

GOVERNING BODY MEETING in Public
23 May 2018

Agenda Item **3.4**

Report Title	NHS Eastern Cheshire CCG Constitution Update
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Appendix A

CCG Constitution V1.7 Amendments Log

AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution included in Version 1.7 and approved by the Governing body of NHS Eastern Cheshire CCG on **XXX** and ratified by NHS England on **XXX**.

Deletions are formatted as follows: ~~deletion~~

Insertions are formatted as follows: insertion

Constitution Page Ref.	Change
Throughout	Typographical and grammatical amendments
p3-4	Updated Contents page to reflect new numbering of sections
p5	<p>Updated foreword to reflect 2018-19 and narrative in CCG Annual Reports</p> <p>As a new organisation we are clear that we need to embrace new ways of working. We have made engagement with patients, public, clinicians and staff a high priority. Our vision and values are already becoming embedded in the way we work and our philosophy of “one team, working together” to support a clinically led commissioning organisation is taking shape.</p> <p>The vision of the CCG <i>‘inspiring better health and wellbeing’</i> is a central tenet of our Constitution. It shapes the direction and behaviour of the CCG, its membership and its staff. Thi vision is embedded in all that we do and underpins all of the commissioning and business decisions that we undertake on behalf of the Eastern Cheshire population. Our way of working is also guided by and measured against the values and principles of the CCG.</p> <p>We are proud of our achievements so far and look forward to a future where we will see real and substantive progress in providing the best quality care for the population of Eastern Cheshire. and we will continue to work with our partners to ensure that the population of Eastern Cheshire has access to high quality, safe and effective care.</p>
p14	<p>Updated section to reflect updated wording in CCG Annual Reports 1.1.1. The values that lie at the heart of the group’s work are:</p> <ol style="list-style-type: none"> 1. Valuing people - listening to and respecting the public, <u>our</u> patients, <u>carers</u>, communities and staff 2. Working Together - to deliver the right care, in the right place at the right time 3. Innovative - creating the culture and environment that inspires, supports and shares good ideas 4. Quality - striving for the best possible care to achieve the best <u>possible</u> outcomes

Constitution Page Ref.	Change
	<p>5. Investing Responsibly - making the right evidence-based decisions for best value affordable healthcare</p>
p15-16	<p>4.5.1 The group will demonstrate its accountability to its members, local people, stakeholders and NHS England in a number of ways, including by:</p> <ul style="list-style-type: none"> a) publishing its constitution b) appointing independent lay members/persons and non GP clinicians to its Governing Body c) holding meetings of its Governing Body, Primary (General Medical) Care Commissioning Committee and Joint Commissioning Committee in public (except where the group considers that it would not be in the public interest in relation to all or part of a meeting) d) publishing annually a commissioning plan e) producing annual accounts in respect of each financial year which must be externally audited and published f) having a published and clear complaints process g) complying with the Freedom of Information Act 2000 h) providing information to NHS England as required i) by being a member of the Cheshire East Health & Wellbeing Board. <p>4.5.2 In addition to these statutory requirements, the group will demonstrate its accountability by establishing advisory committees to the Governing Body. These comprise of:</p> <ul style="list-style-type: none"> • Eastern Cheshire HealthVoice • a Clinical Forum (Locality Management Meeting) • Caring Together Partnership Board • five locality based peer groups enabling a line of accountability between the General Practice representatives on the Governing Body and their local

