

Meeting date	5 March 2013		
Report title	NHS West London CCG Constitution		
Confidentiality	None		
Author	Kerry Doyle, Head of Corporate Services		
Board Lead / Clinical Lead	Carolyn Regan, Managing Director		
Date responsible Lead approved report for circulation			
Presented by	Carolyn Regan, Managing Director	Organisation	NHS West London CCG

The Governing Board is asked to:

- **Approve** the amendments to the Constitution;
- **Note** the key points listed below;
- **Agree** that the Governing Board should be referred to as the Governing Body and that the groups that report directly to the Governing Body shall be referred to as Committees;
- **Agree** that the NHS West London CCG Equality, Diversity and Human Rights Strategy and Action Plan 2012 – 2013 can be a separate document; and
- **Agree** that Appendix H can be amended to reflect the NHS Commissioning Board model Constitution and include a checklist for Clinical Commissioning Group Constitutions ;
- **Note** that following the lay member recruitment and remuneration review currently taking place, there may be further amendments to the text on roles and remuneration.

Summary of purpose and scope of report

The enclosed Constitution and appendices have been amended in line with feedback from members of the CCG. The enclosed draft and appendices do not amend the stated aims, purpose, or tone of the original document, which was ratified in 2012 and submitted as evidence as part of the authorisation process.

The enclosed draft and appendices have been revised to use more simplified language and avoid repetition. Where changes have been made to the original text, these are highlighted in yellow.

Key points to note are:

- The terms of reference are now the primary document for stating the purpose and responsibilities of Committees of the Governing Board; repetition of text about these key groups has been removed unless a specific requirement of the NHS Commissioning Board model
- Footnotes have been re-instated, so as to aid readers in understanding the drivers behind the Constitution and signpost them to external references
- Governing Board shall be referred to as the Governing Body (in line with the NHS Commissioning Board model); and the groups that report directly to the Governing Body shall be referred to as Committees (to avoid any ambiguity for colleagues and stakeholders)

Summary of purpose and scope of report

- Composition of the Governing Body has been amended (6.6.2) following discussion by the Governing Board in February 2013
- Addition of text on advisory groups (6.6.5)
- Appendices A- G remain largely unchanged, with a few slight amendments to wording, so as to simplify language
- Appendix H was the West London Clinical Commissioning Group Equality, Diversity and Human Rights Strategy and Action Plan 2012 – 2013. Appendix H is now the Checklist for the CCG's Constitution. This aids readers, particularly stakeholders outside the organisation, to understand the document's contents
- The West London Clinical Commissioning Group Equality, Diversity and Human Rights Strategy and Action Plan 2012 – 2013 will be retained as a separate document
- Policy documents will be submitted for approval in 2013/14

Links to CCG strategy and objectives

- This supports all objectives, particularly achieving authorisation and setting up an effective organisation

Supporting documents

- 2013.02.25 WLCCG constitution v10.1
- 2013.02.25 appendices

Financial and resource implications

- None

Stakeholder involvement

This document was developed in line with feedback from the Governing Board and colleagues across the CWHH Collaborative

Equality impact analysis

- None

Risk

- No risks identified with this work

Governance and reporting

- This has not been presented to any other group in the CCG

Next steps

- To take forward, and respond to, feedback from Governing Board members
- To submit to the NHS Commission Board
- To post the amended Constitution online