

Strategic Clinical Executive Committee

TERMS OF REFERENCE

Contact Details: deborah.mcgarvey@nhs.net or 01709 302154

Executive Lead:	Chief Officer	Lead Officer:	N/A
Lead Clinician:	CCG Chair		

Purpose:

To provide a forum for the Commissioning lead-GPs to give to *staff of the Group* a clinical perspective in progressing the business of the Group.

To be the 'engine house' of the Governing Body with regards to producing its plans and leading on their delivery.

Responsibilities:

Specific functions include:

- operational delivery of individual GPs' lead areas
- preparing strategic plans for Governing Body
- approving changes to clinical pathways
- seeking the views of the GP Members Committee on all strategic matters and receive its recommendations.
- To support the Project Management Office (PMO) with clinical advice, continuity of process, challenge and scrutiny in relation to the CCG's QIPP schemes

Decisions exceeding individual members' *and* Strategic Clinical Executive's delegated limits should be referred to the *Governing Body* (with a Strategic Clinical Executive recommendation) as should issues which are unresolved due to conflicts of interests.

Chair:

CCG Chair

Composition of group:

members with voting rights

All the Commissioning lead-GPs.

Chief Officer
Chief Finance Officer
Deputy Chief Officer
Chief Nurse

In Attendance:

Admin support

Other staff will be invited to attend as appropriate for specific agenda items.

Deputising:

Deputising is not required. Deputies, where it has been agreed with the Chair they attend, will not have voting rights.

Quorum:

The meeting will be quorate if four SCE gps are present.

Accountability:

Is to the Clinical Commissioning Group's *Governing Body*.

The Commissioning lead-GPs are collectively accountable to the GP Members Committee.

The Strategic Clinical Executive must seek the latter's views on significant strategic matters prior to reaching decisions - unless urgency dictates otherwise.

Frequency of meetings:

Weekly

Order of business:

To be determined by the Chief Officer and/or the Chair.

Agenda deadlines:

Friday pm prior to the meeting.

Minutes:

The **brief minutes of the meetings** will be stored on the "Rotherham CCG (r:)" drive, in a restricted folder titled "Strategic Clinical Executive". They will be circulated electronically to the chair and vice-chair of the GP Members Committee. The minutes need not be supplied to the Clinical Commissioning Group's Governing Body.

The minutes of the meetings are also circulated to the SCE circulation list.

Administration:

Administrative support will be provided by the staff of the *Assistant Chief Officer (Corporate Business & Partnerships)*.

They will:

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

Attendance:

Each member to attend 70% of a year's meetings annually.

Revision/Amendments since the last version – Date of Review	Amendment Details	Ratified & Approved by/Date
October 18	Annual review and addition of support to the PMO	

Membership List

Richard Cullen	-CCG Chair
Jason Page	-SCE GP
Phil Birks	-SCE GP
Anand Barmade	-SCE GP
Sophie Holden	-SCE GP
David Clitherow	-SCE GP
Avanti Gunasekera	-SCE GP
Chris Edwards	-Chief Officer
Wendy Allott	-Chief Finance Officer
Ian Atkinson	-Deputy Chief Officer
Sue Cassin	-Chief Nurse