Constitution Page Ref.	Change
	member practices
p19	<p>Updated to better reflect feedback from IAF rating and description of engagement needs</p> <p>5.1 General Duties - in discharging its functions the group will:</p> <p>5.1.1 Make arrangements to secure public involvement in the planning, development and consideration of proposals for changes and decisions affecting the operation of commissioning arrangements¹ by:</p> <ul style="list-style-type: none"> a) appointing a Lay member(s) with Governing Body level accountability to ensure effective public and patient involvement b) publishing and implementing a communications and engagement strategy and work plan in partnership with Eastern Cheshire HealthVoice c) establishing Eastern Cheshire Health Voice as an advisory committee to the CCG Governing Body on changes and decisions affecting the operation of commissioning arrangements c) publishing information on how members of the public can contribute to the group's plans and development of commissioned services and ensuring that the CCG publishes how patient and public involvement has made a difference and been reflected in our commissioning decisions reflecting their views in our commissioning plans d) ensuring effective governance arrangements, through regular reporting by Eastern Cheshire HealthVoice to the Governing Body d) ensuring how the consideration of the public, patients and carers views and experiences and their involvement in CCG business is clearly referenced and visible in CCG decision making processes and papers to CCG decision making forums e) maximising the opportunities to use practice participation groups to inform the CCG about patient experience and feedback patient opinion f) establishing strong working relationships with our local Healthwatch.

¹ See section 14Z2 of the 2006 Act, inserted by section 26 of the 2012 Act

Constitution Page Ref.	Change
	<p>g) establishing strong working relationships with organisations, groups and other bodies such as Eastern Cheshire Healthvoice and Healthwatch Cheshire East, who work for or represent the views of Eastern Cheshire communities and/or public, patients and carers.</p>
p21-22	<p>5.1.2 Assist and support NHS England in relation to the Board's duty to <i>improve the quality of primary medical services²</i> by:</p> <ul style="list-style-type: none"> a) exploring and implementing, where appropriate incentive schemes that support innovation and quality improvement schemes b) supporting the practices with access to data and information tools to assist them in identifying areas for quality improvement c) encouraging member practices to use their peer groups to share clinical best practice d) using the Primary (General Medical) Care Commissioning Committee and Clinical Quality and Performance Committee to assure the Governing Body of the continuous improvement of primary medical services e) using the Primary (General Medical) Care Commissioning Committee to co-ordinate a common approach to the commissioning of Primary (General Medical) Care across Eastern Cheshire.
p23-24	<p>5.1.3 <i>Promote the involvement of patients, their carers and representatives in decisions about their healthcare³</i> by:</p> <ul style="list-style-type: none"> a) ensuring that the NHS Constitution is widely and freely available to the public, communities, patients and carers through the CCG website, member practices and practice patient participation groups b) complying with NHS England guidance on

² See section 14S of the 2006 Act, inserted by section 26 of the 2012 Act

³ See section 14U of the 2006 Act, inserted by section 26 of the 2012 Act

Constitution Page Ref.	Change
	<p>involving patients their carers and representatives in decisions about their health care</p> <p>c) working in partnership with the CCG's patient reference groups – Eastern Cheshire HealthVoice working in partnership with - where appropriate – public, patient and carer representative or advisory groups or networks.</p> <p>5.2.9 Obtain appropriate advice⁴ from persons who, taken together, have a broad range of professional expertise in healthcare and public health by:</p> <p>a) ensuring that the Governing Body includes a mix of clinical and non-clinical expertise, including but not limited to GPs, secondary care doctors, registered nurses and public health consultants</p> <p>b) involving clinicians, nurses, public health consultants, experienced and capable officers and independent lay members with a range of skills and expertise</p> <p>c) working collaboratively with clinical senates and strategic clinical networks , as they become established</p>
p39	<p>Inclusion of page references to Terms of Reference</p> <p>⁵⁰ See Appendix I for the Terms of Reference of the Primary Care Committee</p> <p>⁵¹ See Appendix J for the Terms of Reference for the Joint Commissioning Committee</p>
p96 & p98	<p>Amendments to Governance and Audit Committee</p> <p>2.11 Annual Accounts. The GAC will review and approve the Annual Accounts on behalf of the Governing Body when required.</p> <p>5.2 All agenda items will be subject to approval by the GAC Chair and will normally be required at least ten working days prior to the meeting date</p>
p100 - 106	<p>Amendments to Remuneration Committee TOR – general re-ordering and re-numbering of Sections and inclusion of new text</p> <p>2.2 In order to fulfil its role effectively, the Committee will:</p> <ul style="list-style-type: none"> review and approve the application of national guidance related to remuneration and conditions of service for the

