

Agenda Item: 11
Report Number: GB07-16
Venue: H. G. Wells Conference Centre, Church St East, Woking, Surrey
Date: 25 January 2016
Meeting: NW Surrey CCG Governing Body

Title of Report	Committee Terms of Reference			
Purpose of the report	Selected committee terms of reference (ToR) are presented for final Governing Body ratification, following final version updates.			
Reason for presentation to the Governing Body	For Information			
	For Discussion			
	For Decision			✓
	Describe: To Receive and Approve final Terms of Reference for specific Governing Body committees.			
Prepared and Presented by:	Prepared and presented by Anthony Shipley, Acting Director of Corporate Development & Assurance.			
Relative Legislation & Source Documents:	The TORs form part of the CCG Constitution			
Freedom of Information:	Restricted		Open	✓

This report has previously been presented to the following Committee/Group(s)	Clinical Executive		Quality Committee	
	Operational Leadership Team		Contracts and Finance Committee	✓
	Audit and Risk Committee		Remuneration and Nominations Committee	
	Patient & Public Engagement Forum	✓		

	(PPEF)		
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The outcome of previous presentation/s or reviews	The: Strategic Finance; and, Patient & Public Engagement Forum have all inputted into various iterations of their respective committee's ToR. These are the final versions for ratification.
<p>Executive Summary The ToR relating to the subject committees have been through a comprehensive review process, consulted on and updated through various versions as shown on respective ToR front sheets:</p> <ul style="list-style-type: none"> • Strategic Finance Committee; • Patient & Public Engagement Forum (PPEF). 	

<p>Recommendations:</p> <p>The Governing Body is asked to Ratify the presented ToR.</p>
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Health Impact:	N/A
Financial Implications:	There are no costs implications associated with making changes / amendments to the TOR.
Legal Implications:	These ToR to be ratified on 25 January 2016 at the Council of Members meeting and then incorporated into the CCG Constitution, following approval by NHSE.
Equality & Diversity	N/A
Communication & Engagement	There has been extensive engagement with the Chairs of the respective committees, the committee members and the Governing Body on the development of these TOR.
Reputational Implication:	Robust TOR are the bedrock of sound governance.
Risk Register:	There are no risks associated with the proposed changes to the TOR.

STRATEGIC FINANCE COMMITTEE – Terms of reference

VERSION CONTROL PAGE

Version control guidance – see how to guide for full details.

- Please note that version numbering starts at v0_1 and increases until Director QA and sign off.
- Once the final version has been signed off (table below) only then does it become v1 (with the version control page removed).

Date	Version no.	Reviewed by	Comments
12/10/15	V0.1	Neil Ferrelly	

Committee Chair approval – Lay member of the Governing Body

Enter name and date to signify you have checked the document approve the attached version.

Reviewed by	Date
Will McKee (Chair) - Lay Member Patient and Public Involvement	30/11/15

Lead Director approval – Director of Finance

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Reviewed by	Date
Neil Ferrelly (NF) - Director of Finance	30/11/15

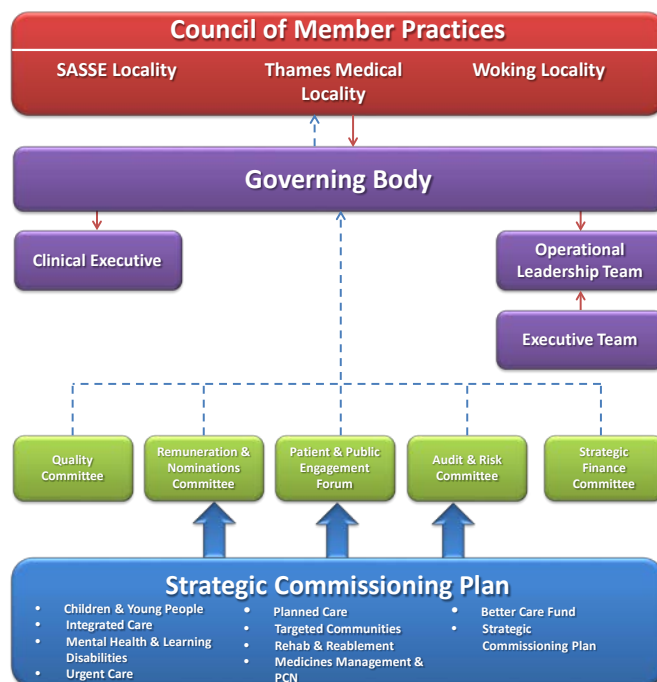
Lead Director approval – Director of Strategic Commissioning

