

WEST NORFOLK CCG CLINICAL EXECUTIVE COMMITTEE**Terms of Reference****1. Purpose:**

- 1.1. The Clinical Executive Committee (CLEX) is a clinical advisory group of NHS West Norfolk Clinical Commissioning Group to provide authoritative clinical advice and challenge on all aspects of the CCG work programme including service specifications, service redesign, policy development and primary care development.
- 1.2. CLEX is established in accordance with the CCG's constitution, standing orders and scheme of reservation & delegation.
- 1.3. CLEX is a formal Committee of the Governing Body.

2. Role:

- 2.1. Make recommendations to the CCG regarding preferred clinical models and policies.
- 2.2. To be clear that any changes are clinically robust.
- 2.3. Advise on the clinical service priorities most likely to deliver on the CCG's strategic and operational plan objectives which are:
 - Open to public scrutiny and input;
 - Use best practice methodology;
 - Maximise transparency of decisions;
 - Use evidence based information;
 - Ensure compliance with CCG Governing Body vision, values and principles.
- 2.5. Consider clinical, operational, financial and political implications of options and consider any further work required.
- 2.6. To determine a process for clinically evaluating options.
- 2.7. Develop links with the CCG's Community Forum and seek views and advice on policy development as appropriate.
- 2.8. The Clinical Project leads will present to CLEX on key work programmes (e.g., QIPP, Rightcare) and ensure clinical recommendations and advice are actioned.

3 Scope:

- 3.1. Providing clinical expertise to ensure clinical models offer the best opportunity to realise benefits.
- 3.2. Ensure clinical leadership supporting the clinical redesign of services across organisations, based on the agreed principles for integration, and meeting the needs of local residents as outlined in the published commissioning intentions.

3.3 Foster a culture of continuous quality improvement.

3.4 Promote clinical leadership.

4 Membership:

4.1 CLEX is accountable to the Governing Body of the CCG, and the membership is as follows:

- GP members
- Accountable Officer
- Chief Financial Officer
- Director of Operations
- Director of Nursing and Quality Assurance
- Practice Manager Representative

The Chair of the Governing Body will also be invited to attend one meeting each year in order to form a view on, and understanding of, the Committee's operations.

4.2 Others may be invited to attend as required.

5 Frequency of Meetings:

5.1 CLEX will meet on a monthly basis.

6 Quorum

6.1 Three of the following must attend and there must be a clinical majority:

- A minimum of three GP members;
- Accountable Officer;
- Director of Operations;
- Chief Finance Officer;
- Director of Nursing and Quality Assurance;

7 Voting

7.1 The Committee will not be required to formally vote and will be expected to reach a consensus when agreeing matters of business. However the Committee will undertake a vote where appropriate in line with the quorum outlined in 6.1. The mechanism for this will be via the Chair's Summary supported by relevant papers as appropriate.

8 Reporting and administration

- 8.1 The minutes of CLEX shall be formally recorded by the secretary of the committee and made available to the Governing Body.
- 8.2 Agenda and papers circulated one week prior to meeting.
- 8.3 Minutes circulated two weeks post meeting.
- 8.4 The Chair will provide a written report to the Governing Body.
- 8.5 Receive reports from committees considering clinical risks on the Governing Body Assurance Framework to allow review and escalation to the Governing Body.

9 Review of Terms of Reference

- 9.1 The Terms of Reference and membership will be reviewed annually

Approve by Clinical executive:

Approved by CCG Governing Body:

Review date: