

CLINICAL EXECUTIVE

Clinical Executive

1 Constitution and Authority

NHS Vale of York Clinical Commissioning Group resolves to establish a Committee of the Governing Body to be known as the Clinical Executive (the Committee). The Committee has delegated decision making authority as set out in these Terms of Reference. The 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 Committee. The Committee is authorised to create working groups as necessary to fulfil its responsibilities within these Terms of Reference. The Committee may not delegate executive powers delegated with these Terms of Reference (unless expressly authorised by the CCG) and remains accountable for the work of any such group.

2 Purpose of the Clinical Executive

The Clinical Executive is responsible for clinical leadership in Commissioning. It should identify and provide the clinical lead role for, and appraisal of, service improvement and QIPP proposals. The Clinical Executive will review and endorse clinical policy and research proposals, receive and clinically appraise recommendations from Clinical Research and Effectiveness Committee and Medicines Commissioning Committee. It will lead on developing clinical networks across the clinical community and with the CCG Membership.

Its duties will include:

- Review and influence of service redesign to ensure that pathways of care and commissioned services meet the needs of the Vale of York CCG population, including variation of thresholds.
- Review analysis and intelligence of current service provision in order to provide commissioning adjustments or strategy.
- Review and consider intelligence from horizon scanning sources, benchmarking activities and Clinical Networks.
- Communication and networking to influence the cultivation of the health and social care economy.
- Working with the CCG Executive to protect, promote and enhance the CCG culture, reputation and trust across all stakeholders.
- Ensuring clinical direction of CCG processes and setting of clinical priorities.

- Provide the Executive Committee, Governing Body and Council of Representatives with recommendations and evaluations of strategy and commissioning intentions for consideration and approval.
- It will actively seek to ensure that Council of Representatives' commissioning intentions and views are fully understood and that the Council of Representatives are consulted and assured in matters of relevant CCG business.
- Clinical oversight of the portfolio of CCG Transformation Programmes and ensure coherence and connectivity across the portfolio.
- Approval of clinical guidelines.
- Approval of prescribing policies where there is no financial impact.

3 Reports

The Clinical Executive will determine which reports it requires to conduct its business, which as a minimum will include:

- Oversight of minutes from Medicines Commissioning Committee and Clinical Research and Effectiveness Committee.
- Project Management Office report against Strategic and QIPP Programmes.
- Risk Reports and Performance reports when required.
- Health Education England reports and Horizon Scanning that are clinically relevant to Clinical Executive.

4 Frequency

The Clinical Executive will meet at least twice a month on Thursday mornings. The agenda and papers will be circulated to members and relevant parties by the end of the working day on the previous Friday.

5 Membership

- Medical Director (Core Vote)
- CCG Clinical Leads (Core Vote)
- Chief Nurse (Director with Quality responsibility) (Core Vote)
- Public Health Consultant
- Secondary Care Consultant (Lay) (Core Vote)
- Acute provider clinical representative (as appropriate)
- Practice Nurse

In attendance

- Administrative support

In order to support the importance of continuity of engagement and strategic decision making, the non-GP members of the Clinical Executive may nominate deputies to attend and vote on their behalf.

In addition to this, senior members of the CCG Staff and other individuals will be invited to attend as appropriate to the business of the Clinical Executive.

6 Decision Making

The Clinical Executive will agree a clinical consensus where required on items of deliberation to be agreed at Executive Committee.

The Clinical Executive has delegated decision making authority for clinical guidelines and Medicines Commissioning Committee recommendations where there is no financial impact. 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.

Conflicts of Interest shall be managed in line with NHS Vale of York CCG Conflicts of Interest policy.

7 Quoracy

A minimum of four members will constitute a quorum, so long as this includes at least three GPs, including the Chair / Deputy Chair.

8 Accountability

The Clinical Executive will be accountable to the Executive Committee who will receive the Clinical Executive minutes.

9 Committee Effectiveness

The Committee shall undertake an annual review of its effectiveness.

10 Review of Terms of Reference

The Committee shall review its terms of reference at least annually.

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Committee Approved (including date)	Council of Representatives 15 December 2016
Approval Date	
Issue Date	
Review Date	### at six month review
Version Number	5