

NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP

TERMS OF REFERENCE

NELCCG LEADERSHIP MEETING

1. PURPOSE

The NELCCG Leadership Meeting is a formal committee of the Governing Body. The authority of the meeting comes primarily from the authority of the individual members of the meeting, but also through its responsibilities as defined by these Terms of Reference

2. RESPONSIBILITIES

The key responsibilities of the meeting are to support the day to day management and delivery of the CCG's business, which will include, but is not limited to:-

- General consideration of strategy and policy / operational plans for the avoidance of doubt this will incorporate commissioning intentions as well as the annual corporate business plan.
- Development of the actions required to mitigate risk
- Organisational Development
- Managing the HQ function and its operational delivery. For the avoidance of doubt this will include CCG business continuity, the sign off of strategic returns and HR
- Approval of policies relating solely to the operation of the HQ function
- Agreeing corporate stance regarding key messages and decisions.

3. MEMBERSHIP

3.1 The membership of the Leadership Meeting is as follows:

- Chief Operating Officer (Chair)
- Chief Finance Officer (Vice Chair)
- Medical Director
- Director of Quality & Nursing
- Director of Adult Services
- Assistant Director – Programme Delivery & Primary Care
- Assistant Director – Contracting & Performance
- Assistant Director – Strategic Planning
- Assistant Director – Women's & Children's Services

3.2 In attendance:

- Chief Executive, focus
- Associate Director of IT (for the CCG's across the Humber)
- Other individuals (including the deputy medical directors) may be required or invited to attend as appropriate to the agenda

3.3 Attendance at the NELCCG Leadership Meeting is mandatory unless absence is agreed with the Chair or Vice Chair or on annual leave.

4. QUORUM

- 4.1 The NELCCG Leadership Meeting will be quorate if at least four members are present.

5. FREQUENCY OF MEETINGS

- 5.1 The NELCCG Leadership will meet formally at least 9 times a year. Dates for meetings will be arranged in advance for the calendar year ahead.

6. REPORTING ARRANGEMENTS

- 6.1 Minutes shall be routinely sent to the Governing Body
- 6.2 As and when agreed, specific items shall be escalated to the Governing Body, or its committees.

7 ADMINISTRATIVE ARRANGEMENTS

- 7.1 Administrative support to NELCCG Leadership Meeting will be provided by the Executive Administration Team.
- 7.2 The Chief Operating Officer will ensure the agenda is drawn up for each meeting.
- 7.3 The agenda, with relevant supporting papers, will be circulated to members no later than five working days before each meeting date.
- 7.4 Recording of key discussions and recommendations from the committee in the form of action records will be produced.

8. Standards of Business Conduct/Conflict of Interest

- 8.1 All Committee Members must adhere to the CCG's Constitution and Standards of Business Conduct / Conflicts of Interest policies, together with NHS England statutory guidance on managing conflicts of interest.
- 8.2 Where a member of the committee believes that he /she has a conflict of interest in relation to one or more agenda items, they must declare this at the beginning of the meeting, wherever possible, and always in advance of the agenda item being discussed. It will be responsibility of the Chair of Committee to decide how to manage the conflict and the appropriate course of action.
- 8.3 To further strengthen scrutiny and transparency of CCG's decision- making processes the CCG has an appointed Conflict of Interest Guardian. This role is undertaken by the CCG's Integrated Governance & Audit Chair.
- 8.4 Any interests declared at a meeting must be included on the CCG's Declaration of interest Register. Where this is not already the case, the individual with the conflict must ensure that the item is added to their declaration as soon as is practicable following the meeting.

9. DATE OF AGREEMENT FOR TERMS OF REFERENCE AND DATE OF NEXT REVIEW

9.1 These Terms of Reference were agreed at the NELCCG Leadership Meeting held on **11th September 2018** and will be reviewed by **September 2019** or earlier if required.

10. DATE OF EFFICACY REVIEW AND FREQUENCY

10.1 The meeting will undertake a review annually of its efficacy