

SOUTH LINCOLNSHIRE CLINICAL COMMISSIONING GROUP COUNCIL OF MEMBERS

TERMS OF REFERENCE

1. INTRODUCTION

The Council of Members is established in accordance with South Lincolnshire Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation.

These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Council of Members and shall have effect as if incorporated into the Clinical Commissioning Group's Constitution and Standing Orders.

2. OVERALL PURPOSE

The Council of Members provides a forum for practice representatives to come together to make collective decisions as a member organisation, ensuring active participation by each member practice.

The Council of Members can challenge and hold to account the Governing Body for the discharge of the functions and responsibilities delegated to it.

3. KEY ROLES AND FUNCTIONS

The duties of the Council of Members will be driven by the priorities identified by the Clinical Commissioning Group and associated risks. It will operate to a programme of business, agreed with the Governing Body, which will be flexible to new and emerging priorities and tasks.

The key duties of the Council of Members are as follows:

- Determine the arrangements by which the members of the CCG approve those decisions that are reserved for the membership.
- Consideration and approval of applications to NHS England on any matter concerning changes to the CCG's constitution, the overarching scheme reservation and delegated powers, arrangements for taking urgent decisions, standing orders and prime financial policies.
- Approve the arrangements for identifying practice members to represent practices in matters concerning the work of the CCG.
- Approve the appointment of Governing Body members, the process for recruiting and removing non-elected members to the Governing Body (subject to regulatory requirements) and succession planning.
- Agree the vision, values and overall strategic direction of the CCG.
- Approve the CCG's Commissioning Plan.
- Approve the CCG's corporate budgets that meet the financial duties as set out in the main body of the Constitution.
- Approve the CCG's Annual Report and Annual Accounts.
- Review any risks for which the Council of Members is responsible to ensure that effective plans are in place to reduce the risk score and that associated actions are completed on time.

4. MEMBERSHIP

The membership will consist of:

- All 13 practice representatives of the CCG.

Members of the Governing Body or CCG employees may be invited to attend all or part of meetings to provide advice or support particular discussion from time to time. Invitations may also be extended to individuals such as the Director of Public Health or individuals from other organisations to give advice and support.

Those invited will not be entitled to vote.

The Council of Members will be supported by the CCG Corporate Secretary.

5. COMMITTEE CHAIR AND DEPUTY CHAIR

The Chair of the Council of Members will be nominated from the 15 practice representatives.

In the absence of the Chair of the Council of Members, meetings will be chaired by a member chosen by those present at the meeting.

6. REPORTING ARRANGEMENTS

The Council of Members will be accountable to the Member Practices and will make its approved minutes available to all Members Practices.

The minutes will also be received by the Governing Body.

The minutes of all formal meetings will be a matter of public record unless agreed specifically to the contrary.

7. FREQUENCY OF MEETINGS

The Council of Members shall meet not less than twice per financial year.

Meetings will be held in private.

8. MINUTES AND AGENDAS

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the Chair of the meeting at least 14 working days (ie excluding weekends and bank holidays) before the meeting takes place. Supporting papers for such items need to be submitted at least 10 working days before the meeting takes place. The agenda and supporting papers will be circulated to all members of the meeting at least 7 working days before the meeting will take place.

9. QUORUM

The quorum shall be 8 of the 13 practice representatives. A practice representative may obtain the agreement of the practice to send a substitute, in which case the substitute shall have the same authority at the Council of Members as the practice representative. Any substitute must meet the eligibility criteria for practice representatives as specified in the CCG Constitution (that is, be from one of the clinical professions specified in the Health and Social Care Act 2012 and defined in the CCG Constitution.)

10. VOTING ARRANGEMENTS

If voting, each practice representative shall have one vote.

If the numbers of votes for or against a proposal are equal, the Chair of the Members' Council or other person chairing the meeting has a casting vote.

11. DECISION MAKING

Any decision of the Council of Members must be supported by at least nine member practices.

The powers which the Council of Members has reserved to itself within the CCG Standing Orders may in emergency or for an urgent decision be exercised by the Chair of the CCG and Accountable Officer after having consulted at least two members of the Council, one to be from each locality. The exercise of such powers by the Chair of the CCG and Accountable Officer shall be reported to the next formal meeting of the Council of Members for formal ratification (CCG Standing Orders)

12. DECLARATION OF INTERESTS

Requirements for declaring interests and their applicability to the Council of Members are outlined in the Clinical Commissioning Group's Constitution, Standing Orders and Standards of Business Conduct Policy.

13. REVIEW

The Terms of Reference will be normally reviewed on an annual basis.

At least annually, the Committee shall review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness. Any suggested changes to its Terms of Reference will be submitted to the CCG Governing Body for approval.

Reviewed December 2017

Signed..... (Chair of the Governing Body)

Date.....

Next Review Date: December 2018