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Reviewed by	Date
Steve Emerton (SE) – Director of Strategic Commissioning	30/11/15

STRATEGIC FINANCE COMMITTEE

NHS NORTH WEST SURREY CLINICAL COMMISSIONING GROUP



Terms of Reference

1. Introduction

- 1.1 The Strategic Finance Committee (the Committee) is established in accordance with NHS North West Surrey Commissioning Group's (the Group's) Constitution, 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 Group's Constitution and Standing Orders.
- 1.2 The Committee - established as an assurance committee - is authorised by the Governing Body to act, within its terms of reference, to: oversee the review and development of the CCG's Five Year Plan and Two Year Operational Plan and associated financial plans.
- 1.3 All Members and employees of the Group are directed to co-operate with any request made by the Committee.

2. Membership

- 2.1 The Committee shall be appointed by the Group as set out in the Group's Constitution and may include individuals who are not on the Governing Body.
- 2.2 A Lay Member of the Governing Body will Chair the Committee.

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- 2.3 The membership of the Committee shall consist of:
- 2.3.1 the Chair of the Committee (the Lay Member described in paragraph 2.2 above);
 - 2.3.2 The Lay Member of the Governing Body, other than the Chair of the Committee;
 - 2.3.3 the Clinical Chief of Contracts and Performance;
 - 2.3.4 The Chief Executive
 - 2.3.5 the Director of Finance;
 - 2.3.6 the Director of Strategic Commissioning;
 - 2.3.7 the Deputy Director of Finance;
 - 2.3.8 the Deputy Director of Strategic Commissioning;
 - 2.3.9 the Associate Director: Planning, Performance and Delivery;

The Committee is comprised entirely of *Ex Officio* members. Should a member no longer hold the position that entitled them to membership, they shall cease to be a member of this Committee.

- 2.4 If the Chair is absent from a meeting or absent temporarily on the grounds of a declared conflict of interest, the other Lay Member shall act as Chair for the duration of the meeting or until the Chair returns to the meeting.
- 2.5 In the event that neither Lay Member is present (through apology and/or declared conflict) the Committee shall select one of their membership to Chair the meeting, however decisions made must be ratified by the Committee at a subsequent meeting – wherein both Lay Members are present.
- 2.6 The Committee shall be supported by:
- 2.6.1 Quality Innovation, Performance and Prevention (QIPP) Programme Leads as required
 - 2.6.2 the Directorate of Finance;
 - 2.6.3 the Directorate of Strategic Commissioning
 - 2.6.4 the Directorate of Corporate Development & Assurance; and
 - 2.6.5 Commissioning Support Services staff

While members of these directorates may regularly attend meetings of the Committee, in order to inform its decision making, such persons shall not be members of the Committee.

- 2.7 The Director of Finance; the Director for Strategic Commissioning; the Deputy Director of Finance; Deputy Director of Strategic Commissioning ; and the Head of Performance and Delivery may each appoint a nominated deputy to attend Committee meetings on their behalf when exceptionally required.

3. Secretary

3.1 The Company Secretary, or equivalent, shall be the Secretary to the Committee and will provide administrative support and advice. The duties of the Secretary in this regard include but are not limited to:

3.1.1 agreement of the agenda with the chair of the Committee and attendees together with the collation and quality assurance of papers;

3.1.2 taking the minutes and keeping an accurate record of matters arising and issues to be carried forward. These must be focused on agreed actions;

3.1.3 advising the Committee as appropriate on best practice, national guidance and other relevant documentation.

