

## **Executive Committee**

### **Terms of Reference**

#### **1 PURPOSE**

- 1.1 The Executive Committee is established in accordance with the North Lincolnshire Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation. It is a committee of North Lincolnshire Commissioning Group Governing Body with no executive powers other than those listed below and as set out in the scheme of delegation. The Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee.
- 1.2 NL CCG Executive Team has been established to operate as the executive team of NL CCG. It will lead and co-ordinate the operations of NL CCG ensuring an efficient and effective organisation, delivery against its operational and strategic plans within agreed budgets.
- 1.3 The Committee is chaired by the Accountable Officer. In which case the term 'Chair' is to be read as a reference to the chair of the Committee as the context permits, and the term 'member' is to be read as a reference to a member of the Committee also as the context permits.

#### **2 ACCOUNTABILITY**

The Committee reports directly to the NL CCG Governing Body:-

The Executive Committee will escalate serious concerns identified in its deliberations to the NL CCG Governing Body and ensure that any serious issues are placed on the Strategic or Corporate Risk Register as appropriate.

The Chair of the Executive Committee will draw to the attention of the CCG Governing Body any issues requiring disclosure or action by the Governing Body.

The Chair of the Executive Committee will draw to the attention of the Integrated Audit & Governance Committee any deficiencies in control that are identified.

#### **3 AUTHORITY**

- 3.1 The Executive Committee is authorised by the CCG Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Executive Committee.

- 3.2 The Executive Committee, subject to any directions as may be given by the Governing Body, may establish sub – committees and task and finish groups, as appropriate and determine membership and terms of reference as such. The Standing Orders and Prime Financial Policies of the CCG, as far as they are applicable, shall apply the Executive Committee and its sub-committees and task and finish groups.
- 3.3 The Executive Committee is authorised by the CCG Governing Body to obtain legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

#### **4 REPORTING ARRANGEMENTS**

- 4.1 All meetings shall be formally minuted and a record kept of all reports/documents considered.
- 4.3 Disclosure/Freedom of Information Act (FOI)

The Senior Officer with responsibility for corporate governance will be responsible for ensuring that FOI requirements in relation to the Committee’s minutes and reports are met. The chair of the committee will seek the advice of the senior officer with responsibility for corporate governance in relation to any matters where an exception as defined within the Freedom of Information Act is believed to apply.

#### **5 MEMBERSHIP**

Membership of the Executive Committee is listed at Appendix 1.

#### **6 APPOINTMENT OF CHAIR**

- 6.1 The Chair shall be the Accountable Officer.

#### **7 QUORACY**

- 7.1 The quorum for the meetings shall be any two members of the Committee

#### **8 ATTENDANCE**

- 8.1 CCG Managers should be invited to attend, particularly when the Committee is discussing areas of risk or operations that are the responsibility of those managers/staff.

#### **9 MEETINGS**

- 9.1 Meetings shall be administered in accordance with the CCG’s Constitution, Standing Orders and Prime Financial Policies.
- 9.2 Meetings of the Executive Committee shall usually be held weekly.
- 9.3 The Chief Operating Officer will ensure that the Committee is supported administratively.

## **10 CONFIDENTIALITY**

- 10.1 All members are expected to adhere to the CCG Constitution, Standards of Business Conduct and Conflicts of Interest Policy arrangements as well as the NHS duties of confidence.

## **11 REMIT**

- Ensure that appropriate information and assurance reports are provided in a timely manner to enable the Governing Body and its sub-committees to discharge their duties effectively.
- To review and approve policies relating to human resources and organisational development.
- To comment and review new policies before onward submission to the approving committee as appropriate.
- Review and support the implementation of the CCG's Organisational Development Strategy and associated staff training and development programmes.
- Ensure that the CCG complies with the NHS England assurance process
- Provide executive leadership and direction ensuring that the CCG discharges its statutory and legal duties in relation to mandatory training, and staff development and performance reviews.
- Ensure that the CCG has robust operational management arrangements in place to discharge its duties under the CCG Constitution and NHS Constitution
- Reviewing and monitoring the risks in the CCG Strategic Risk Register
- Review and implementation of the CCG Organisational Development Strategy, and associated staff training and development programmes
- To review any issues of operational business or performance as required within delegated limits of members

## **12 REVIEW OF THE TERMS OF REFERENCE**

These Terms of reference will be reviewed not less than annually and submitted to the CCG Governing Body for approval.

## **APPENDIX 1**

### **MEMBERSHIP**

Membership of the Committee is determined and approved by the CCG Governing Body and will comprise of

CCG Chair

Accountable Officer

Chief Operating Officer

Chief Finance Officer

Director of Nursing & Quality

Director of Primary Care

Medical Director

Associate Director of Vulnerable People

Associate Director of Corporate Affairs

Other staff may be invited to attend as appropriate.

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