OXFORDSHIRE CLINICAL COMMISSIONING GROUP
BOARD

Date of Meeting: 26 July 2018

Title of Paper: CCG Executive Committee Terms of Reference

Paper is for:
- [ ] Discussion
- [x] Decision
- [ ] Information

Conflicts of Interest

<table>
<thead>
<tr>
<th>Conflicts of Interest</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No conflict identified</td>
<td></td>
</tr>
<tr>
<td>Conflict noted: conflicted party can participate in discussion and decision</td>
<td>✔</td>
</tr>
<tr>
<td>Conflict noted, conflicted party can participate in discussion but not decision</td>
<td></td>
</tr>
<tr>
<td>Conflict noted, conflicted party can remain but not participate in discussion</td>
<td></td>
</tr>
<tr>
<td>Conflicted party is excluded from discussion</td>
<td></td>
</tr>
</tbody>
</table>

Purpose and Executive Summary:
Following the agreement by the Board that the CCG Executive should become a Committee of the Board it had been necessary to amend the Terms of Reference (ToR). The CCG Executive approved the ToR for the CCG Executive Committee and recommends them to the Board for ratification.

Engagement: clinical, stakeholder and public/patient:
- [ ] Not Applicable

Financial Implications of Paper:
- [ ] Not Applicable

Action Required:
The Board is asked to ratify the CCG Executive Committee Terms of Reference.

OCCG Priorities Supported

<table>
<thead>
<tr>
<th>OCCG Priorities Supported</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Delivery</td>
<td>✔</td>
</tr>
<tr>
<td>Transforming Health and Care</td>
<td>✔</td>
</tr>
<tr>
<td>Devolution and Integration</td>
<td>✔</td>
</tr>
<tr>
<td>✓</td>
<td>Empowering Patients</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>✓</td>
<td>Engaging Communities</td>
</tr>
<tr>
<td>✓</td>
<td>System Leadership</td>
</tr>
</tbody>
</table>

**Equality Analysis Outcome:**
Not Applicable

**Link to Risk:**
Not Applicable

**Author:** Catherine Mountford, Director of Governance; Catherine.mountford@oxfordshireccg.nhs.uk

**Clinical / Executive Lead:** Dr Kiren Collison, Clinical Chair; Kiren.collison@oxfordshireccg.nhs.uk

**Date of Paper:** 13 July 2018
CCG Executive Committee

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, as a committee of the CCG Board. 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
- 6 Locality Clinical Directors
- Chief Operating Officer
- Director of Finance
- Director of Quality
- Director of Governance
- Interim Director of Transformation

3. Chair
The Chair of the Executive Committee will usually be the CEO, his/her deputy, or a Director on rotation.

4. Meeting Arrangements
Each year, the Executive Committee will develop a forward plan of planned business aligned to the CCGs’ business cycle and share this with the CCG Board. The Executive Committee will normally meet monthly.

The administrative support to the meeting will be provided by the Business Manager

Before the meeting Agenda items will be accepted up to two weeks in advance of the meeting. Apologies should be sent in advance to determine quorum. The agenda and associated papers will be circulated five working days of ahead of the meeting. This is the responsibility of the Chair and the Business Manager. Arrangements to dial-in to the meeting will be made where possible and practical, especially if required to ensure quorum.

Standing items every meeting, other than declarations of interest, will be:
- Corporate business – reports from other committees of the CCG Board
- Review of new risks as is deemed required
- Minutes from Executive Committee’s sub-committees
- Escalations to the CCG Board

Standing items at frequencies as outlined in the supporting work plan are:
- Programme Board Highlight Reports
• Locality Transformation Highlight Reports
• Setting strategy, Integrated Care System (ICS)/STP working, organizational development, adjusting programme frameworks as required
• Corporate Risk Register

After the meeting
• Notes of the meeting, action points/log and detail of decisions taken will be recorded and produced and circulated within five (5) working days of the meeting to members only. This is the responsibility of the Business Manager.
• Where appropriate, excerpts of papers/minutes only will be sent to others who have attended meetings according to the confidentiality of information.
• Agreed minutes of the Executive Committee will be sent to the CCG Board for information, and topics for reporting to the CCG Board agreed at the meeting (prior to the issue of accepted minutes) will be released to the CCG Board as soon as possible after the meeting for urgent or significant matters.
• Each year, the Executive Committee will undertake an evaluation of its performance and then develop the next forward plan.

5. Quorum
A quorum shall be at least seven members, four GPs and two other Directors either the Chief Executive or Chief Operating Officer. Deputies are able to attend on behalf of members and vote in meetings.