⁴ See section 14W of the 2006 Act, inserted by section 26 of the 2012 Act

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	<p>CCG workforce under Agenda for Change (AfC) and non-AfC terms and conditions (T&C's)</p> <ul style="list-style-type: none"> • ratify any amendments or variations to the CCG Governing Body Recruitment and Appointment policy • review and ratify on an annual basis the CCG Remuneration Framework • to ratify the appointment process for any CCG employees onto the Governing Body, including job description, remuneration and T&Cs, where not covered in the CCG Constitution • determine allowances under any pension scheme the CCG might establish as an alternative to the NHS pension scheme • review and consider evidence collected regarding the performance of the Clinical Chair, Accountable Officer, Chief Finance Officer and other senior team members on VSM or other non AfC Contracts when determining annual salary awards <p>3.1 The Committee shall be appointed by the CCG from amongst its Governing Body members plus any other representatives that are required to attend as determined by the Committee. The Committees standing membership will consist of:</p> <table border="1" data-bbox="440 1173 1407 1429"> <thead> <tr> <th data-bbox="440 1173 1177 1211">Member</th> <th data-bbox="1177 1173 1407 1211">Voting Right</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1211 1177 1249">Lay Member Representative – Chair</td> <td data-bbox="1177 1211 1407 1249">Yes</td> </tr> <tr> <td data-bbox="440 1249 1177 1288">Lay Member Representative x2</td> <td data-bbox="1177 1249 1407 1288">Yes</td> </tr> <tr> <td data-bbox="440 1288 1177 1357">General Practice Locality Peer Group Representatives (Max of 2)</td> <td data-bbox="1177 1288 1407 1357">Yes</td> </tr> <tr> <td data-bbox="440 1357 1177 1395">Independent HR Advisor</td> <td data-bbox="1177 1357 1407 1395">No</td> </tr> <tr> <td data-bbox="440 1395 1177 1429">CCG Administrative (Secretarial) Support</td> <td data-bbox="1177 1395 1407 1429">No</td> </tr> </tbody> </table> <p>3.5 A standing invite to attend Committee Meetings, in a non-voting capacity, is extended to:</p> <ul style="list-style-type: none"> • CCG Head of Corporate Services (HOCS) • CCG Clinical Chair • CCG Accountable Officer (Chief Officer) • CCG Chief Finance Officer. <p>3.6 The committee may also extend invitations to other personnel with relevant skills, experience or expertise as necessary to enable it to deal with matters before the committee. Any individuals invited to the meeting should not be in attendance for discussions about their own remuneration and terms of service.</p> <p>4.2 Where the Committee is discussing the remuneration of CCG</p>	Member	Voting Right	Lay Member Representative – Chair	Yes	Lay Member Representative x2	Yes	General Practice Locality Peer Group Representatives (Max of 2)	Yes	Independent HR Advisor	No	CCG Administrative (Secretarial) Support	No
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	<p>Lay members as part of its annual business the conditions as set out in section 8 apply. For the Committee to undertake its business on this item, the sole decision maker in such circumstances is the General Practice Peer Group Representative Committee member, who can make this decision in consultation with the non-voting HR advisor who must be in attendance at the meeting when the decision is passed.</p> <p>5.2 All meetings are held in-camera.</p> <p>6.6 The Committee will be supported by a member of the CCGs Executive Committee (Head of Corporate Services) who will ensure that support is provided to the Committee Chair in the management of the Committee's business, namely that:</p> <ul style="list-style-type: none"> ▪ correct minutes are taken, and once agreed by the chair distributed to the members; ▪ conflicts of interest are recorded along with the arrangements for managing those conflicts; ▪ a record of matters arising is produced with issues to be carried forward; ▪ an action list is produced following each meeting and any outstanding action is carried forward on the action list until complete; ▪ provide appropriate support to the Chair and committee members; ▪ the agenda is agreed with the Chair prior to sending papers to Committee members ▪ the annual programme of work is up to date and distributed; ▪ the minutes of the meeting are distributed ▪ the papers of the committee are filed in accordance with the group's policies and procedures. <p>6.7 An appointed secretary will be responsible for supporting the Chair and Head of Corporate Services in the preparation and circulation of agendas, papers and minutes. The Secretary will take minutes.</p> <p>7.1 The Committee will bring to the attention of the Governing Body in a separate report, any items of specific concern which require Governing Body's approval to act.</p> <p>7.2 The Committee will provide exception reports to the Governing Body, highlighting any key developments / achievements or potential risks / issues.</p>