3.1.4 management of the forward plan of committee business, ensuring business milestone dates are reflected and engagement expectations in pursuance of its assurance role are communicated to the wider organisation.

4. Quorum

4.1 A minimum of one half (4) of the members will constitute a quorum, provided this includes at least one Lay Member and one of whom is a Director of the Group.

4.2 Nominated deputies attending committee meetings, on behalf substantive members, will count towards quorum.

5. Frequency of meetings

5.1 Meetings shall be held at least four (4) times a year.

5.2 Meeting attendance will be monitored and reported annually by the Governance Secretariat to Governing Body. Committee Members must attend/be represented at all scheduled meetings in a financial year.

6. Remit and responsibilities of the Committee

6.1 The Committee has the following assurance functions, on behalf of Governing Body:

Planning:

6.1.1 Oversee the review and development of the CCG's Five Year Plan and associated financial plans;

6.1.2 Oversee the review and development of the CCG's Five Year QIPP Plan and associated financial plans;

6.1.3 Oversee the review and development of the CCG's Two Year Operational Plan and associated financial plan (the annual budget);

6.1.4 Ensure that all plans are supported by robust activity and financial information;

6.1.5 Ensure that all plans are consistent with associated enabling strategies (workforce, estates, IM&T, communications and engagement);

6.1.6 Consider all draft strategic and financial plans prior to their submission to the Governing Body for approval;

6.1.7 Consider reports on the longer-term future strategic direction of the CCG.

Monitoring and Delivery:

- 6.1.8 Monitor the overall implementation for the Five year Plan and delivery of the QIPP plan;
- 6.1.9 Monitor the CCG's in year financial performance against approved budget, giving consideration to underlying activity data as appropriate;
- 6.1.10 Ensure risks of exceeding expenditure limits are assessed and mitigating actions are in place.
- 6.1.11 The Committee shall review those risks on the corporate risk register which have been assigned to it and ensure that appropriate and effective mitigating actions are in place.

7. Relationship with the Governing Body and Governance Committees

- 7.1 The ratified minutes of all meetings of the Committee shall be formally recorded and submitted, together with recommendations where appropriate, to the Quality Committee (to NOTE) & Governing Body. The submission to the Governing Body shall include detailed submission of any matters requiring decision.
- 7.2 The Committee will submit an Annual Report to the Governing Body, following a self-assessment exercise in respect of its performance against fulfilment of its functions as detailed in these Terms of Reference.
- 7.3 The Committee shall review the Primal Financial Policies and any other policies related to Contract and Finance, including Standards of Business Conduct Policy and its subsidiary policies including Conflict of Interests, Code of Conduct, Gifts and Hospitality and Commercial Sponsorship as they relate to Strategic Commissioning and Finance staff.
- 7.4 Where necessary, recommendations shall be made to the Audit & Risk Committee Sub-Groups. Any material concerns shall be reported directly to the Audit & Risk Committee
- 7.5 The Chair of the Committee shall submit, where necessary, a written report on issues of concern to the Governing Body, where assurance cannot be given or where the monitoring of performance raises issues of concern.

8. Policy and best practice

- 8.1 The Committee is authorised by the Governing Body to instruct professional advisors and request the attendance of individuals and authorities from outside the Group with relevant experience and expertise if it considers this necessary for or expedient to exercise its functions.
- 8.2 The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

9. Conduct of the Committee

- 9.1 These Terms of Reference will be reviewed by the Governing Body at least once annually.

