

EXECUTIVE COMMITTEE

Terms of Reference

1 Constitution and Authority

NHS Vale of York Clinical Commissioning Group 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 the management of executive decisions which relate to the organisational objectives.

3 Remit

- To ensure the CCG fulfils the functions, duties and responsibilities set out in the CCG's constitution.
- To ensure processes are in place to deliver the Improvement and Assessment Framework expectations, including in-year targets, clinical, operational and financial.
- To develop, implement and monitor the CCG's Strategic and Operational Plan under the direction of the Governing Body.
- Prioritise programmes of work, investment and de-commissioning proposals across the CCG and ensure appropriate resource allocation.
- To oversee the development of the CCG as an effective healthcare commissioner and local leader building strong relationships with stakeholders and patient and public groups.
- Approval of HR policies and corporate policies.
- Strategic management and clinical oversight of all CCG functions and statutory duties, including equalities.
- Equalities, diversity and human rights development and implementation of the action plan.
- Review services changes ensuring service developments and CCG processes and policies are compliant with national regulations and law, including equalities legislation.
- To oversee emergency planning (EPRR).

- To be responsible for and review the organisation’s corporate risks.
- OD and staff engagement.
- To ensure day to day running of the CCG.

4 Frequency

The Executive Committee will meet once a month.

5 Membership

Accountable Officer
 Executive Director of Planning and Governance
 Executive Director of Quality and Nursing
 Chief Finance Officer
 Medical Director
 Executive Director of Transformation and Delivery
 Interim Executive Director of System Resources and Performance
 Interim Executive Director of Joint Commissioning

6 Quoracy

A minimum of three members, one of whom is the Accountable Officer or an Executive Director, will constitute a quorum.

7 Accountability

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

8 Effectiveness

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

9 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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