

## Governing Body (public) meeting

DATE: 25 September 2014

Title	Implementing the new constitution
Recommended action for the Governing Body	<p>That the Governing Body:</p> <p><b>Approve</b></p> <ol style="list-style-type: none"> <li>1. Independent Members are recruited for 3 yearly terms commencing 1 October to 30 September</li> <li>2. Lay member (PPI) – re-appointed from 1 October 2014 to 30 September 2016</li> <li>3. Lay member (Governance) – re-appointed from 1 October 2014 to 30 September 2017</li> <li>4. Secondary care doctor - re-appointed from 1 October 2014 to 30 September 2016</li> <li>5. Nurse – (when in post) appointed re-appointed from to 30 September 2017</li> </ol> <p><b>Approve</b> the process for agreeing the revised terms of references for the three committees and four sub committees of the Governing Body as set out on page 2 of the report.</p>
Executive summary	<p>Please note that Graham Rehling, Keith Wood and Sandra Wakeford are conflicted in this matter and may not vote.</p> <p>Following the CCGs request NHS England agreed the revised constitution on the 3 September. This made a number of changes affecting the CCG. Two of these directly affect the governing body and its members.</p> <p>Firstly the length of term of appointed members increases from two years to three years. This report sets out recommended new lengths of appointment for the four independent posts. It also recommends that current appointees' positions are extended for part terms to rationalise the appointments to minimise disruption to the governing body.</p> <p>The terms of references of the governing body's committees and sub committees need to be revised in line with the new constitution. The report recommends that the new terms of</p>



## Clinical Commissioning Group

	reference will be drafted and initially shared with the relevant body. Following this they will be reported to a subsequent governing body.	
Which objective does this paper support?	<b>Patients:</b> Improve the health and wellbeing of people in Bexley in partnership with our key stakeholders	✓
	<b>People:</b> Empower our staff to make NHS Bexley CCG the most successful CCG in (south) London	✓
	<b>Pounds:</b> Delivering on all of our statutory duties and become an effective, efficient and economical organisation	✓
	<b>Process:</b> Commission safe, sustainable and equitable services in line with the operating framework and which improves outcomes and patient experience	✓
Organisational implications	Key risks <small>(corporate and/or clinical)</small>	Failure to incorporate changes brought about by the new constitution
	Equality and diversity	None specifically arising from this report
	Patient impact	None specifically arising from this report
	Financial	None specifically arising from this report
	Legal issues	None specifically arising from this report
	NHS constitution	None specifically arising from this report
Consultation (public, member or other)	Not applicable to this report	
Audit (considered/approved by other committees/groups)	The revised terms of references will be presented to each committee and sub-committee as described in the report	
Communications plan	Information on the governing body membership and the revised terms of reference will be shared with staff, member practices and stakeholders as appropriate using the CCG's communication channels	
Author	Jon Winter	
	Clinical lead	Executive sponsor
	Dr Howard Stoaite	Simon Evans-Evans
Date	22 September 2014	

# Implementing the new constitution: committee terms of reference and governing body members terms of office

## Introduction

The CCG's revised constitution, which had been approved by the Primary Care Advisory Group earlier in the year, received NHS England ratification on 3 September 2104.

Two immediate effects of this are;

1. The terms of office for governing body members have changed, from two to three years, to rationalise the appointment process and to ensure consistency and allow refreshing of the Governing body the appointment timelines should be reviewed.
2. Changes need to be made to the governing body sub- committee terms of reference to incorporate the wishes of the Primary Care Advisory Group in relation to quoracy and other matters

## 1) Governing body members terms of office

In line with statutory guidance and as set out in our constitution the CCG's governing body contains four independent appointed members. These were initially appointed at various times while the CCG was in shadow form; all being in post for 1 April 2014, when the CCG became a statutory body. Their roles and appointment dates are as follows:

Member	Appointment date	End of term of office
Lay member (PPI)	30 September 2012	29 September 2014
Lay member (Governance)	1 April 2013	30 March 2015
Nurse	10 July 2014	9 January 2015
Secondary care doctor	29 November 2012	28 November 2014

The original constitution stated that appointees could stand for two terms and could be 'considered for a further term, subject to consistently good performance and the needs of the organisation'.

Under the new constitution the terms of office for appointed members on the governing body are changed. Initial appointments are to be for three years and an appointee can stand for three terms. Once appointed there is an option to renew for two further terms based on continuing competence being achieved.

A recruitment process for the permanent Nurse appointment is currently underway, and it is envisaged that a permanent Nurse will be in post by 10 January 2015.

Currently the governing body is changed as a result of elections or appointments on a regular basis and multiple times in a calendar year. This does not allow for continuity of membership and could be disruptive to the workings of an effective board.

Elections will now be held in 2 out of every three year cycle and it is proposed to align the independent appointment to this process. To facilitate that existing permanent roles could be extended to the new timetable and aligned to an October rather than the current January/ March/October/November time line

By varying the lengths of the term of reappointment it will enable all posts to end on 30 September, allowing future terms to be consistent with years and streamlining the recruitment process, by recruiting to two independent posts at any one time.

The renewal of terms will allow for the reappointment of two posts in one year and a further two in a subsequent year, to ensure that there is greater continuity of governing body membership with only two independent posts (one lay and one clinical) coming up for reappointment at any one time.

Therefore it is **recommended** that existing appointed members' positions are renewed as followed:

1. Independent Members are recruited for 3 yearly terms commencing 1 October to 30 September
2. Lay member (PPI) – re-appointed from 1 October 2014 to 30 September 2016
3. Lay member (Governance) – re-appointed from 1 October 2014 to 30 September 2017
4. Secondary care doctor - re-appointed from 1 October 2014 to 30 September 2016
5. Nurse – (when in post) appointed re-appointed from to 30 September 2017

Elected / Appointed Members	2014	2015	2016	2017	2018	2019	2020
Chair		x			x		
Locality Leads		x			x		
Locality Leads		x			x		
Locality Leads		x			x		
Locality reps	x			x			x
Locality reps	x			x			x
Locality reps	x			x			x
Lay governance				x			x
Lay PPI			x			x	
Nurse	x			x			x
Secondary Care Dr			x			x	
Total	4	4	2	5	4	2	5
	36%	36%	18%	45%	36%	18%	45%

## 2) Revised Governing Body Committees Terms of Reference

The terms of reference for the CCG's three committees and four sub committees will need to change in line with the new constitution.

It is **recommended** that the changes will be drafted and shared with the relevant body before coming back to a subsequent governing body meeting for ratification.