

**TERMS OF REFERENCE**

<b>Group:</b>	<b>Clinical Engagement Group</b>
<b>Frequency Of Meetings:</b>	Once per month
<b>Group Chair:</b>	2 GP Board Members as Co-Chairs
<b>Membership:</b>	Co Chair x 2 Chief Finance Officer Representatives from member practices
<b>Attendance:</b>	Executive Nurse Accountable Officer Chief Operating Officer Head of Commissioning / Senior Commissioning Manager CCG Chair  Other officers to attend as invited by the Group Co-Chairs
<b>Lead Officer:</b>	Co – Chair x 2
<b>Secretary:</b>	Head of Business Support
<b>Quorum:</b>	Chair/Co-Chair plus representatives from 10 member practices

<b>Approval:</b>	CCG Board
<b>Date Approved:</b>	
<b>Version</b>	v1.1
<b>Review Date:</b>	February 2017

## DELEGATED AUTHORITY

The Board has established a Group of the Board to be known as the Clinical Engagement Group (the Group), in accordance with the CCG Standing Orders and Standing Financial Instructions. The Group is a non-executive Group of the Board and has no executive powers, other than those specifically delegated in these terms of reference.

The Group is established in accordance with the NHS Thurrock CCG's constitution. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Group and shall have effect as if incorporated into the constitution.

The Group terms of reference are available upon request and shall be contained on the website of the CCG. The Group is accountable to the CCG Board.

It is acknowledged that the Board is ultimately accountable for the actions of the CEG and therefore the Group will:

- I. report on its work by presenting the minutes of its meetings to the Board.
- II. report to the Board on an annual basis, the work undertaken in the previous year and the intended programme of work for the forthcoming year.
- III. review the Terms of Reference annually and submit for Board approval.

## PURPOSE OF GROUP

The Clinical Engagement Group exists to:

- Ensure effective clinical engagement, utilising clinicians' knowledge of local communities, health needs and public and patient involvement.
- Facilitate a culture where clinical quality, patient experience and safety are of the highest priority and to ensure that commissioned services are provided by organisations and in environments where continuous improvement and harm reduction are routine.
- Support the CCG in detailed thinking on clinical priorities, service policies and investment plans.
- Support the CCG in developing its vision and strategic direction.
- Provide an independent clinical critique to processes.
- Provide assurance to the Board in regard to clinical risk management.

The Group is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Group. The Group is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, although any motion to access legal advice must be approved by the Chief Operating Officer, Chief Finance Officer or Executive Nurse.

## **DEVOLVED FUNCTIONS**

The CCG's Corporate Governance Manual describes the CCG functions and duties delegated to the Board. The Board delegates to the CEG those functions relating to areas outlined in the remit and responsibilities of the Group stated below.

### **Commissioning**

- To support financial balance and stability
- To support strategic commissioning – overall direction and reconfiguration of clinical services, including larger scale and specialist commissioning
- To provide a strategic direction for commissioning in primary care
- To encourage and facilitate clinical commissioning, using a developmental approach in liaison with all practices.
- To review commissioning plans and business cases for recommendation to the Board.
- To ensure services sustain high quality and patient focus when developing competition and contestability through the procurement process.
- To facilitate appropriate collaboration across providers, managing and developing the health market including the third sector

### **Leading Communication with Partners and Stakeholders**

- To maintain strong links with frontline health professionals
- To act as drivers of the CCG strategy and vision, enabling clinicians and others to contribute to their development
- To ensure effective collaboration with local authority partners for social care in developing joint strategies
- To work in partnership with social care commissioners and providers (including local authority, voluntary sector and independent providers)
- To link with secondary care providers, managing competition and partnership together through good clear communication

## **MANAGING THE GROUP**

The Group will conduct its business in accordance with National Guidance, and relevant codes of conduct / good governance practices for example Nolan's seven principles of public life.

### **Membership**

The Group shall be appointed by the CCG Board as set out in the constitution and may include individuals who are not on the governing body. A CCG Board Member will be the chair of the Group. All member practices within NHS Thurrock CCG are members of the CEG.

### **Group Chair**

## ***Clinical Commissioning Group***

In the event of the chair of the Group being unable to attend all or part of the meeting, the Deputy Chair identified in the terms of reference will chair that meeting.

### **Secretary**

The nominated officer who shall act as secretary is stated at the outset of this Terms of Reference. The secretary will be responsible for supporting the co-chairs in management of Group business and for drawing the Group's attention to best practice, national guidance and other relevant documents as appropriate.

### **Qualification and Disqualification for membership and appointment of the chair**

The CCG Constitution sets out the processes for qualification and disqualification of members.

### **Frequency and notice of meetings**

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the chair or secretary at least 10 working days (i.e. excluding weekends and bank holidays) before the meeting takes place. Supporting papers for said items need to be submitted at least 5 working days before the meeting takes place to the Secretary.

The date, time and venue of all meetings will be notified to members at least 5 working days prior to the meeting.

### **Minutes and Group Papers**

The minutes of meetings shall be formally recorded within 3 days of the meeting by the designated secretary and checked by the Chair of the meeting 1 week following receipt and submitted to the Board. The Chair of the Group shall draw to the attention of the board any issues that require disclosure to the full Board, or require executive action.

### **Decision Making / Policy and Best Practice**

In making decisions the Group will apply best practice in the decision making processes.

## **RELATED COMMITTEES**

Other working groups / committees that provide information to the Group are:

- QIPP
- Quality & Governance
- Finance & Performance

## **REPORTING & REVIEW**

### **Reporting to the CCG Board**

The minutes of Group meetings will be formally recorded and submitted to the CCG Board.

The Group will report to the Board annually (via an annual report) on its work summarising achievement against its agreed workplan, and in particular in relation to the financial management of the CCG and its compliance with legislation and best practice in relation to its accounting processes.

### **Monitoring**

In order to discharge its duties effectively the Group will require the following information:

### **Annual Review of Effectiveness**

The Group will conduct an annual self-assessment of its effectiveness and report the findings of the assessment to the Board.

## **CONFLICTS OF INTEREST**

The CCG's rules on conflicts of interest as set out in the CCG Constitution, Standing Orders and Standing Financial Instructions apply to the work of this Group. Members or those in attendance must, at the outset of the meeting, declare any interest that they may have in a matter and withdraw from the discussion on that item.