

Subject:	Constitution Changes
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Submitted to:	NHS West Norfolk CCG Governing Body 24th May 2018
Purpose of Paper:	For noting

As previously agreed with the Council of Members the Constitution is being brought back with four amendments. The Governing body are being presented with these changes for noting.

- Increase from three to Four lay members
- Increase in quoracy from 3 to 4
- Revised Terms of Reference for the Clinical Executive (Item 18.46c on the agenda)
- Revised Terms of Reference for the Joint Strategic Commissioning Committee (Item 18.44ai on the agenda)

Amendment 1

6.9 The Governing Body (Page 27)

6.9.2 Composition of the Governing Body - the Governing Body shall have not less than thirteen members and comprise:

- a) The chair (nominated from the seven GP representatives below and voted on by the Governing Body);
- b) Seven GP representatives of member practices (these may not be the same member representative as on the Members Council)
- c) ~~Three~~ **Four** lay members:
 - I. one to lead on audit, and governance, be Freedom to Speak up Guardian and conflict of interest Guardian,
 - II. one to lead on patient and public participation matters and remuneration;
 - III. **one to lead on finance**
 - IV. ~~Third~~ **Fourth** lay member
- d) One registered nurse;
- e) One secondary care specialist doctor;
- f) The Accountable Officer;
- g) The Chief Finance Officer;

7.4 The Deputy Chair of the Governing Body (Page 33)

7.4.1 The deputy chair of the Governing Body deputises for the chair of the Governing Body where he or she has a conflict of interest or is otherwise unable to act. The deputy chair will be one of the ~~3~~ **4** lay members as voted by the governing body.

Note: A Lay Member is being recruited to replace Rob Bennett who is finance lead. This role will be filled by a qualified account and as detailed in the Deloitte report is required to sit on

the Governing Body as a full member. This will bring the total number of Lay Members to four and all will require voting rights.

Amendment 2

Appendix C – Standing Orders (Page 57)

3.6 Quorum

The Governing Body will be deemed quorate when a minimum of 7 members, 3 4 of which must be GP representatives, and one of which must be an officer representative, is present. A member who is present at the Governing Body but is conflicted out of a particular agenda item will not contribute to the quoracy of the Governing Body for the duration of that agenda item.

Note: Increased as agreed with the Council of Members as the Governing Body is now fully recruited to.

Amendment 3 – Item 18.46c on the agenda

Amendment 4 – Item 18.44ai on the agenda

KEY RISKS (in relation to CCG strategic objectives and statutory duties)

Clinical & Quality: None

Finance and Performance: The Constitution outlines the governance of financial management and performance against statutory duties.

Reputation: The Constitution provides the fundamental principles on how the CCG is governed and must reflect best practice

Legal: The Constitution outlines how the CCG ensures compliance with statutory duties.

Patient focus: None

Information Governance: None

Conflicts of Interest: The Constitution outlines the governance of managing conflicts of interest as issued within the guidance. Greater scrutiny is proposed.

Equality Impact Assessment: N/a

Reference to relevant risk on the Governing Body Assurance Framework: None

RECOMMENDATION:

The Governing Body is asked to note the proposed constitution changes.