VALE OF YORK CLINICAL
COMMISSIONING GROUP**

GOVERNING BODY MEETING



Vale of York

Clinical Commissioning Group

Meeting Date: 7 November 2013

Report Sponsor:

Rachel Potts
Chief Operating Officer

Report Author:

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Head of Integrated Governance

1. Title of Paper: Report on the Decision Making Arrangements for the NHS Vale of York Clinical Commissioning Group (CCG)

2. Strategic Objectives supported by this paper

- | | | |
|----|---|-----|
| 1. | Improve healthcare outcomes | No |
| 2. | Reduce health inequalities | No |
| 3. | Improve the quality and safety of commissioned services | No |
| 4. | Improve efficiency | Yes |
| 5. | Achieve financial balance | No |

3. Executive Summary

The NHS Vale of York CCG decision making process for the organisation is defined by the Constitution and is delivered through the committee structure. A 6 month review of the committee structure was proposed to ensure the arrangements are clinically led, efficient, effective and offer robust governance for the organisation. The report sets out proposals to revise the Governing Body Sub-Committees into a single committee and proposes improvements to the communication flow in the organisation.

4. Evidence Base

The report has reviewed the committee and governing body papers, terms of reference and constitutional responsibilities. The review has included discussion with stakeholders including senior management, Lay Members and Clinical representation, and reviewed structures and processes from other CCGs and NHS bodies.

5. Risks relating to proposals in this paper

There is a risk that moving to a single sub-committee may be a logistical challenge, however the report includes mitigation actions and proposes 6 month review.

6. Summary of any finance / resource implications

Implementing the proposals to reduce the time demands on key officers and clinical leads, and reduce the administration of the committees.

7. Any statutory / regulatory / legal / NHS Constitution implications

The proposals take account of the NHS Vale of York Constitution.

8. Equality Impact Assessment

n/a

9. Any related work with stakeholders or communications plan

See Evidence Base

10. Recommendations / Action Required

The Governing Body is asked to:

1. Approve the proposed changes to the Governing Body Sub Committees, Management Team and Innovation Steering Group.
2. Delegate authority to the Chief Clinical Officer (within the Management Team) to approve HR policies, where they are consistent with NHS Employers guidelines and have been through the Joint Trade Union Partnership.
3. Consider the draft Terms of Reference for the revised Performance and Finance Committee
4. Consider the draft template for reports
5. Confirm the Chair for the Performance and Finance Committee
6. Consider the clinical representation at each meeting.
7. Confirm the proposed frequency of meetings to allocate meeting dates
8. Approve the communication flow recommendation listed in 5.4
9. Review the proposed information requirements to ensure all required data is implemented through the revised Dashboard.

11. Assurance

It is proposed any changes are subject to a review.