

<b>Meeting date</b>	5 March 2013		
<b>Report title</b>	<b>Terms of reference</b>		
<b>Confidentiality</b>	None		
<b>Author</b>	Kerry Doyle, Head of Corporate Services, Kieran Seale, Governance Manager		
<b>Board Lead / Clinical Lead</b>	Carolyn Regan, Managing Director Ben Westmancott, Company Secretary		
<b>Date responsible Lead approved report for circulation</b>			
<b>Presented by</b>	Carolyn Regan, Managing Director	<b>Organisation</b>	NHS West London CCG

**The Governing Board is asked to:**

- **Approve** the enclosed terms of reference and related amendment to the Constitution;
- **Note** that the Terms of Reference for the Audit and Remuneration Committees have been amended to reflect the requirements of the authorisation process that each CCG have its own Audit and Remuneration Committee (rather than there being a single Committee across the Collaborative).

**Summary of purpose and scope of report**

In 2012, NHS West London CCG set up a governance structure that delegated responsibilities to the following:

- Commissioning Learning Sets Leads Group
- Executive Team
- Finance & Performance Committee
- Patient & Public Engagement Committee
- Quality, Patient Safety & Risk Committee
- Out of Hospital Implementation Steering Group
- St Charles Redevelopment Project Board

The terms of reference for these groups are enclosed. The Governing Body is advised that the responsibilities outlined in the terms of reference have not been amended, with the exception of the Executive Team, whose remit now includes organisational development. The format for all terms of reference listed above has been amended so that they are now uniform in appearance.

In addition to these, the CWHH Collaborative Committees have now been set up:

- CWHH Audit Committee
- CWHH Commissioning Support Committee

## Summary of purpose and scope of report

- CWHH Finance & Performance Committee
- CWHH Investment Committee
- CWHH Provider Strategy Group
- CWHH Quality Committee
- CWHH Remuneration Committee

The terms of reference for these groups are enclosed. The Terms of Reference for the Audit and Remuneration Committees have been amended to reflect the requirements of the authorisation process that each CCG have its own Audit and Remuneration Committee (rather than there being a single Committee across the Collaborative). These Terms of Reference now need to be added to the CCG Constitution (section 6.6) and the wording of the Constitution to be amended by adding the following words:

### **X.x Committees of the group**

x.x.x The following committees have been established by the group as joint committees with CCGs referenced in x.x.x below:

- Finance and Performance Committee
- Quality and Patient Safety Committee
- other committees covering the following functions:
  - provider strategy and planning
  - procurement
  - commissioning support
  - other functions as deemed necessary by the governing bodies.

x.x.x The following local committees have been established by the group:

- Audit Committee
- Remuneration Committee
- *Each CCG to insert other local committees here*

## Links to CCG strategy and objectives

This directly supports the CCG's objectives to achieving authorisation and setting up an effective organisation.

## Supporting documents

### Supporting documents

#### Terms of reference for NHS West London CCG:

- Commissioning Learning Sets Leads Group
- Executive Team
- Finance & Performance Committee
- Patient & Public Engagement Committee
- Quality, Patient Safety & Risk Committee
- Out of Hospital Implementation Steering Group
- St Charles Redevelopment Project Board

#### Terms of reference for Collaborative Committees:

- CWHH Audit Committee
- CWHH Commissioning Support Committee
- CWHH Finance & Performance Committee
- CWHH Investment Committee
- CWHH Provider Strategy Group
- CWHH Quality Committee
- CWHH Remuneration Committee

### Financial and resource implications

No implications associated with this work

### Stakeholder involvement

The terms of reference were developed with stakeholders as represented by members of the Committees

### Equality impact analysis

Not required for this work

### Risk

None associated with this work

### Governance and reporting

The terms of reference have been reviewed and reported to the Committees listed in this document

### Next steps

Once the Governing Board has approved the document, the following work will be undertaken:

- To amend the Constitution as recommended above;
- To incorporate the terms of reference listed above into the appendices of the Constitution