

**Oxfordshire Clinical Commissioning Group
Board Meeting**

Date of Meeting: 29 November 2016	Paper No: 16/88
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Title of Presentation: CCG Executive Terms of Reference
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Is this paper for (delete as appropriate)	Discussion		Decision	✓	Information	
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Purpose and Executive Summary (if paper longer than 3 pages):
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Financial Implications of Paper: None

Action Required: The Board are asked to ratify the CCG Executive Terms of Reference.
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NHS Outcomes Framework Domains Supported (please delete tick as appropriate)	
✓	Preventing People from Dying Prematurely
✓	Enhancing Quality of Life for People with Long Term Conditions
✓	Helping People to Recover from Episodes of Ill Health or Following Injury
✓	Ensuring that People have a Positive Experience of Care
✓	Treating and Caring for People in a Safe Environment and Protecting them from Avoidable harm

Equality Analysis completed (please delete tick and attach as appropriate)	Yes	No	Not applicable ✓
Outcome of Equality Analysis			

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CCG Executive Terms of Reference

1. Introduction

The CCG Executive (the committee) is established in accordance with Oxfordshire Clinical Commissioning Group's constitution, standing orders and scheme of 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 clinical commissioning group's constitution and standing orders.

2. Membership

The members of the CCG Executive, as set out in the Constitution are:

- Chief Executive (Chair)
- Clinical Chair
- Chief Operating Officer
- Director of Finance
- Director of Quality
- Director of Governance
- Locality Clinical Directors

3. Secretary

The Business Manager will provide the secretarial support to the committee. The Business Manager will be responsible for supporting the chair on the management of the business.

4. Quorum

A quorum shall be at least 3 members, including either the Chief Executive or Chief Operating Officer.

Any member of the CCG Executive may be represented by a nominated deputy. This should be agreed in advance with the Chair.

5. Frequency and notice of meetings

The CCG Executive will normally meet monthly. The agenda and papers will be made available one week in advance of the meeting.

6. Remit and responsibilities of the committee

The CCG Executive will support the Chief Executive to ensure that OCCG fulfils its duties to exercise its functions effectively, efficiently and economically thus ensuring improvement in the quality of services and the health of the local population. The duties of the CCG Executive will be driven by the priorities of the Clinical Commissioning Group and will be flexible to new and emerging priorities. In particular it will focus on the areas that require the combination of clinical and managerial discussion and oversight.

The CCG Executive will:

- Have oversight of delivery of the CCG plan (via exception reports provided through PMO function)
- Maintain oversight of the performance of main providers
- Maintain oversight of the CCG financial position including delivery of savings through exception reports
- Receive reports from the savings Task Force on progress and areas to be considered
- Provide a forum to develop a clinical consensus on CCG priorities
- Provide assurance to the Board on the management of procurement processes
- Ensure the CCG has access to the capacity and capability it needs to deliver its functions. This will include the management of the contract for commissioning support services.

7. Relationship with the Board

The CCG Executive will report to the Board on a regular basis. This will include, but is not restricted to:

- Regular Chief Executive report
- Regular performance and finance reports
- Individual reports on specific issues as the need arises and if requested by the Board

8. Conduct of the committee

The CCG Executive will conduct its business in accordance with the statement of conduct included in the Constitution (section 23).

The CCG Executive will review its terms of reference annually. Any resulting changes to the terms of reference will be presented for approval to the Board.