

Governing Bodies in Common

Report Details	
Meeting Date	3 November 2020
Report Title	Annual Review of Governing Body Committee Terms of Reference
Presenter	John Gaskins, Acting Chief Finance Officer
Prepared By	Louise Talbot – Governing Body Secretary, Blackpool CCG Pam Bowling – Governing Body Secretary, Fylde and Wyre CCG
Report Requirements	Approve

Committee Discussion	
	Date
Clinical Commissioning Committee	15 September 2020
Quality, Improvement and Engagement Committee	8 September 2020
Finance and Performance Committee	29 September 2020
Audit Committee	22 October 2020
Primary Care Commissioning Committee	6 October 2020
Remuneration Committee	BCCG – 12 October 2020 (virtually) FWCCG – 18 August 2020
Recommend to CCG Governing Body – Part I or Part II	Part I - 3 November 2020

Internal Assurance Process (indicate if not applicable)	
Clinical Lead	N/A
Senior Lead Manager	Andrew Harrison/John Gaskins
Finance Manager	N/A
Has a Quality Impact Assessment been completed?	N/A
Has an Equality Impact and Risk Assessment been completed? If not, please explain why.	N/A
Patient and Public Engagement completed	N/A
Financial Implications	N/A
Are there any associated risks? If so, are the risks on the Risk Register? If yes, please include the risk descriptor and current risk score.	No
Report Authorised by Executive Lead	John Gaskins

Governing Bodies in Common

Annual Review of Governing Body Committee Terms of Reference

Introduction

As part of the integration of the commissioning functions of Blackpool CCG and Fylde and Wyre CCG, members will recall the piece of work that was undertaken during 2019 to review the Governing Body committee Terms of Reference. They were agreed at an Audit Committees in Common meeting in October 2019 and subsequently approved by Blackpool CCG Governing Body and Fylde and Wyre CCG Governing Body on 5 November 2019.

Annual Review

An annual review of the Terms of Reference (attached) for each of the following committees has recently been undertaken:

- **Committees in Common:**

- **Audit Committee** - Reviewed 22 October 2020

The Terms of Reference of the Audit Committees are identical across both CCGs except for paragraph 9.1 relating to financial reporting:

- **Blackpool CCG** – Delegation arrangements are in place for the Audit Committee to approve/sign off the annual accounts ([Appendix 1](#))
- **Fylde and Wyre CCG** – The Audit Committee does not have delegated authority to approve the accounts ([Appendix 2](#))
- **Primary Care Commissioning Committee** ([Appendix 3](#)) - Reviewed 6 October 2020

- **Remuneration Committee:**

Due to the significant differences in the roles, responsibilities and working arrangements across both CCG Remuneration Committees, the committees continue to operate individually until such time that a review across both committees is undertaken.

- **Blackpool CCG** ([Appendix 4](#)) - Reviewed 12 October 2020
- **Fylde and Wyre CCG** ([Appendix 5](#)) - Reviewed 18 August 2020

- **Joint Committees:**

- **Finance and Performance Committee** ([Appendix 6](#)) - Reviewed 29 September 2020
- **Quality Improvement and Engagement Committee** ([Appendix 7](#)) - Reviewed 8 September 2020
- **Clinical Commissioning Committee** ([Appendix 8](#)) - Reviewed 15 September 2020

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Recommendation

Members of the Governing Bodies are asked to approve the reviewed committee Terms of Reference.

John Gaskins
Acting Chief Finance Officer