

Executive Team

Date agreed: April 2012

Date ratified by Governing Body:



Terms of Reference

V1.1 (February 2013)

1 Purpose and scope

- 1.1 The Executive Team has delegated authority from the Governing Body for decisions that are time critical, and is responsible for operational issues and provision development.
- 1.2 The Committee may seek assurance about any activity within its terms of reference and request relevant information as necessary.

The X Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of such persons, including those with relevant experience and expertise, as it considers necessary, subject to adherence to the NHS West London CCG Constitution.

2 Responsibilities

- 2.1 In support of the Governing Body, the Executive Team's responsibilities are to:
 - Make recommendations and, where necessary, decisions, on operational matters;
 - Lead the CCG's organisational development;
 - Lead the responses to NHS initiatives;
 - Set the strategic direction for the CCG based on agreed plans and policies;
 - Read, filter, digest and analyse the implications and next steps of all communications from the Department of Health, the NHS and elsewhere;
 - Be accountable for finance and performance issues as they relate to the CCG;
 - Work with the CLS Leads Group in setting the agenda for the CLSs.
- 2.2 Members of the Executive Team represent the CCG by attending any relevant and appropriate key meetings with the wider NHS and statutory or voluntary partner organisations on behalf of the Governing Body, and representing the CCG and presenting the views and strategic direction of the Governing Body at these meetings.

3 Chair

- 3.1 Managing Director

4 Membership and attendance

- 4.1 Members of the Executive Team are:
 - Managing Director
 - Chair, NHS West London CCG Governing Body
 - Vice-Chair/s, NHS West London CCG Governing Body
 - Deputy Managing Director

- 4.2 While only members of the Committee have the right to attend Committee meetings, other individuals, including external advisers, may be invited to attend for all or part of any meeting as and when appropriate.

5 Quoracy

- 5.1 At least two members, one of whom must be the Chair or Vice Chair.

6 Secretary

Executive Team

Date agreed: April 2012

Date ratified by Governing Body:



6.1 Business Manager (or Deputy)

7 Frequency of meetings

7.1 Fortnightly

8 Accountability, reporting and constitution

8.1 The Executive Team will be accountable to and report regularly at each meeting to the CCG Governing Body.

9 Conduct and operation of committee

9.1 The secretary will prepare an agenda for meetings and will collate papers and circulate them to members and attendees no less than three days before the meeting. Late papers will not be permitted except in exceptional circumstances and at the discretion of the chair.

Minutes will be ratified at the following meeting and signed by the Chair.

9.2 The terms of reference will be reviewed annually and ratified by the NHS West London CCG Governing Body.

DRAFT