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	<p>8.5 Members / attendees should not make decisions (or provide advice) relating to their own remuneration or terms and conditions (as set out in the table below):</p> <table border="1" data-bbox="448 488 1423 887"> <thead> <tr> <th colspan="6" data-bbox="448 488 1423 524">Ability to participate in making a decision on post remuneration</th> </tr> <tr> <th data-bbox="448 524 657 555"></th> <th data-bbox="657 524 831 555">CCG Chair</th> <th data-bbox="831 524 1002 555">AO (CO)</th> <th data-bbox="1002 524 1173 555">CFO</th> <th data-bbox="1173 524 1327 555">Lay</th> <th data-bbox="1327 524 1423 555">GP Rep</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 555 657 591">Lay Member</td> <td data-bbox="657 555 831 591">✓</td> <td data-bbox="831 555 1002 591">✓</td> <td data-bbox="1002 555 1173 591">✓</td> <td data-bbox="1173 555 1327 591">x</td> <td data-bbox="1327 555 1423 591">✓</td> </tr> <tr> <td data-bbox="448 591 657 627">GP Rep</td> <td data-bbox="657 591 831 627">✓</td> <td data-bbox="831 591 1002 627">✓</td> <td data-bbox="1002 591 1173 627">✓</td> <td data-bbox="1173 591 1327 627">✓</td> <td data-bbox="1327 591 1423 627">x</td> </tr> <tr> <th colspan="6" data-bbox="448 627 1423 663">Ability to participate in advising on a decision regarding post remuneration</th> </tr> <tr> <th data-bbox="448 663 657 694"></th> <th data-bbox="657 663 831 694">CCG Chair</th> <th data-bbox="831 663 1002 694">AO (CO)</th> <th data-bbox="1002 663 1173 694">CFO</th> <th data-bbox="1173 663 1327 694">Lay</th> <th data-bbox="1327 663 1423 694">GP Rep</th> </tr> <tr> <td data-bbox="448 694 657 730">HR Adviser</td> <td data-bbox="657 694 831 730">✓</td> <td data-bbox="831 694 1002 730">✓</td> <td data-bbox="1002 694 1173 730">✓</td> <td data-bbox="1173 694 1327 730">✓</td> <td data-bbox="1327 694 1423 730">✓</td> </tr> <tr> <td data-bbox="448 730 657 766">AO (CO)</td> <td data-bbox="657 730 831 766">✓</td> <td data-bbox="831 730 1002 766">x</td> <td data-bbox="1002 730 1173 766">✓</td> <td data-bbox="1173 730 1327 766">✓</td> <td data-bbox="1327 730 1423 766">✓</td> </tr> <tr> <td data-bbox="448 766 657 801">CFO</td> <td data-bbox="657 766 831 801">✓</td> <td data-bbox="831 766 1002 801">✓</td> <td data-bbox="1002 766 1173 801">x</td> <td data-bbox="1173 766 1327 801">✓</td> <td data-bbox="1327 766 1423 801">✓</td> </tr> <tr> <td data-bbox="448 801 657 837">CCG Chair</td> <td data-bbox="657 801 831 837">x</td> <td data-bbox="831 801 1002 837">✓</td> <td data-bbox="1002 801 1173 837">✓</td> <td data-bbox="1173 801 1327 837">✓</td> <td data-bbox="1327 801 1423 837">✓</td> </tr> <tr> <td data-bbox="448 837 657 873">HOCS</td> <td data-bbox="657 837 831 873">✓</td> <td data-bbox="831 837 1002 873">✓</td> <td data-bbox="1002 837 1173 873">✓</td> <td data-bbox="1173 837 1327 873">✓</td> <td data-bbox="1327 837 1423 873">✓</td> </tr> </tbody> </table>	Ability to participate in making a decision on post remuneration							CCG Chair	AO (CO)	CFO	Lay	GP Rep	Lay Member	✓	✓	✓	x	✓	GP Rep	✓	✓	✓	✓	x	Ability to participate in advising on a decision regarding post remuneration							CCG Chair	AO (CO)	CFO	Lay	GP Rep	HR Adviser	✓	✓	✓	✓	✓	AO (CO)	✓	x	✓	✓	✓	CFO	✓	✓	x	✓	✓	CCG Chair	x	✓	✓	✓	✓	HOCS	✓	✓	✓	✓	✓
