

**NHS VALE OF YORK CLINICAL  
COMMISSIONING GROUP**

**SHADOW GOVERNING BODY MEETING**



Vale of York  
Clinical Commissioning Group

**Meeting Date: 7 February 2013**

**Report Sponsor:**

Rachel Potts  
Chief Operating Officer

**Report Author:**

Not applicable

**1. Title of Paper: Strategic Collaborative Commissioning Committee Terms of Reference**

**2. Strategic Objectives supported by this paper**

1. Improve healthcare outcomes
2. Reduce health inequalities
3. Improve the quality and safety of commissioned services
4. Improve efficiency
5. Achieve financial balance

**3. Executive Summary**

The Strategic Collaborative Commissioning Committee has been established to promote collaborative commissioning and consider the scope and scale of risk sharing across North Yorkshire.

**4. Evidence Base**

Not applicable

**5. Risks relating to proposals in this paper**

Not applicable

**6. Summary of any finance / resource implications**

Not applicable

**7. Any statutory / regulatory / legal / NHS Constitution implications**

Not applicable

**8. Equality Impact Assessment**

Not applicable

**9. Any related work with stakeholders or communications plan**

Not applicable

**10. Recommendations / Action Required**

The Shadow Governing Body is asked to note the Strategic Collaborative Commissioning Committee terms of reference.

**11. Assurance**

The Shadow Governing Body will receive the minutes of the Strategic Collaborative Commissioning Committee.

## STRATEGIC COLLABORATIVE COMMISSIONING COMMITTEE

### Terms of Reference

#### 1. Title

The Committee shall be known as the Strategic Collaborative Commissioning committee. The members are the Clinical Commissioning Group (CCG's) with boundaries within North Yorkshire. There are two levels of membership of the Committee.

Those organisations that participate in collaborative commissioning and risk share agreements, those organisations are:

- Vale of York (VOY) CCG
- Scarborough and Ryedale (SR) CCG
- Hambleton, Richmondshire and Whitby (HRW) CCG
- Harrogate and Rural District (HaRD) CCG

Those organisations that participate in collaborative commissioning only are:

- Airedale, Wharfedale and Craven CCG
- Cumbria CCG (South Lakes locality)

#### 2. Accountable To

The Committee shall be accountable to the Boards of all member CCGs.

#### 3. Reporting Arrangements

3.1 The Committee's Terms of Reference shall be agreed by the governing body of each member CCG.

3.2 The minutes of the Committee shall be formally recorded although there is no formal requirement to present to the individual CCG governing bodies, the Committee will by exception escalate matters it considers should be brought to the attention of member CCG governing bodies.

3.3 The composition of the Committee shall be published in the Annual Report.

#### 4. Duties

##### 4.1 Authority

The Committee has the authority to consider and make recommendations on areas where collaborative working across North Yorkshire CCG will be beneficial, it is also tasked to consider and make recommendations on the wider benefits of collaboration with other commissioning organisations e.g. local authorities, National Commissioning Board (via the Local area team) and neighbouring CCGs outside of North Yorkshire boundaries.

The committee **does not** have the authority to enter into binding collaborative agreements e.g. Section 75 or pooled budgets; should this be a suggested outcome each CCG governing body will be required to approve.

The Committee has the authority to roll forward on an annual basis the agreed list of risk sharing arrangements (restricted to those members who are participating in risk sharing), it does not have the authority to extend the list of risk sharing or terminate risk sharing agreements, that decision is reserved for individual CCG governing bodies. Six months notice is required by any member organisation wishing to exit risk sharing or collaborative agreements

#### 4.2 ***Duties***

The overall objectives of the Committee are to promote collaborative commissioning and consider the scope and scale of risk sharing across North Yorkshire.

The initial scope of collaboration and risk sharing are detailed in the collaborative commissioning and risk sharing agreement.

#### 4.3 ***Performance Management***

The Committee shall pro-actively review the performance of risk sharing agreements, each member organisation will be required to provide assurance that even where risk sharing is in place robust local arrangements are in place to control activity and expenditure and maintain quality and performance.

The Committee shall proactively review the performance of collaborative commissioning across North Yorkshire. Each lead organisation will be required to provide updates on major contract performance where they are the nominated lead. The expectation is that this is done through operational management arrangements and is escalated to the Committee on an exception basis.

The Committee shall proactively review the performance of collaborative commissioning outside of North Yorkshire; this will be done by receiving the minutes of meeting of other collaborative groups and updates from lead officers.

### 5. **Membership**

5.1 The Committee shall comprise of:

- The Clinical lead of CCG
- The Accountable Officer (or Chief Operating Officer if Accountable Officer is GP)
- The Chief Finance Officer from each member CCG.

5.2 The Chair will rotate each meeting between members CCGs.

5.3 Any CCG/CSU/PCT or successor body employee may be required to attend at the Committee's request.

## **6. Quorum**

- 6.1 No business shall be transacted unless there is at least one Committee Officer from each member CCG.
- 6.2 It is important to note there are two levels of membership. Those that participate in financial risk sharing (VOY, HRW, HaRD and SR) and those that participate in collaboration (South Lakes, Airedale, Wharfedale and Craven). Business relating to risk sharing only requires relevant members to be in attendance.

## **7. Attendance**

- 7.1 Regular attendance at committee meetings leads to improved engagement and governance. In the event that an attendee is unable to attend a meeting it is their responsibility to ensure that a nominated deputy is properly briefed and empowered to act on their behalf.
- 7.2 Frequency of attendance by members and attendees will be reviewed by the Committee at least annually.

## **8. Frequency**

The Committee will meet initially on a monthly basis but may adjust the frequency if the membership considers it to be appropriate.

## **9. Review of Terms of Reference**

The Committee shall review its Terms of Reference at least annually.

## **10. Review of Committee Effectiveness**

- 10.1 The Committee shall undertake a review of its effectiveness at least annually.
- 10.2 The Committee shall be subject to any review of CCG committees as required.