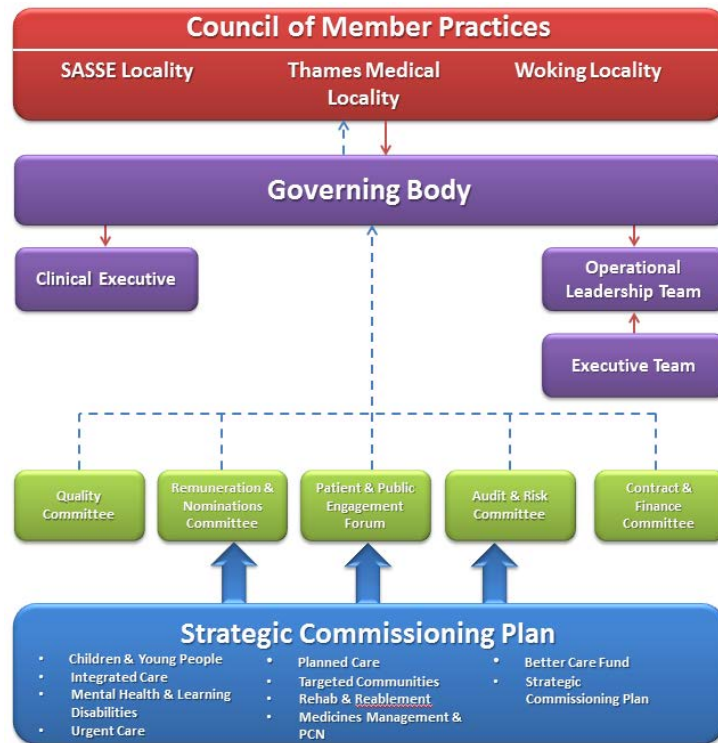
Patient and Public Engagement Forum

– Terms of Reference

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Date	Version no.	Reviewed by	Comments
June 2015	0.7	Will McKee, Steve McCarthy, Liz Lawn	Karen Croft leading on consultation
03/08/15	0.8	Karen Smith	
06/08/15	0.9	Karen Smith/Yvonne Parish	Updated by Aileen Caird
27/08/2015	0.10	Yvonne Parish	Updated by Anthony Shipley
27/08/2015	0.11	Will McKee	Updated by Yvonne Parish, incorporating comments made by LL and SMC in June 2015
28/08/2015	0.12	Will McKee	Track changes accepted by Yvonne Parish
28/08/2015	0.13	Steve McCarthy	Track changes made by Yvonne Parish
28/10/2015	0.14	Giselle Rothwell	Track changes made by Giselle Rothwell
04/01/2016	0.15	Wayne Rabin	Additional content added following recommendations
13.01/2016	0.16	Giselle Rothwell	Amends following meeting with SMCC and WMcK



Terms of Reference

1. The role of the Patient and Public Engagement Forum

1.1 The Patient and Public Engagement Forum (PPEF) is established in accordance with NHS North West Surrey Clinical Commissioning Group's Constitution. These Terms of Reference set out the purpose, delivery, membership, administration and reporting arrangements for the PPEF.

The purpose of the PPEF is to facilitate robust and meaningful patient and public engagement by the CCG in its business by:

- Maintaining oversight and advising the Governing Body on continuously improving North West Surrey CCG's adherence to its statutory responsibility (under section 242 of the NHS Act 2006) - the "Duty to involve"
- Providing the CCG's Governing Body with assurance that its strategy for stakeholder engagement is being successfully implemented and raising and escalating risks identified where this is not happening

- Providing advice to the CCG on how to better engage with, involve and consult with stakeholders; in turn contributing to an improvement in services and patient experience
- Working in partnership with relevant bodies and active community groups
- Acting as a forum and collective voice for a range of organisations representing patients in our communities

1.2 The PPEF will undertake its role by:

- Actively leading and supporting engagement between patients, carers, patient and community representatives and the general public and North West Surrey Clinical Commissioning Group to inform strategic commissioning programmes and other CCG initiatives
- Participating in and reporting back on the Patient Advisory Groups that support specific strategic commissioning programmes
- Annually reviewing the CCG's patient and public engagement policies, strategies and plans against national patient and public engagement policies, to ensure they are fit for purpose and meet national policy requirements and good practice guidelines
- Actively supporting each of the CCG's strategic commissioning programmes through the assignment of a member from individual Patient Advisory Groups to the PPEF, to ensure that patient, carer and public insight help inform commissioning decisions, service developments and improvements at a CCG, Locality and GP practice level
- Reporting experiences and feedback collected from patients and the public via the patient and stakeholder network at practice and locality level
- The Chair representing the views of the PPEF on the CCG's Governing Body
- Providing independent patient representatives from the PPEF to attend any formal CCG Committees / groups as required by the CCG

