

**Surrey Heartlands CCG, South West London CCG**  
**Improving Healthcare Together 2020 to 2030**  
**COMMITTEES IN COMMON**  
**Terms of Reference**  
**(April 2020)**

### **1. Introduction and establishment of a Committees in Common**

The two Clinical Commissioning Groups (CCGs) for South West London and Surrey Heartlands have agreed the establishment of the Improving Healthcare Together: 2020-2030 Committees in Common (or CiC) arrangement for the purpose of collaborative decision making for the programme.

The Governing Body of each of the CCGs has agreed to participate in this CiC arrangement and each CCG Committee has delegated authority to make decisions about the matters within the scope of this CiC on behalf of its own CCG and without the need to be ratified by its Governing Body.

### **2. Statutory framework**

Each of the CCGs provides in its Constitution a mechanism that allows specified functions to be delegated to a designated committee, which may meet with delegated committees of other CCGs in a CiC arrangement.

The intention of this approach is to enable consensual decision making to take place across a number of CCGs whilst maintaining the integrity of each statutory organisation's governance. Where the CiC is unable to reach a unanimous decision, then this will be recorded in the meeting minutes, and the CiC convener will close the meeting to allow for further discussion within Governing Bodies.

### **3. Scope**

This CiC arrangement is established to enable the participating CCG Committees to consider the same issues at the same time in relation to any significant change to the commissioning of acute services at Epsom and St Helier University Hospitals Trust.

The CiC will be responsible for ensuring that key decisions are taken in relation to the IHT programme.

#### 4. Membership of individual CCG Committees

Each CCG will appoint a Committee (a “CCG Committee”) including the following voting members:

Membership	Surrey Heartlands CCG	South West London CCG
CCG clinical chair	Dr Charlotte Canniff	Dr Andrew Murray
Additional clinical members	Dr Julia Dutchman-Bailey; Dr Russell Hills	Dr Jeffrey Croucher; Dr Vasa Gnanagragasam
Lay Member	Jacqui Burke	Susan Gibbin
A managerial member	Matthew Tait	Sarah Blow

#### Attendees

In attendance for each CCG may include:

Attendees	Surrey Heartlands CCG	South West London CCG
Local Managing Director (or local equivalent)	Colin Thompson	James Blythe & Lucie Waters
Additional clinical representative	Optional	Pippa Barber
Additional lay representative	Optional	Paul Gallagher
Public engagement representative	Optional	Optional
Healthwatch	Kate Scribbins	Pete Flavell (Sutton) Dave Curtis (Merton)

Each CCG may also nominate deputies who may act as alternate members of the relevant CCG Committee to the extent a member is unable to attend a meeting. A nominated deputy shall have the same background experience (clinical, lay, and managerial) as the person unable to attend. No person attending the meeting in one role can additionally act on behalf of another person as their deputy.

#### 5. Appointment of CiC Convener

- a) The CCG Governing Body Chairs shall not appoint a Chair but shall instead appoint an individual with responsibility for convening meetings (the “Convener”). The Convener shall not be a member of the CiC or of any CCG Committee and therefore they will not be part of the decision-making process; the Convener shall, however support the CiC in trying to reach a consensus for each decision.
- b) The term of office for the CiC Convener will be for the time the CiC is in operation. In the event that the Convener is unable to continue in this role, the CCG Chairs will appoint a new Convener.

#### 6. Quorum

- a) Each CCG Committee will decide their own quorum. This has been agreed as below.
  - Surrey Heartlands CCG: Quorum is three members.
  - South West London CCG: Quorum is three members
- b) The Convener will ask each of the participating Chairs to decide if the meeting is quorate after

any actions have been taken to manage any declared conflicts of interest.

- c) Nominated deputies attending committee meetings, on behalf of substantive members, will count towards quorum.

## **7. Procedure**

- a) CiC meetings will be held in public, except where all individual committees resolve to exclude the public on the grounds of the confidential nature of the business to be discussed, in the interests of public order or because they consider that it would otherwise not be in the public interest for the public to be admitted to all or part of a meeting.
- b) The CCGs retain their own powers to exercise their own decision making accountability in line with their statutory responsibility and will exercise their powers with the other CCGs through the meeting of the CiC. As such, each CCG Committee, with full delegated authority from its own Governing Body, will bind its own CCG so that when the CCG Committees meet as the CiC, the decisions made by consensus at the CiC are finite.
- c) The CiC Convener is responsible for agenda setting, overseeing meeting arrangements and maintaining order. The Convener will use reasonable endeavours to assist the CCG Committees to resolve any differences and will from time to time establish the views of each CCG Committee and whether a consensus has been reached by that CCG Committee.
- d) The Convener, at the request of one or more CCG Committee, may call additional individuals or experts to attend meetings on an ad hoc basis to inform discussions as appropriate.
- e) The Convener, with the members of the participating CCG Committees, will agree a schedule of meetings to reach decisions on issues within its scope as set out in section 3. This schedule may be amended as required.
- f) All administration support for the CiC will be provided by the Programme Team.
- g) CiC papers will be circulated to CiC members 5 working days prior to the meeting. Papers will be published on the IHT website.
- h) CiC meetings will be advertised on the IHT, Surrey Heartlands CCG, and South West London CCG websites, one week prior to the CiC meeting.
- i) The minutes of each CiC meeting will consist of individual sets of minutes for each CCG Committee with exactly the same content. The CiC will formally verify the minutes at their next meeting.
- j) The decisions of each of the CCG Committees will be recorded in the minutes.
- k) The CCG Clinical Chairs will hold the casting vote for each CCG Committee.
- l) It will be permissible for individual members of a CCG Committee to join the meeting remotely by telephone conference call or other digital or electronic means, subject to agreement by the Convener that arrangements for them to contribute effectively in the meeting and with their own CCG Committee are in place.

## **8. Confidentiality**

- a) Individuals attending CiC meeting shall respect confidentiality requirements as set out in the respective CCGs' Constitution or Standing Orders.

## **9. Reporting Arrangements**

- a) Each Committee will present the agreed minutes of each formal meeting to its Governing Body.
- b) The individual CCG CiC Committee Chairs will, in addition, provide a written summary report to each Governing Body following each meeting of the CiC business. This should highlight: issues, decisions, risks and assurance.

## **10. Conflicts of interest**

- a) Each CCG Committee is expected to comply fully with the guidance issued by NHS England on management of Conflict of Interest and to ensure that the individuals attending have completed all three modules of the NHS England Conflict of Interest Training. Each CCG should also ensure they are compliant with their own Standards of Business Conducts and/or Conflicts of Interest Policy (or equivalents).
- b) Each CCG Committee will ensure the declaration and management of any conflicts of interest by ensuring the relevant CCG register is up to date. In addition, a verbal declaration should be made at the start of each meeting in relation to any conflict relevant to the discussion or any amendments required to the register.
- c) Any person in attendance who is invited to speak will be required by the Convener to state if they know of any conflict of interest that may require consideration of the matter in hand. Any person in attendance should also make written declarations before the meeting.