

ANNEX 1

NHS Nene Clinical Commissioning Group

Locality Boards

Terms of Reference

Membership	<ul style="list-style-type: none"> • Commissioning and Membership Engagement Executive (CMEE) (Chair) • Member Practice representative from each practice in the respective Locality (North; Northampton; South Locality)
Quorum	<ul style="list-style-type: none"> • Locality CMEE or nominated deputy • At least one GP Practice representative from each member practice from a minimum of 50% of the GP Practices within the Locality. A GP Practice representative will be considered to be a GP or Business/Practice Manager
In Attendance	<ul style="list-style-type: none"> • Practice Managers • Business Partners • Clinical Executive Director • Executive Management Director • Federation Representatives • Representative from CCG Localities team • Member of Medicines Management Team • Ad hoc invitations will be extended to individuals as required e.g. Patient Forum Chair or invited speakers
Frequency of Meetings	<ul style="list-style-type: none"> • Monthly
Accountability and Reporting	<ul style="list-style-type: none"> • Accountable through the CMEE (Chair) to the CCGs Governing Body • Highlight Report to the Governing Body after each meeting from the Chair of the Committee • Minutes available upon request to all Governing Body members.
Date of Approval by Committee	September 2018
Date of Approval by Governing Body	November 2018
Review Date	September 2019

1. Constitution

The Governing Body of NHS Nene CCG hereby resolves to establish three Locality Boards.

Each Locality Board represents the working relationship between the GP Member Practices and NHS Nene Clinical Commissioning Group (CCG). These terms of reference set out the membership, remit responsibilities and reporting arrangements for each of the Locality Boards.

2. The Purpose

The purpose of the Locality Boards is to:

- Ensure the delivery of the CCGs commissioning and locality plans through engagement with every member practice.
- Act as “clinical engine rooms” informing and guiding the work of the organisation.
- The Locality Board are tasked with ensuring that the CCG achieves its vision of “helping people lead the best possible life from beginning to end” through its mission of “Improving quality, outcomes and clinical standards for all patients”
- Engage members on the delivery of the GP Forward View programme allowing participation from every Member Practice in the Locality.
- Support Primary Care within the Locality to continually innovate and improve patient experience
- Understand and manage where appropriate variation and demand
- Ensure that agreed Nene CCG-wide schemes and pathways are implemented
- To enable effective communications between GP Member Practices and the CCG
- To contribute to the strategic direction and the CCG's Commissioning Intentions
- To ensure that the views of Member Practices are heard and reflected in commissioning plans and provide the CCG's Governing Body with advice that is informed by the membership
- Be the principal forum for membership engagement in clinical commissioning, providing clinical leadership to the formulation and implementation of the strategy on behalf of the Governing Body and members.
- Ensure engagement on the delivery of strategic commissioning plans and that the organisation is responding to population health needs through all commissioned services
- Ensure that commissioning decisions support a continual improvement in the quality, safety and performance of services and improving clinical and population outcomes.
- Inform the CCGs Quality Innovation Productivity and Prevention (QIPP) agenda ensuring high quality and value for money are scrutinised in relation to commissioned services.
- Understand the associated finance, activity and workforce challenges and risks across the health and social care system in relation to provider and partner organisational QIPP plans.
- To support the delivery of the Northamptonshire Health and Care Partnership plans (formerly known as the Northamptonshire STP).

3. Quorum, Frequency of meetings and required frequency of attendance

The Locality Board will be quorate when the following are in attendance:

- Locality CMEE or nominated deputy (who shall be voted in on the day required)
- At least one GP Practice representative from each member practice, from a minimum of 50% of the GP Practices within the Locality. A GP Practice representative will be considered to be a GP or Business/Practice Manager

The Locality Boards will meet on a monthly basis. Extraordinary meetings may also be called, giving at least five (5) working days' notice before the meeting can take place.

The Deputy Director of Corporate Affairs will monitor compliance with the Terms of Reference and will bring any non-compliance to the attention of the Governing Body. In addition, the post holder will ensure that there are aligned governance and reporting processes of the Governing Body and the Board.

Members of the Board are required to attend at least 8 out of 11 meetings in the calendar year and not be absent for more than two consecutive meetings without prior permission of the Chair. Members of the Board can nominate a deputy but not for more than two consecutive meetings without the prior permission of the Chair.

