

NHS Rotherham Clinical Commissioning Group

Operational Executive – 02.03.18

AQuA – 01.05.18

Clinical Commissioning Group Governing Body – 06.06.18

Operational Executive Terms of Reference Review

Lead Executive:	Chris Edwards – Chief Officer
Lead Officer:	Ruth Nutbrown – Assistant Chief Officer
Lead GP:	Jason Page – SCE Vice chair, Governance lead

Purpose:
To review the terms of reference for the Operational Executive meeting, Appendix 1
Background:
The OE has requested the Head of Commissioning is “in attendance” at the OE meeting. To facilitate this, the TOR for the meeting have been updated.
Analysis of key issues and of risks
The TOR have been updated in line with the request and are attached
Patient, Public and Stakeholder Involvement:
N/A
Equality Impact:
N/A
Financial Implications:
N/A
Human Resource Implications:
N/A
Procurement:
N/A
Approval history:
N/A
Recommendations:
<ul style="list-style-type: none">To approve the OE TOR

TERMS OF REFERENCE FOR OPERATIONAL EXECUTIVE COMMITTEE

Lead Clinician:	CCG Chair	Lead Officer:	Chief Officer
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Purpose:

To receive information and to manage actions on specified areas.

Responsibilities:

- Operational delivery for the Clinical Commissioning Group
- Support of Governing Body – oversight of agendas and papers
- Oversight of the Management of Procedural Documents, with ratification in line with the Policy, and decisions on appropriate approval route.
- Corporate assurance and risk management – review of the GBAF, RR and issue slog on a timely basis
- oversight of progress with vision, strategy and operating plan
- performance review and improvement
- partner and market relations/management
- preparation for meetings of the Clinical Commissioning Group, Governing Body and Strategic Clinical Executive
- To agree which issues should be escalated to Strategic Clinical Executive or GP Members Committee

Chair:

Chief Officer

Composition of Group:

Chair of Clinical Commissioning Group
 Chief Officer
 Chief Finance Officer
 Deputy Chief Officer
 Chief Nurse

In Attendance:

Assistant Chief Officer
 Head of Medicines Management
 Head of Health Informatics
 Head of Commissioning
 Other officers on a topic-specific basis only

Deputising:

Deputies to attend when necessary.

Quorum:

Any two of: Chief Officer, Deputy Chief Officer, Chief Nurse or Chief Finance Officer

Accountability:

Clinical Commissioning Group Governing Body

Frequency of meetings:

Weekly.

Order of business:

To be determined by the Chief Officer

Agenda deadlines:

COP Wednesday, prior to the meeting.

Minutes:

The records of action points will be stored on the CCG R drive R:\0. CCG Meetings\1. Operational Executive (OE) in a secured folder.

The action points record will be produced prior to the next meeting and supplied to the Strategic Clinical Executive.

Administration:

Administrative support will be provided by the Assistant Chief Officer's staff who will:

- make the necessary arrangements for the meetings
- assemble the agenda papers and circulate them
- record action points.

Attendance:

Each core member or their deputy to attend 90% of meetings annually.

Review Date:

September 2018