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p107 - 111	<p>Amendments to Clinical Quality and Performance Committee</p> <p>2. Membership</p> <p>2.1 The Committee shall be appointed by NHS Eastern Cheshire CCG, as set out in its constitution and may include individuals who are not on the Governing Body.</p> <p>2.2 The membership of the committee will be made up of the following members, plus any other representatives that are required to attend as determined by the committee.</p> <table border="1" data-bbox="437 1361 1390 2020"> <thead> <tr> <th data-bbox="437 1361 1198 1451">Member</th> <th data-bbox="1198 1361 1390 1451">Voting Right</th> </tr> </thead> <tbody> <tr> <td data-bbox="437 1451 1198 1541">GP Member of Governing Body Member (GB) - Chair</td> <td data-bbox="1198 1451 1390 1541">✓</td> </tr> <tr> <td data-bbox="437 1541 1198 1630">Lay Member(s) of Governing Body (GB) - Deputy Chair</td> <td data-bbox="1198 1541 1390 1630">✓</td> </tr> <tr> <td data-bbox="437 1630 1198 1686">GP Lead for Clinical Quality Representative</td> <td data-bbox="1198 1630 1390 1686"></td> </tr> <tr> <td data-bbox="437 1686 1198 1742">Head of Clinical Quality (or Deputy)</td> <td data-bbox="1198 1686 1390 1742"></td> </tr> <tr> <td data-bbox="437 1742 1198 1865">Member of GB (Clinical) Governing Body Non-GP clinical member (Registered Nurse or Secondary care Doctor)</td> <td data-bbox="1198 1742 1390 1865">✓</td> </tr> <tr> <td data-bbox="437 1865 1198 1921">Quality and Safeguarding Director</td> <td data-bbox="1198 1865 1390 1921"></td> </tr> <tr> <td data-bbox="437 1921 1198 1977">Commissioning Director</td> <td data-bbox="1198 1921 1390 1977"></td> </tr> <tr> <td data-bbox="437 1977 1198 2020">Public Health representation representative</td> <td data-bbox="1198 1977 1390 2020"></td> </tr> </tbody> </table>	Member	Voting Right	GP Member of Governing Body Member (GB) - Chair	✓	Lay Member(s) of Governing Body (GB) - Deputy Chair	✓	GP Lead for Clinical Quality Representative		Head of Clinical Quality (or Deputy)		Member of GB (Clinical) Governing Body Non-GP clinical member (Registered Nurse or Secondary care Doctor)	✓	Quality and Safeguarding Director		Commissioning Director		Public Health representation representative																																																	
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	<p>Programmes and Governance Manager.</p> <p>5. Quoracy</p> <p>5.1 Members of the Committee will seek to make decisions and recommendations based on consensus. Where this is not possible, the Chair of the meeting will ask for members to vote using a show of hands.</p> <p>5.2 Three voting members of the Committee membership must be present for the meeting to be quorate.</p> <p>5.3 A quorum necessary for the CQ&P Committee to undertake its business is defined as:</p> <ul style="list-style-type: none"> • Committee Chair (or nominated Deputy Chair) • CCG Quality Team member • Two other committee members, one of which must either be a <ul style="list-style-type: none"> • Lay member • Governing Body member. <p>6. Frequency and Notice of Meeting</p> <p>6.1. There will be a minimum of 10 6 meetings per year – meeting bi-monthly. Virtual meetings will be held as and when required on the alternative months when physical meetings do not take place.</p> <p>6.2. Extraordinary meetings may be called by the chair as appropriate.</p> <p>6.3. Members to be sent relevant papers and agenda five working days prior to meeting.</p> <p>6.4. All reports are required to be submitted ten seven working days in advance of the meeting.</p> <p>7. Remit and Responsibilities of the Committee</p> <p>7.3 To delegate action, as appropriate, to the CCG internal Clinical Quality and Performance operational group (QuAG) (CQ&P Ops Group) and hold this group to account where appropriate.</p> <p>8 Relationship with the Governing Body</p> <p>8.2 A Quality and Performance, and Plan on a Page paper will be taken to the Governing Body each quarter for further scrutiny</p> <p>8.3 Quality and Performance progress against agreed objectives</p>

