

EXECUTIVE COMMITTEE

Terms of Reference

1 Constitution and Authority

NHS Vale of York Clinical Commissioning Group (CCG) Governing Body resolves to establish an Executive Committee which has delegated decision making authority as set out in these Terms of Reference. The Executive Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek and has full access to any information it requires from any employee and all employees are directed to co-operate with any request made by the Executive Committee. The Executive Committee is authorised to create working groups as necessary to fulfil its responsibilities within these Terms of Reference.

2 Purpose of the Committee

The Executive Committee is responsible for making decisions relating to restructuring the organisation or the removal or addition of organisational posts. The Executive Committee is also responsible for decisions relating to the delivery of services commissioned by the CCG where appropriate (for example where the value of the service is such that it falls outside the financial value of the scheme of delegation for an individual Director to approve or where it relates to more than one area of business).

In its role as Committee responsible for decisions relating to the delivery of services, the Executive Committee will have oversight of submissions to NHSEngland/Improvement and Quality/Equality Impact Assessments.

Guiding Principles

3 Remit

- To review processes are in place to deliver the Improvement and Assessment Framework expectations, including in-year targets, clinical, operational and financial.
- To implement, monitor and review the CCG's Strategic and Operational Plan under the direction of the Governing Body.
- Make recommendations about investment and de-commissioning proposals across the CCG and ensure appropriate resource allocation to the Governing Body (utilising the Quality/Equality Impact Assessment process).
- To approve commissioning plans, strategies and intentions to develop the CCG as an effective healthcare commissioner and local leader building strong relationships with stakeholders and patient and public groups where those plans are of a value which falls within the scheme of delegation (£500,000).

- Where commissioning plans exceed the scheme of delegation, the Executive Committee will make recommendations to the Governing Body for the approval of such plans.
- Approval of HR, IG and corporate policies.
- Equalities, diversity and human rights development and implementation of the action plan.
- Review service changes ensuring service developments and CCG processes and policies are compliant with national regulations and law, including equalities legislation.
- To ensure projects and plans are supported by adequate governance, i.e., QIAs, PIAs, EIAs, SIAs and Col.
- To be responsible for and review the organisation's service delivery risks as set out in the risk appetite statement.

4 Frequency

The Executive Committee will meet at least nine times a year.

5 Membership

Accountable Officer (Chair)
 Executive Director of Quality and Nursing
 Chief Finance Officer
 Executive Director of Transformation and Delivery
 Director of Primary Care and Population Health

In Attendance :

Executive Assistant to the Accountable Officer (to take minutes)

Anyone else at the invitation of the membership.

6 Quoracy

A minimum of three members will constitute a quorum and one of those members must be a clinician.

7 Accountability

The Executive Committee will be accountable to the NHS Vale of York Clinical Commissioning Group Governing Body who will receive the Executive Committee minutes.

Conflicts of Interest, both actual and perceived, shall be managed in line with NHS Vale of York CCG Conflicts of Interest policy and recorded at the start of every meeting.

8 Decision Making

The decision making authority of the Executive Committee is defined in the scheme of delegation within the constitution.

When a vote is required, each core member of the Committee has a single vote. A simple majority is necessary to confirm a decision. In the event of an equality of votes, the Chair of the meeting shall have the second and casting vote. **A Deputy nominated by a Member can vote on behalf of the Member.**

9 Effectiveness

The Executive Committee shall undertake an annual review of its effectiveness.

10 Secretary

The secretary will be responsible for supporting the Chair in the management of the Committee's business.

The Committee will also be supported administratively by the secretary, whose duties in this respect will include:

- Agreement of agenda with Chair and attendees and collation of papers
- Taking the minutes
- Keeping a record of matters arising and issues to be carried forward
- Advising the Committee on pertinent areas

11 Review of Terms of Reference

The Executive Committee shall review its terms of reference at least annually and sooner if changing circumstances dictate.

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