

Date:	10 th August 2017
Meeting:	Governing Body
Item Number:	Item 11
Public/Private:	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>

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GB Lead: <i>(Name, Title)</i>	Liane Langdon, Chief Officer

Report Title:	Lay Member Responsibilities
Decisions to be made:	Governing Body is asked to consider and agree the proposed allocation of responsibilities to Lay Members to be implemented with effect from 1 st September 2017.

Continue to improve the quality of services	<input type="checkbox"/>	Improve patient experience	<input type="checkbox"/>
Reduced unwarranted variations in services	<input type="checkbox"/>	Reduce the inequalities gap in North Lincolnshire	<input type="checkbox"/>
Deliver the best outcomes for every patient	<input type="checkbox"/>	Statutory/Regulatory	<input checked="" type="checkbox"/>

Executive Summary (Question, Options, Recommendations):
<p>The CCG has undertaken a review of the responsibilities of the governing body lay members recognising the changing regulatory environment and CCG governance arrangements.</p> <p>The governing body are asked to consider and agree the proposed allocation of roles to lay members with respect to CCG committees and designated leads and to implement these new responsibilities with effect from 1st September 2017.</p>

Equality Impact	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Sustainability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Legal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Finance	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Patient, Public, Clinical and Stakeholder Engagement to date									
	N/A	Y	N	Date		N/A	Y	N	Date
Patient:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clinical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In 2016/17 the CCG responded to the increasing demands being placed on Lay Members through changes in the regulatory environment and CCG governance arrangements by increasing the number of lay members on the governing body from two to four, introducing two new sets of lead responsibilities. The two new portfolios of responsibilities are for joint commissioning and equality and inclusion.

The CCG recognised that once the new lay members were established in their roles that a review would be required to ensure that we were deploying our lay members to best effect to our committee and meeting structures. The lay members and secondary care consultant met with the Chief Officer on Thursday 13th July to undertake this review and make a set of recommendations about how the responsibilities may be allocated to best match the portfolio of responsibilities of each lay member, along with their skill sets and expertise and to balance the demands on their time.

A number of the identified responsibilities are regulatory requirements and are associated with specific lead responsibilities, or require the governing body to name a lead. At this time the lay member with a lead for governance is required to chair the audit committee, and the CCG has also designated this lay member as he conflicts of interest guardian. In addition the lay member with the lead for joint commissioning role description includes the responsibility for chairing the joint commissioning committee, and the finance and performance committee should not be chaired by the lay member who chairs the audit committee. The governing body has also nominated the lay member with the lead for joint commissioning as the designated lay member for safeguarding and whistle blowing.

As a result of this review the governing body are asked to consider and agree the proposals for allocation of responsibilities to lay members, noting that the secondary care consultant on the governing body has been asked to act as a virtual member of the quality committee to provide advice and guidance as needed.

It is proposed that the new arrangements should come in to effect from 1st September 2017.

NHS North Lincolnshire CCG Lay Member Committee Members as at July 2017

Committee/Group	Chair/Lead	Vice Chair (member)
Joint Commissioning Committee (Primary Care)	Joint Commissioning	PPI
Audit Group	Governance	Joint Commissioning
Finance & Performance	PPI	Equality and Inclusion
Quality Group	Equality and Inclusion	Joint Commissioning (Secondary Care, virtual member for advice and guidance)
Remuneration	PPI	Joint Commissioning
Equality & Inclusion	Equality and Inclusion	
Individual Funding Requests Panel		Equality and Inclusion (member)
PPG	PPI	
Communications and Engagement	PPI	
PCAG	PPI	Equality and Inclusion
Estates & Planning	Governance	
H&C Board	PPI	
Safeguarding & Whistleblowing (designated GB lead, not committee/group)	Joint Commissioning	