

**WOLVERHAMPTON CCG**

**GOVERNING BODY**  
**21 MAY 2019**

**Agenda item 4**

<b>TITLE OF REPORT:</b>	Committee Annual Reports
<b>AUTHOR(s) OF REPORT:</b>	Peter McKenzie, Corporate Operations Manager
<b>MANAGEMENT LEAD:</b>	Peter McKenzie, Corporate Operations Manager
<b>PURPOSE OF REPORT:</b>	To introduce the annual reports of the Governing Body Committees, which have been submitted to demonstrate that they have met their terms of reference.
<b>ACTION REQUIRED:</b>	<input type="checkbox"/> <b>Decision</b> <input checked="" type="checkbox"/> <b>Assurance</b>
<b>PUBLIC OR PRIVATE:</b>	This Report is intended for the public domain.
<b>KEY POINTS:</b>	<ul style="list-style-type: none"> <li>• Each of the Governing Body Committees is required to assess how effectively it has met its terms of reference.</li> <li>• The committees discharge this duty by producing an Annual Report detailing their work to demonstrate how they have discharged their terms of reference.</li> <li>• The reports are submitted to the Governing Body to provide assurance that the Committees have achieved the requirements of their terms of reference.</li> </ul>
<b>RECOMMENDATION:</b>	That the Governing Body receive and note the Committee Annual Reports.
<b>LINK TO BOARD ASSURANCE FRAMEWORK AIMS &amp; OBJECTIVES:</b>	
3. System effectiveness delivered within our financial envelope	<p><u>Continue to meet our Statutory Duties and responsibilities</u>  The Committee Annual Reports include details of how the Committees have discharged any statutory duties that have been delegated to them. The Committee Annual Reports have also been used to support the Accountable Officer in the preparation of the Annual Governance Statement.</p>

## **1. BACKGROUND AND CURRENT SITUATION**

- 1.1. The Terms of Reference for the committees of the Governing Body set out in the Constitution set out what their areas of responsibility are. The terms of reference also include a requirement to assess how effectively they have met these terms of reference and to demonstrate to the Governing Body how they have achieved this.
- 1.2. The committees discharge this requirement by producing annual reports detailing their work throughout the year. This builds on the regular reporting from each committee to the Governing Body to enable the Governing Body to make an overall assessment of how effectively the committees are operating.

## **2. ANNUAL REPORTS**

- 2.1. As with previous years, the committees have chosen to reflect on their work based on broad themes drawn from their terms of reference rather than giving a chronological account of meetings throughout the year. This allows the Governing Body to have an overview of their work in each area and allowed the committees to objectively assess their effectiveness across the full scope of their areas of responsibility.
- 2.2. The Annual Reports are designed to complement the regular reports from the committees to the Governing Body, which have given detailed descriptions of the work undertaken on a monthly basis. The Annual Reports have been considered at Committee meetings throughout March and April.
- 2.3. As well as providing the Governing Body with assurance on the work of the Committees, the content of the annual reports has been used to support the Chief Officer in preparing the Annual Governance Statement, which forms part of the Annual Report. This includes brief details of work undertaken by each of the committees that relate to the CCG's overall governance framework.
- 2.4. Each of the committee's reports are attached for comment by the Governing Body. The reports also include details of attendance at Committee meetings throughout the year and will be published on the CCG's website.

## **3. CLINICAL VIEW**

- 3.1. The clinical committee chairs have been involved in the production of the annual reports.

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

4.1. Not applicable.

#### **5. KEY RISKS AND MITIGATIONS**

5.1. There are no risks associated with this report. The reports include details of the work of the committees to manage risks associated with their work.

#### **6. IMPACT ASSESSMENT**

##### ***Financial and Resource Implications***

6.1. There are no financial implications arising from this report.

##### ***Quality and Safety Implications***

6.2. There are no Quality and Safety implications arising from this report.

##### ***Equality Implications***

6.3. There are no Equality implications arising from this report.

##### ***Legal and Policy Implications***

6.4. The annual reports have been produced in line with the requirement within the committee terms of reference. They have been used in the preparation of the Governance Statement as part of the assessment of the CCG's governance framework. No significant issues have been identified.

**Name** Peter McKenzie  
**Job Title** Corporate Operations Manager  
**Date:** May 2019

### 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	
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	N/a	
Other Implications (Medicines management, estates, HR, IM&T etc.)	N/a	
Any relevant data requirements discussed with CSU Business Intelligence	N/a	
<b>Signed off by Report Owner (Must be completed)</b>	<b>Peter McKenzie</b>	<b>10/05/2019</b>