1.3 The PPEF may make recommendations to the Governing Body but is not a decision making committee.

Membership, attendees and substitutions

2.1 PPEF members will comprise:

Patients and representatives

- Representatives from Patient Participation Groups (two from each Locality - agreed by each Locality Reference Group)
- A representative from each of the relevant, current CCG Patient Advisory Groups (e.g. PTS, community services)

Statutory bodies

- Representative from Public Health, Surrey County Council
- Surrey Healthwatch

Local Voluntary and Community groups

The forum should reflect the diversity of local, regional and health interest groups* within North West Surrey. In addition, other representatives such as those from seldom heard demographic groups (e.g. young people), those whose focus matches that of the CCG's clinical priorities shall be invited at the discretion/with approval of the Chair according to specific agenda items.

* Such bodies to be predominantly concerned with health issues and be over-arching rather than concerned with single issues.

Attendees:

- NWS CCG Lay member for Patient & Public engagement
- Director of Quality & System Redesign – or nominated representative
- Director of Strategic Commissioning – or nominated representative
- Head of Communications & Engagement and/or;
- Engagement Manager (secretary)

2.2 Members of the group are nominated by the sending body and should not be substituted without prior agreement by the CCG and sending body.

2.3 The PPEF shall elect a Chair from its members, who will sit as an observer on the Governing Body in accordance with paragraph 6.6.4 of the Constitution.

If the Chair is not present for a meeting, then a temporary Chair should be agreed at the meeting.

3. Administration

- 3.1 Membership will initially be for a period of 18 months and compliment the CCGs commissioning cycle; with a view to renewing and developing representation as and when required. There will be an option to include new members as deemed appropriate by the forum.
- 3.2 Administrative support to the PPEF will be provided by the Engagement Manager, including:
- Booking venues and other administrative arrangements, e.g., collating and emailing relevant papers pre-meeting
 - Agreement of the agenda with the PPEF Chair
 - Taking minutes and keeping a record of matters arising and issues to be carried forward
 - Providing paper copies of meeting documents where requested by PPEF members
 - Evidencing the PPEF's activity and deliverables through the established engagement reporting system
 - Papers will be distributed not less than 5 working days in advance of the meeting
 - Agenda items should be submitted 10 working days before the meeting and may be refused if the work required to prepare the paper is not commensurate with the benefits which might be achieved.

4. Quorum & Voting

- 4.1 A quorum shall be at least 50% of the forum members
- 4.2 Only members shall be entitled to vote
- 4.3 A simple majority of the voting members with the chair having a casting vote.

5. Format and frequency of meetings

- 5.1 Meetings will be open to the public.
- 5.2 The annual PPEF meeting schedule will be advertised at the beginning of the year through the CCG's website and partner organisation channels, with quarterly reminders as required.
- 5.3 Ratified minutes from each meeting will be uploaded on to the CCG's website.
- 5.4 Meetings will be held four times per year, rotating localities and venues.

6. Relationship with the Governing Body

- 6.1 The minutes of all PPEF meetings will be formally recorded and submitted for consideration by the Governing Body.

7. Conduct of PPEF members

- 7.1 PPEF patient members are expected to commit an appropriate amount of time to support their membership of the PPEF.
- 7.2 PPEF members will strive to ensure that they obtain useable patient and public feedback from all patient and public facing events, to actively support strategic commissioning programmes and the CCG's corporate initiatives.
- 7.3 PPEF members must adhere to the CCG's Standards of Conduct policy and Conflict of Interest declaration.

8. Performance

- 8.1 The PPEF will review its performance annually and take a summary report to the Governing Body in Q1 of each new financial year.
- 8.2 These terms of reference will be reviewed by the PPEF at least once annually.