Constitution Page Ref.	Change																				
	<p style="color: red;">will be shared with the Governing Body.</p> <p>8.3 The committee is responsible to the governing body for all corporate risks with regard to quality, performance and safeguarding. They will review monthly and make recommendations to the Governing Body with regard to all risks held by the committee</p> <p>9 Policy and Best Practice</p> <p>9.1 Minutes will be approved by the Chair and draft circulated within ten working days</p> <p>9.2 Members are expected to comment regarding accuracy of draft minutes within ten working days of receipt.</p> <p>9.2 The Committee may request information they agree necessary to fulfil their obligations.</p>																				
p112 - 120	<p>Amendments to the Primary (General Medical) Care Commissioning Committee Terms of Reference</p> <p>2.0 Membership</p> <p>2.1 The Committee core membership will consist of:</p> <table border="1" data-bbox="544 1155 1350 1906"> <thead> <tr> <th data-bbox="544 1155 1219 1227">Position</th> <th data-bbox="1219 1155 1350 1227">Voting Rights</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1227 1219 1267">Lay Member (Chair)</td> <td data-bbox="1219 1227 1350 1267">Yes</td> </tr> <tr> <td data-bbox="544 1267 1219 1308">Lay Member (Vice-Chair)</td> <td data-bbox="1219 1267 1350 1308">Yes</td> </tr> <tr> <td data-bbox="544 1308 1219 1348">NHS ECCCCG Accountable Officer</td> <td data-bbox="1219 1308 1350 1348">Yes</td> </tr> <tr> <td data-bbox="544 1348 1219 1458">NHS ECCCCG Chief Finance Officer (deputising for Accountable Officer)</td> <td data-bbox="1219 1348 1350 1458">Yes</td> </tr> <tr> <td data-bbox="544 1458 1219 1529">NHS ECCCCG Commissioning Director</td> <td data-bbox="1219 1458 1350 1529">Yes</td> </tr> <tr> <td data-bbox="544 1529 1219 1601" style="color: red;">NHS ECCCCG Executive Nurse and Director of Quality</td> <td data-bbox="1219 1529 1350 1601"></td> </tr> <tr> <td data-bbox="544 1601 1219 1673" style="color: red;">NHS ECCCCG Strategy & Transformation Director</td> <td data-bbox="1219 1601 1350 1673"></td> </tr> <tr> <td data-bbox="544 1673 1219 1789">General Practice Representatives - one representative from each Eastern Cheshire Care Community</td> <td data-bbox="1219 1673 1350 1789">No</td> </tr> <tr> <td data-bbox="544 1789 1219 1906" style="color: red;">General Practice representatives from member practices of NHS ECCCCG (minimum of 3, maximum of 5)</td> <td data-bbox="1219 1789 1350 1906"></td> </tr> </tbody> </table> <p>2.4 The Committee may call additional Lay Members, Governing Body or CCG Executive Committee Members to attend</p>	Position	Voting Rights	Lay Member (Chair)	Yes	Lay Member (Vice-Chair)	Yes	NHS ECCCCG Accountable Officer	Yes	NHS ECCCCG Chief Finance Officer (deputising for Accountable Officer)	Yes	NHS ECCCCG Commissioning Director	Yes	NHS ECCCCG Executive Nurse and Director of Quality		NHS ECCCCG Strategy & Transformation Director		General Practice Representatives - one representative from each Eastern Cheshire Care Community	No	General Practice representatives from member practices of NHS ECCCCG (minimum of 3, maximum of 5)	
