



**Scarborough and Ryedale**  
Clinical Commissioning Group

## Business Committee Terms of Reference

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# TERMS OF REFERENCE AMENDMENTS

Amendments to the Terms of Reference will be issued from time to time. A new amendment history will be issued with each change.

<b>New Version Number</b>	<b>Author/Editor</b>	<b>Nature of Amendment</b>	<b>Approved By</b>	<b>Date</b>	<b>Published</b>
1.0	Accountable Officer (Chief Officer)	None	Governing Body		
3	Business Committee	Addition of the receipt of the Scarborough and York A&E delivery board minutes to the committee to allow ratification of any decisions made (4.24)	Governing Body	March 2018	April 2018

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## **1 Title**

The Committee shall be known as the Scarborough and Ryedale Clinical Commissioning Group (SRCCG) Business Committee. (This is the successor of the Business Meetings) and is established in accordance with the constitution, standing orders and scheme of delegation.

## **2 Accountable To**

The Committee shall be accountable to the Governing Body of SRCCG.

## **3 Reporting Arrangements**

The Committee's Terms of Reference shall be agreed by the Governing Body.

The minutes of the Committee shall be formally recorded and may be requested by the Governing Body.

The Committee will ensure that decisions within their scope are communicated and implemented throughout the organisation.

The composition of the Committee shall be published in the Annual Report.

## **4 Duties & Responsibilities**

This Committee will drive through the delivery of the Integrated Commissioning Plan monitor delivery, report progress and provide assurance of delivery against their specific area of the plan.

### **4.1 Authority**

The Committee will be responsible for the day to day business decisions of the SRCCG in line with the scheme of delegation, standing orders and constitution.

The Committee will investigate any activity within its Terms of Reference. It may seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee

### **4.2 Assurance**

The Committee will provide assurance to the SRCCG Governing Body on the continued delivery of all strategic priorities and local work-stream projects.

The Committee will assure the Governing Body in relation to all decisions regarding the CCG's delegated commissioning responsibility in securing the provision of health care and related services.

The Committee will ensure that an action log and decision log is maintained.

The Committee will receive regular receipt of the Scarborough and York A&E delivery board minutes to allow ratification of any decisions made.

### 4.3 Commissioning

The Committee will provide a “confirm and challenge” role for all service developments and review all business cases. (no business case will be reviewed by the Committee unless it is presented in the SRCCG template format and all pre-requirement stages have been completed including an Equality Impact Assessment)

The Committee will ensure that completed business cases are considered within eight weeks of submission and where appropriate referred to the Governing Body with the agreed recommendations.

The Committee will receive regular updates on the progress and evaluation of each approved project, including a post project evaluation once the project has been completed.

The Committee will ensure the equality and diversity implication(s) of any commissioning decisions are assessed and recorded.

## 5 Membership

The Committee will comprise of the following:

- SRCCG Chair
- SRCCG Accountable Officer (Chief Officer)
- SRCCG Chief Finance Officer
- SRCCG Deputy Chief Finance Officer\*
- SRCCG Governing Body GPs
- SRCCG Primary Care Manager
- SRCCG Executive Nurse
- SRCCG Associate Director of Commissioning\*
- SRCCG Head of Planning and Assurance\*
- non voting members

In the event that the Accountable Officer and Chief Finance Officer are absent from the meeting, their vote may be delegated to the Associate Director of Commissioning and the Deputy Chief Finance Officer respectively.

Any member or employee of the CCG or any other person may be invited to attend meetings of the Committee as appropriate but such persons shall not rank towards the quorum

The Committee will be chaired by a SRCCG Governing Body GP and a Vice Chair will be appointed by the Governing Body.

A secretary will be identified from within the CCG and they will be responsible for supporting the Chair and Accountable Officer (Chief Officer). This will include arranging, formally minuting and archiving all reports and documentation

Membership will be reviewed by the Committee as required.

## **6 Quorum**

No business shall be transacted unless at least four clinical members are present.

## **7 Attendance**

Regular attendance at Committee meetings leads to improved engagement and governance. In the event that an attendee is unable to attend a meeting – they will not normally be able to send a deputy unless agreed by the Chair in advance.

Frequency of attendance by members and attendees will be reviewed by the Committee Chair at least annually.

## **8 Frequency**

The Committee shall meet at least ten times per year at regular intervals.

## **9 Declaration of Interests**

Members are required to declare interests prior to the commencement of the Committee and a register of interests will be maintained. The Chair is required to reconfirm this as a standing item on Committee agendas. As per the Standing Orders, individuals may be required to leave the meeting for relevant agenda items at the discretion of the Committee and will no longer count towards the quorum.

## **10 Review of Committee Effectiveness**

The Committee shall undertake a review of its efficiency and effectiveness at least annually.

## **11 Conduct**

The members of the Committee must ensure that at all times they:

- Observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the bodies concerned.

- Always strive to maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved where practicable
- Are accountable to Parliament, to users, to individual citizens, and to staff for the activities of the bodies concerned, for their stewardship of public funds and the extent to which key performance targets and objectives have been met
- Comply fully with the principles of the Citizens charter and the Code of Practice on Access to Government Information, in accordance with Government Policy on openness
- Must comply with the Nolan's seven principles of public life
- Bear in mind the necessity of keeping comprehensive written records of their dealings, in line with general good practice in corporate documents.

## **12 Terms of Reference**

These Terms of Reference and any subsequent amendments will be agreed by the SRCCG Governing Body

The Terms of Reference will be reviewed at least annually and to comply with any national guidance and legislation