

SOUTH LINCOLNSHIRE CLINICAL COMMISSIONING GROUP CLINICAL COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION

The Clinical Committee is established in accordance with South Lincolnshire Clinical Commissioning Group's Constitution, Prime Financial Policies and Scheme of reservation and Delegation. These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Clinical Committee and shall have effect as if incorporated into the Clinical Commissioning Group's Constitution and Prime Financial Policies.

2. OVERALL PURPOSE

The purpose of the Clinical Committee is to:

- Through the practice representatives secure and maintain clinical ownership and involvement of the member practices.

3. AUTHORITY

The Committee is authorised by the South Lincolnshire CCG Governing Body to commission any reports, surveys, legal or other independent professional advice it deems necessary to assist in fulfilling its obligations.

4. KEY ROLES AND FUNCTIONS

The duties of the Committee 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 Committee are as follows:

- Provide assurance that the CCG's member practices "*act with a view to enabling the clinical commissioning group to which it belongs to discharge its functions (including its obligation to act in accordance with its constitution)*" as required by the Health and Social Care Act 2012
- Support the promotion of *the involvement of patients, their carers and representatives in decisions about their healthcare.*
- Support the promotion of the CCG Communication and Engagement Strategy, ensuring the patient and carers voice is heard and fed into the CCG quality and safety processes and the Governing Body
- Support promotion of *innovation*, through service and clinical pathway redesign
- Support promotion of *research and the use of research* with regard to the CCG's member practices.

5. MEMBERSHIP

The Committee shall include:

- The practice representatives of the clinical member practices

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- A nominated officer of the CCG to provide managerial support

Other attendees will be invited to attend with the agreement of the Chair as and when required to enable the committee to discharge its functions.

6. COMMITTEE CHAIR AND DEPUTY CHAIR

The Committee Chair and Deputy Chair will be appointed by the committee from the practice representatives of the member practices. The committee's Chair and Deputy Chair will be members of the CCG Governing Body. The Committee will select an additional four practice representatives to be members of the CCG's Governing Body.

7. REPORTING ARRANGEMENTS

The Committee will report to the Governing Body not less than quarterly on its work in support of the delegated duties.

8. FREQUENCY OF MEETINGS

The Clinical Committee shall meet a minimum of six times in a year.

9. MINUTES AND AGENDAS

Notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the Committee no later than 5 working days before the meeting date, unless prior agreement from the Chair or Vice Chair.

There will be formal minutes of the meetings recording those present. Decisions will be fully documented. These minutes will be presented to the CCG Governing Body at the next meeting following the Clinical Committee meeting.

10. DECLARATION OF INTERESTS

Requirements for declaring interests and their applicability to the Clinical Committee members are outlined in the Clinical Commissioning Group's Constitution and Prime Financial Policies.

11. QUORUM

Quorum will be five practice representatives. The role of practice representative is defined in the CCG Constitution. Deputies will be allowed but must meet the requirements for practice representatives as specified in the CCG Constitution.

12. 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 January 2018

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

Date.....

Next Review Date: January 2019