

Template terms of reference for committees and subcommittees

version	date	owner	notes
0.1	2019-02-19	AH	
0.2	2019-02-19	ME	
1.0	2019-03-07	AH	Error correction in frequency of meetings.
1.1	2019-03-11	AH	Title changed following JC meeting.

Terms of reference

Title:	NW London BAF Working Group
Date approved and approving body:	NW London Collaboration of CCGs' Joint Committee – 7 March
Purpose:	<p>A working group of the Joint Committee, established in accordance with its terms of reference. Its purpose will be to scrutinise and analyse the NW London risk management arrangements, in particular the Board Assurance Framework (BAF).</p> <p>This will be achieved by reviewing the draft BAF with director leads for each entry and agreeing what should be presented to the Joint Committee.</p>
Membership:	<p>Chair, Ealing CCG Chair, Brent CCG Independent Chair of the Joint Committee Director of Compliance Director of Quality and Nursing Lay member from Joint Committee Secondary care clinician</p>
Chair:	Independent Chair of the Joint Committee
Vice Chair:	In the absence of the Chair, the remaining members will decide via majority vote who should Chair the meeting.
Advisors (in attendance):	Director lead for each BAF entry.
Secretary:	To be provided by NW London Governance Team.
Quorum:	Not applicable as this is not a decision-making committee.
Frequency of meetings:	Ten times a year. To meet on weeks when the Joint Committee does not hold a meeting.
Operation of the committee:	<p>The secretary will prepare an agenda for meetings with the chair. The secretary will collate papers and circulate papers to those required to be at the meeting no less than 5 working days before the meeting. Late papers will not be permitted except in exceptional circumstances and at the discretion of the meeting chair.</p> <p>A list of actions will be drafted by the secretary for approval by the chair within seven days of the meeting. Once approved by the chair, minutes will be circulated to members for information. Actions will be reported on at the following meeting of the committee.</p>
Duties: monitoring	The committee shall scrutinise the Board Assurance arrangements across NW London.

Title:	NW London BAF Working Group
Duties: advisory	The working group shall advise the Joint Committee on the results of its findings on the NW London Board Assurance Framework.
Duties: decision making	None. The terms of reference of the Joint Committee do not permit delegation of powers to further sub-committees or working groups.
Subgroups:	None.
Accountability:	The Working Group will report to the Joint Committee via periodical update reports of the working group, which the Board Assurance Framework will accompany.
Reporting responsibilities:	None besides those listed above.
Conduct of committee:	The Working Group shall, at least annually, review its own performance, membership and terms of reference. Any resulting changes to the terms of reference should be approved by the parent committee.