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	<p>meetings as and when required. so as to mitigate any possibility of decision making being unable to take place due to arising conflict of interests.</p> <p>4.6 Secretariat support. Identified secretariat support will be responsible for supporting the Chair in the organisation of the Committee meeting and the preparation and circulation of agendas, papers and minutes. The Secretariat will:</p> <ul style="list-style-type: none"> • circulate the agenda and accompanying papers to committee members at least five working days in advance of the meeting date • ensure declarations of interest are noted and correct minutes, and mitigating actions, are taken. Once agreed by the Chair, circulate minutes and action notes within ten working days of the meeting to all committee members <p>4.7 Quoracy. A quorum shall be four three voting members, three of which must be non-GP Practice Representative members one of which being a Lay Member and one of which being a CCG Executive. Although not voting members, to facilitate the involvement of General Practice Representation in the discussion, if no General Practice Representatives are available to attend a meeting the chair may consider the rescheduling of the meeting.</p> <p>4.8 If it has been identified that a planned committee meeting would not be quorate, owing to the absence of certain members which may result in the Committee not having either a Lay/Executive majority or no GP Peer Group Representative in attendance, any other Governing Body member or Executive Committee member of an equivalent role (i.e. GP Peer Group Representative, Lay Member, Secondary Care Doctor, Registered Nurse or CCG Executive Committee Member) may be called upon to attend that meeting of the committee to bring the meeting up to quoracy and enable the business of the committee to be transacted. Where it is not possible for a quorum to be convened the Chair of the Committee shall consult with the CCG Accountable Officer on the action to be taken.</p> <p>4.8 Decision making. The aim of the Committee will be to achieve consensus decision-making wherever possible. However, on occasions where voting is required each member of the Committee shall have one vote and shall reach a decision by a simple majority of members present, but with the Chair having a second and deciding vote, if necessary. Where it has been identified that a voting member or members of the Committee have a significant conflict of</p>

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	<p>interest in relation to a particular agenda item and where a decision is required, that member or members will be excluded from voting. the decision making, in terms of expressing their preference towards a particular decision or by casting a vote.</p> <p>4.8.1 The views of the non-voting members will be encouraged in ensuring decisions are made on a sound basis of expert opinion and evidence.</p> <p>4.8.2 In fulfilling the requirements of 4.9.1, General Practice representatives on the Committee will be expected to engage with and seek opinion from their member practices prior to the Committee meeting.</p> <p>4.14 Agendas and reports shall be distributed to Committee members, CCG Clinical Chair and CCG Assistant Clinical Chair, at least five working days in advance of the meeting date. However, in some circumstances and so as to ensure confidentiality of proceedings it may be necessary for reports to only be made available on the day of the meeting. This will be at the determination of the Committee Chair. Committee members will be notified in advance if this is to occur.</p>