

WOLVERHAMPTON CCG

GOVERNING BODY
24 MAY 2016

Agenda item 7a

Title of Report:	Committee Annual Reports
Report of:	Corporate Operations Manager
Contact:	Peter McKenzie, Corporate Operations Manager
(add board/ committee) Action Required:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
Purpose of Report:	This report introduces the annual reports of the Governing Body committees that demonstrate how each of them has met their terms of reference as set out in the CCG's Constitution.
Public or Private:	This Report is intended for the public domain
Relevance to CCG Priority:	Developing and Strengthening Leadership Capacity and Capability.
Relevance to Board Assurance Framework (BAF):	Outline which Domain(s) the report is relevant to and why – See Notes for further information
<ul style="list-style-type: none"> • Domain 1: A Well Led Organisation 	The committee's Annual Reports set out how effective they have been in discharging their responsibilities during the year. This information has been used to support the preparation of the Annual Governance Statement which describes the effectiveness of the CCG's governance arrangements.



1. BACKGROUND AND CURRENT SITUATION

- 1.1. The Terms of Reference for the committees of the Governing Body set out in the Constitution state that they are required to demonstrate to the Governing Body how effectively they have met their responsibilities.
- 1.2. The committees have discharged this requirement by producing annual reports that detail the work they have undertaken during the year. This builds on the regular reporting from each committee to the Governing Body to assess how effectively they have met their terms of reference.

2. ANNUAL REPORTS

- 2.1. As with last year, the reports have broken the committee's work into broad themes based on the terms of reference rather than chronologically. This means that they provide an overview of work undertaken without repeating the specific details reported to Governing Body meetings. This has allowed the committees to assess the breadth of their work and ensure that appropriate attention is given to each of the areas of responsibility in their terms of reference.
- 2.2. 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.
- 2.3. Each of the committee's reports are attached for comment by the Governing Body. The Remuneration Committee is required to report in its own right as part of the Annual Report and has therefore not produced a separate report. Each of the reports 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. RISKS AND IMPLICATIONS

Key Risks

5.1. There are no risks associated with this report.

Financial and Resource Implications

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

Quality and Safety Implications

5.3. There are no quality and safety implications arising from this report.

Equality Implications

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

Medicines Management Implications

5.5. There are no medicines management implications arising from this report.

Legal and Policy Implications

5.6. 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.

6. RECOMMENDATIONS

That the Governing Body note the Annual Reports of the committees

Name	Peter McKenzie
Job Title	Corporate Operations Manager
Date	May 2016

ATTACHED:

Audit and Governance Committee Annual Report
Commissioning Committee Annual Report
Finance and Performance Committee Annual Report
Quality and Safety Committee Annual Report



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.

	Details/ Name	Date
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	N/a	
Signed off by Report Owner (Must be completed)	Peter McKenzie	16/05/16