4. In attendance

- Practice Managers
- Business Partners
- Clinical Executive Director
- Executive Management Director
- Federation Representatives
- Representative from CCG Localities team
- Member of Medicines Management team
- Adhoc invitations will be extended to individuals as required e.g. Patient Forum Chair or invited speakers

Others may be invited at the discretion of the Board, although this will be in attendance only and these individuals will not be entitled to vote on any matter. Deputies may attend with prior approval of the Chair. The Joint Accountable Officer and GP Chair may attend at any time.

5. Authority

The Locality Board is authorised by NHS Nene CCG Governing Body to investigate any activity within its terms of reference. The Board shall make recommendations to the Governing Body through the Chair of the Committee as deemed appropriate on any area within its terms of reference where an action or improvement is required. The Board can also recommend the provision of expert advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

6. Voting

Locality Board members will be given notice of a planned vote with the papers circulated prior to the meeting. In extraordinary circumstances there may be a requirement for a vote to take place on the day of the meeting with no notice.

All voting will be by a show of hands and decisions by a simple majority and based upon one (1) Practice, one (1) vote. The Chair does not vote on behalf of their Practice, therefore another Practice representative who can vote on the Practice's behalf must be present when a vote is required. In the case of an equality of votes, the Chair shall have the casting vote. Anyone taking a dissenting view but losing a vote will have their dissent recorded in the minutes.

If Practices choose to abstain they will be obliged to accept any decision from the remainder of the group. Any Practice who abstains will be noted for the purpose of the meeting minutes.

If Practices are unable to send any representative to the meeting they may e-mail their votes to the Chair, within three (3) working days prior to the Locality Board meeting.

7. Declaration of Interest

The Chair and voting members, with support from the secretariat will manage any conflict of interest ensuring the CCGs policies are followed, including a record of any deputies nominated for special purpose e.g. to provide cover arrangements in order to manage a conflict of interest.

All declarations of interest shall be minuted and added to the Conflict of Interest Register. All Members will be required to make a declaration of interest (including a Nil Return) on joining the Board in line with Nene CCG's Policy on Conflicts of Interest and update that Return a minimum of annually or to reflect any changes in their circumstance.

On the circulation of meeting papers, Members will be asked to consider whether they have a potential or actual conflict of interest specifically relating to any agenda items to be discussed and will be expected to notify the Chair prior to the meeting if they do. Consideration will then be given as to how this conflict will be managed at the meeting and whether the person concerned may or may not remain in the meeting.

The Chair will ask at the start of every meeting whether anyone has a potential or actual conflict of interest relating to items on the Agenda (including those that have identified a conflict prior to the meeting as above, as this and the action taken will be noted for the Minutes).

8. Conduct of the Committee

The Locality Board will conduct its business in accordance with any national guidance and relevant codes of conduct / good governance practice.

The Board will review its own performance membership and terms of reference on an annual basis. Any resulting changes to the terms of reference or membership will require the consideration and approval of the Governing Body.

The Locality Board will monitor the effectiveness of the duties it carries out through receipt of the minutes and written or verbal reports that the Chair of the Locality Board may provide. The Head of Localities and the Chair will ensure agenda items comply with the Locality Board's responsibilities.

The Locality Board Administrator will monitor the frequency of the Locality Board meetings and the attendance records to ensure minimum attendance is complied with.

9. Administration

The Locality Boards shall be supported administratively by the Locality Team at Nene CCG whose duties in this respect will include:

- Review of the Terms of Reference
- Maintain agenda against cycle of business
- Agreement of the agenda with the Chair
- Collation and distribution of papers
- Taking and issuing the minutes and preparing an action log in a timely way;
- Record attendance

Other officers or Governing Body members of the CCG may request or be required to attend meetings of the Board when matters concerning their responsibility are to be discussed or they are presenting papers presented to the Board.

10. Notice of meetings

The agenda and relevant papers and meeting details will be circulated to all attendees between seven calendar days prior to the meeting. This is to enable intra-Practice debate and decision. This will also include notice of any planned vote, if applicable.

11. Requirement for review

The Terms of Reference will be reviewed annually or sooner if required with recommendations made to the Governing Body for ratification.

12. FOI Reminder

The minutes (or sub-sections) of the Locality Board, unless deemed exempt under the Freedom of Information Act 2000, shall be made available to the public, through the Governing Body meeting.

13. Equality Act

Each decision made/approved by the Locality Board should align to the CCGs commitment to equality and inclusion. And by doing so, the Joint Executive Management Team Committee must be satisfied that decisions made meet the requirements of equality law, including but not limited to the Equality Act 2010; s149 Public Sector Equality Duty (PSED).