If quorum has not been reached, then the meeting may proceed if those attending agree, but any record of the meeting should be clearly marked as notes rather than formal Minutes, and no decisions may be taken by the non-quorate meeting. If a decision does need to be made before the date of the next meeting, the meeting to agree whether this can be undertaken virtually with other members.

If a member is conflicted on a particular item of business they will not count towards the quorum for that item of business. If a member is conflicted on a particular item they may be excluded from discussion of the item, and may be asked to leave the room, both at the discretion of the chair. If this course of action causes the decision to be non-quorate, the matter may be escalated to the CCG Board. Papers for a particular item may be withheld from members who are conflicted for that item.

Locality Clinical Directors shall ensure that all meetings are attended (either directly or by the Deputy Locality Clinical Director) and views of their Locality are expressed and make clear when a personal view is expressed.

6. Purpose of the Executive Committee
The Executive Committee delivers the remit of the CCG, in line with the Scheme of Delegation.

The Executive Committee will make recommendations to the CCG Board on strategy and commissioning plans and take day to day decisions on performance management and risk management to provide robust assurance to the CCG Board.
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 on behalf of the Board the CCG Executive will:
- Monitor and manage delivery of the CCG plan
- Maintain oversight of the performance of main providers
- Maintain oversight of the CCG financial position
- 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
- Be responsible for ensuring that both the Risk Register and Assurance Framework remain current with sufficient controls to manage effectively.

7. **Aim/objectives**
- To be forward looking, creative in setting strategy, encouraging innovation and driving results through a clinically led culture
- To have well developed commissioning plans that take account of local people’s views, health inequalities, equality and diversity, and the needs of carers and those in the armed forces
- To be effectively leading and ensuring delivery of locality and provider performance in accordance with the NHS Constitution
- To provide robust assurance to the CCG Board

8. **Specific duties and responsibilities**
The Executive Committee will ensure that programmes are in line with statutory functions and duties, and that the CCGs’ strategy, operational plan and commissioning intentions are on target to deliver in order to provide robust assurance to the CCG Board.

As a clinically led commissioning organisation, the CCGs’ purpose is to spend the money allocated as wisely as possible whilst improving quality and experience of care and ensuring achievement of superior health outcomes for all members of its communities.

This will be achieved by being responsive, productive and caring at the same time as creating a financially stable and sustainable organisation. It is the responsibility of the Executive Committee to deliver on this for patients and member practices.

9. **Accountability & Reporting Arrangements**
The Executive Committee is formally accountable to the CCG Board as one of its committees and put together an annual report submitted to Board. The CCG Board will approve and keep under review the Terms of Reference for the Executive Committee.
10. Decision making and delegated authority

The Executive Committee has delegated authority to take decisions in accordance with the standing orders and schemes of delegation as well to delegate to sub-committees.

The Executive Committee will work on the basis that decisions will be made by consensus wherever possible. Where this is not possible, a vote will be taken with a simple majority carrying the motion with the Chair having a second, casting vote in the event of a tie. Only standing members will be eligible to vote and each member shall have one vote. If an individual has a conflict of interest for a particular agenda item, they must abstain from voting on that item.

11. Member conduct

Members of the Executive Committee have a collective responsibility for its operation. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability. They will endeavour to reach a collective view prior to making any decision where authority to do so is delegated.

Conflicts of interest

There must be transparency and clear accountability of the Executive Committee. The Chair will ask at the beginning of each meeting, as a standing item, whether any member or other invitee has a conflict of interest to declare about any items being discussed at the meeting in accordance with the CCG’s conflict of interest policy. If a member has a direct or indirect connection with an issue on the agenda which may impact on their ability to be objective they must declare an interest to the Chair. A decision will then be taken by the Chair as to whether it is appropriate or not for this member to remain involved. All declarations of interest and decisions on participation shall be reported in the minutes.

A register of interests will be completed by all Executive Committee members and updated at least annually, and will be available on the CCG website for public scrutiny.

Confidentiality

To allow this Executive Committee to operate effectively, members need to be able to openly discuss commercial and operational issues and requirements. Members accordingly agree to hold all information obtained in the course of meetings in the strictest of confidence and agree not to disclose any information discussed without first seeking authorisation to do so from the Chair.

12. Document Control

These terms of reference will be reviewed annually.

The CCG Board approves and keeps under review the terms of reference for the Executive Committee, which includes information on the membership of the Executive Committee.

<table>
<thead>
<tr>
<th>Version Review</th>
<th>Date of acceptance</th>
<th>Summary of changes</th>
<th>Review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>V01</td>
<td>26 June 2018</td>
<td>CCG Executive is a committee of the CCG</td>
<td>June 2019</td>
</tr>
</tbody>
</table>