

<i>Item: 5.8</i>
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<b>Date</b>	26 March 2019					
<b>Title of paper</b>	<b>NW London Committee business (February - March 2019)</b>					
<b>Presenter</b>	Ben Westmancott, Director of Compliance, NW London Collaboration of CCGs					
<b>Author/s</b>	Simon Carney, Head of Corporate Governance, NW London Collaboration of CCGs Alex Harris, Corporate Governance Officer, NW London Collaboration of CCGs					
<b>Responsible Director</b>	Ben Westmancott, Director of Compliance, NW London Collaboration of CCGs					
<b>Clinical Lead</b>	The clinical lead for each CCG is the GP chair.					
<b>Confidential</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><input type="checkbox"/></td> <td><b>No</b></td> <td><input checked="" type="checkbox"/></td> <td>Items are only confidential if it is in the public interest for them to be so</td> </tr> </table>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>	Items are only confidential if it is in the public interest for them to be so
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**The Governing Body is asked to:**

**Discuss** the report containing a summary of the North West London committee business and take assurances from that committee's work.

**Summary of purpose and scope of report**

The purpose of the NW London CCG's Committee business report is to provide Governing Body members with a high-level summary of the decisions which have been taken at a NW London level, detailing what has been done with powers that have been delegated to each of the collaborative committees.

This summary will be presented at future governing body meetings. It should also, however, be viewed as a live document which will be sent out to governing body members as and when decisions are taken. The terms of reference of the Joint Committee currently state that a summary of each meeting is sent out within 24 hours of the meeting. This summary will now take the form of the Committee Business report, which will be sent out after each meeting of the Joint Committee listing the decisions taken at the NW London Committees each month.

**What are the benefits of this project?**

The Committee Business report will ensure that discussions at governing body meetings are more streamlined and appropriate to the CCG, whilst ensuring transparency with respect to decisions taken at a NW London level, and will provide governing body members with the information required, in the appropriate detail.

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<b>Patient, staff and stakeholder engagement</b>
The Committee Business report is itself an act of patient, staff and stakeholder engagement.

<b>Jargon buster</b>
Abbreviations / acronyms are explained in the text.

<b>Quality &amp; Safety</b>
Contained within the report.

<b>Equality analysis</b>
None undertaken on this report.

<b>Finance and resources</b>
None directly however the streamlining of governing body business has indirect financial implications.

<b>Risk</b>	<b>Mitigating actions</b>
Governing body members are not appropriately briefed on the decisions taken at NW London level, and lack granular understanding of decisions.	The Committee Business report will serve as a “road-map” to any further information governing body members may need. Furthermore, there will be other work undertaken in order to notify governing body members of proposed decisions taken, and how they can feed in to the process as early as they require.

<b>Supporting documents</b>
2.1 NW London Collaboration of CCGs committee business report - March 2019 v2
2a. Appendix 1 - Cover sheet _update joint committee Q&P_March2019
2b. Appendix 2 - Draft ToR - NW London BAF Working Group v1.1

<b>Conflict of interest</b>
There has been no conflict of interest identified.

<b>Governance, reporting and engagement</b>