

**WOLVERHAMPTON CCG**

**GOVERNING BODY**  
**23 MAY 2017**

<b>TITLE OF REPORT:</b>	Future Commissioning Arrangements; Joint Committee Governance Arrangements
<b>AUTHOR(s) OF REPORT:</b>	Paul Maubach Accountable Officer Walsall and Dudley CCG, Sara Saville Walsall CCG, Peter McKenzie Wolverhampton CCG, Michelle Carolan Sandwell & West Birmingham CCG, Sue Johnson Dudley CCG
<b>MANAGEMENT LEAD:</b>	Peter McKenzie, Corporate Operations Manager
<b>PURPOSE OF REPORT:</b>	The report outlines the proposed governance arrangements for the initial work of Black Country and West Birmingham Commissioning Board (BC&WBCB), including the Terms of Reference, for the Governing Body's approval.
<b>ACTION REQUIRED:</b>	<input checked="" 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>• At its meeting in April 2017, The BC&amp;WBCB agreed the following documents and resources as part of the governance arrangements for the committee. <ul style="list-style-type: none"> <li>○ Terms of Reference for the Joint Committee, Clinical Reference Group and Task and Finish Groups</li> <li>○ The resources required to service these groups</li> <li>○ The committee templates for the Joint Committee and Clinical Reference Group</li> </ul> </li> <li>• The Joint Committee have made a recommendation to the CCG to approve the terms of reference</li> </ul>
<b>RECOMMENDATION:</b>	That the Governing Body approve the Terms of Reference for the Black Country and West Birmingham Commissioning Board, a Joint Committee of Dudley, Sandwell and West Birmingham, Walsall and Wolverhampton CCGs.
<b>LINK TO BOARD ASSURANCE FRAMEWORK AIMS &amp; OBJECTIVES:</b>	
3. System effectiveness delivered within our	<u>Proactively drive our contribution to the Black Country STP</u> The BC&WBCB will become the vehicle for strategic commissioning across the STP footprint. The Joint Committee



financial envelope	will develop proposals for determining the scope of strategic commissioning and ultimately act on behalf of the CCG to commission these services.
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## 1. BACKGROUND AND CURRENT SITUATION

- 1.1. The Accountable Officers for the CCGs in the Black Country and West Birmingham took a paper in January 2017 to each of their Governing Body's with a recommendation to establish the Black Country & West Birmingham Commissioning Board (BC&WBCB) as a joint committee of the four CCGs.
- 1.2. Following agreement in principle to form a Joint Committee, the BC&WBCB has met to develop proposed a terms of reference, which are presented to the Black Country and West Birmingham CCGs for consideration and approval.
- 1.3. The Joint Committee will only have the delegated authority covering specific areas that all four CCGs agree to delegate to it. The areas of delegated authority will require frequent review and it is expected that this will change over time. Any change to the areas of delegated authority will require agreement from all four CCGs before being delegated to the Joint Committee.
- 1.4. Whilst the Joint Committee may set up sub committees and task and finish groups which are relevant to its functions, it may not delegate any authority to a sub committee or the task and finish group to make decisions. The sub committees and task and finish groups will make recommendations to the Joint Committee for their consideration and decision.
- 1.5. The Joint Committee have agreed the terms of reference for the Clinical Reference Group and Task and Finish Groups which are included as Appendix two for information to the CCGs.

## 2. PROPOSED TERMS OF REFERENCE

### BC&WBCB Joint Committee

- 2.1. The proposed terms of reference (ToR) for the BC&WDCB are attached as Appendix One as a recommendation from the Joint Committee for consideration and approval by each CCG . They include the agreements made from the 2 March for the rotating chair, frequency of meetings and that the committee will provide the mechanism for any regulatory requirements for shared CCG reporting, assurance or decision-making.



2.2. The ToR includes the standard requirements for the committee but discussion and agreement is required by the members to agree the proposed CCG responsibilities to be delegated to the BC&WBCB Joint Committee. The proposed delegated responsibilities will then require approval from each CCG's Governing Body before the ToR can be fully approved. It is acknowledged that the list of delegated responsibilities may need to be revised as the group develops.

