

**WOLVERHAMPTON CCG**

**PRIMARY CARE JOINT COMMISSIONING COMMITTEE**  
**6 SEPTEMBER 2016**

<b>Title of Report:</b>	<b>Committee Terms of Reference</b>
<b>Report of:</b>	Corporate Operations Manager
<b>Contact:</b>	Peter McKenzie, Corporate Operations Manager
<b>(add board/ committee) Action Required:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input checked="" type="checkbox"/> <b>Assurance</b>
<b>Purpose of Report:</b>	To ask the committee to note a number of changes to its Terms of Reference following updated guidance on managing conflicts of interest and to note that further changes will be required when the CCG applies for full delegation of Primary Care Commissioning.
<b>Public or Private:</b>	This report is intended for the Public Domain
<b>Relevance to CCG Priority:</b>	To ensure the operations of the CCG align with, support and augment transformational change in the way services are delivered, via the Better Care Fund and co-commissioning of primary care services
<b>Relevance to Board Assurance Framework (BAF):</b>	
<ul style="list-style-type: none"> <li>• <b>Domain 5:</b> Delegated Functions</li> </ul>	The Committee Terms of Reference set out the formal decision making arrangements for how the CCG exercises its delegated functions in relation to Primary Medical Services.

**1. BACKGROUND AND CURRENT SITUATION**



- 1.1. The Committee noted in June 2016 that changes would be required to its Terms of Reference (including to its membership) following NHS England publishing updated guidance on Managing Conflict of Interest for CCGs. The Terms of Reference have now been amended to reflect these requirements and the Committee are asked for their approval for this change.
- 1.2. Further changes will be required to the Terms of Reference as part of the process of applying for Full Delegation of Primary Care Commissioning responsibilities in line with CCG Primary Care Strategy.

## **2. CHANGES TO TERMS OF REFERENCE**

- 2.1. The amended Terms of Reference are appended with Tracked Changes but for ease of reference, the most significant changes are the inclusion of the Lay Member for Finance and Performance in the Committee Membership (and as Deputy Chair), GP members no longer having formal voting rights and clarification that the CCG's requirements around registration of interests apply to NHS West Midlands representatives.
- 2.2. These changes are all in line with the recently published statutory guidance on Managing Conflicts of Interests for CCGs and the updated CCG policy for Declaring and Managing Interests. The updated guidance is explicit on all of these points and the proposed amendments ensures that the Terms of Reference are compliant with the statutory guidance.
- 2.3. At this stage, no changes have been proposed to the committee's remit or responsibility. As part of the process for applying for full delegation of Primary Care, the CCG will need to establish a Primary Care committee which will assume the committee's functions. Discussions will continue throughout the application process on whether any additional functions will be delegated to the committee by the CCG.

## **3. CLINICAL VIEW**

- 3.1. Not Applicable.

## **4. PATIENT AND PUBLIC VIEW**

- 4.1. Not applicable.



## 5. RISKS AND IMPLICATIONS

### *Key Risks*

- 5.1. A failure to have robust arrangements in place to exercise the functions delegated to the CCG (via the joint committee) by NHS England would create a risk that the CCG was not exercising functions effectively and would not be able to give appropriate assurance to NHS England. The proposed changes to the Terms of Reference ensure that the CCG has arrangements that are compliant with relevant statutory guidance and mitigates this risk.

### *Financial and Resource Implications*

- 5.2. There are no resource implications related to this report.

### *Quality and Safety Implications*

- 5.3. There are no quality or patient safety implications arising from this report.

### *Equality Implications*

- 5.4. There are no equality implications arising from this report.

### *Medicines Management Implications*

- 5.5. Not applicable.

### *Legal and Policy Implications*

- 5.6. The updated Terms of Reference will, following an application for variation of the Constitution form part of the CCG's Constitution.

## 6. RECOMMENDATIONS

- 1) That the Committee approves the proposed changes to its terms of reference.
- 2) That the Committee notes that the terms of reference for fully delegated commissioning of Primary Care will be developed as part of the CCG's application.

**Name** Peter McKenzie  
**Job Title** Corporate Operations Manager, WCCG  
**Date:** August 2016



**REPORT SIGN-OFF CHECKLIST**

**This section must be completed before the report is submitted to the Admin team. If any of these steps are not applicable please indicate, do not leave blank.**

	<b>Details/ Name</b>	<b>Date</b>
Clinical View	N/a	
Public/ Patient View	N/a	
Finance Implications discussed with Finance Team	N/a	
Quality Implications discussed with Quality and Risk Team	N/a	
Medicines Management Implications discussed with Medicines Management team	N/A	
Equality Implications discussed with CSU Equality and Inclusion Service	N/A	
Information Governance implications discussed with IG Support Officer	N/A	
Legal/ Policy implications discussed with Corporate Operations Manager	<b>Report Author</b>	30/08/16
<b>Signed off by Report Owner (Must be completed)</b>	<b>Peter McKenzie</b>	<b>30/08/16</b>