Clinical Reference Group

2.3. The Clinical Reference Group will report to the BC&WBCB and make recommendations to drive the process of clinical service reviews, provide robust clinical assurance and identify areas of best practice. The Terms of Reference at Appendix 2 have been agreed by the BC&WBCB and are attached as for information only.

BC&WBCB Task and Finish Groups

2.4. As previously reported, six task and finish groups have been established to support the work of the BC&WBCB as follows:-

- Governance
- Communication and Engagement
- Finance
- Infrastructure including IM&T
- Systems design and contractual frameworks
- CCG Collaboration

2.5. The Joint Committee agreed the Terms of Reference for each task and finish group based on a standard template to give consistency to the arrangements of the groups and ensure that HR/OD and communication & engagement implications and support is shared and appropriate. The suite of Task & Finish group Terms of Reference are attached as Appendix three for information only.

**3. RESOURCES FOR BC&WBCB, CLINICAL REFERENCE GROUP AND TASK AND FINISH GROUPS**

3.1. There is agreement for a FTE project manager to support the work of the BC&WBCB Joint Committee. This will be on an interim basis for twelve months reporting to the Chair of the BC&WBCB and Accountable Officers. The project manager will be responsible for managing the successful delivery of the agreed key work programmes as agreed by the BC&WBCB. It will include developing a project plan, risk register and ensuring milestone deliverables are achieved.

3.2. The Clinical Reference Group requires dedicated resource to ensure that the clinical engagement is appropriate and inclusive across the Black Country and West Birmingham. It is proposed that a FTE project manager is appointed on a secondment arrangement for twelve months. This project manager would work



closely with the Joint Committee project manager. Initial support to the CRG is being provided by the strategy unit from the CSU.

- 3.3. There is a requirement for the Accountable Officer sponsor and manager to arrange for the resource for each of their Task & Finish groups. There is a proposal from Wolverhampton CCG to provide Programme Management Office support to the Joint Committee and its sub committees and groups. This would standardise documentation and establish reporting processes to monitor the various work programmes including the risk management required during this transitional phase. This would give the Joint Committee a mechanism to oversee all the work programmes and take action if required to keep on track and manage risk.

#### **4. CLINICAL VIEW**

- 4.1. The Terms of Reference have been developed by the BC&WBCB, which includes clinical input. Proposals for the scope of strategic commissioning that will be delegated to the Joint Committee will be developed with the input of the Clinical Reference Group.

#### **5. PATIENT AND PUBLIC VIEW**

- 5.1. Not applicable at this stage, the Joint Committee will need to determine how it will seek public and patient involvement in its work as it develops to provide assurance to the CCGs that their statutory duties are being met.

#### **6. KEY RISKS AND MITIGATIONS**

- 6.1. There is a risk that if the governance arrangements are not robust and in keeping with legislation then the decisions made by the Joint Committee will be open to legal challenge and impact on its ability to deliver its objectives.
- 6.2. The Joint Committee will be developing its own risk register and will report back on how risks are being managed to the CCG Governing Bodies.

#### **7. IMPACT ASSESSMENT**

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

- 7.1. The initial resource requirements are outlined in the report. There are further potential implications which will emerge as the Joint Committee's work progresses.



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

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

### ***Equality Implications***

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

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

7.4. Once the Joint Committee has received formal delegated powers from the CCGs, it will need to be reflected in CCG Constitutions. This will include amending the Scheme of Reservation and Delegation to reflect the specific areas that the Joint Committee will be empowered to act.

### ***Other Implications***

7.5. The HR and Infrastructure implications of the BC&WBCB programme of work will continue to emerge. Task and Finish groups managing these areas will report into the Joint Committee.

<b>Name</b>	Peter McKenzie
<b>Job Title</b>	Corporate Operations Manager
<b>Date:</b>	May 2017

### **ATTACHED:**

BC&WBCB Terms of Reference  
Clinical Reference Group Terms of Reference  
Task and Finish Group Terms of Reference



### 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	Report Author	09/05/2017
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>09/05/2017</b>

