



# Governing Body Clinical Executive Committee

## Terms of reference

### 1. Introduction

- 1.1 The Clinical Executive Committee (the Committee) is established in accordance with NHS High Weald Lewes Havens Clinical Commissioning Group's (the Group's) Constitution, Standing Orders and Scheme of Reservation and Delegation. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the Group's Constitution and Standing Orders.
- 1.2 The Committee is authorised by the Governing Body to act within its terms of reference. All Members and employees of the Group are directed to co-operate with any request made by the Committee.

### 2. Membership

- 2.1 The Committee shall be appointed by the Group as set out in the Group's Constitution and may include individuals who are not on the Governing Body.
- 2.2 The membership of the Committee shall consist of:
  - 2.2.1 two (2) Governing Body Clinical Programme Leads;
  - 2.2.2 two (2) Locality Network Chairs;
  - 2.2.3 Chief of Clinical Quality and Performance (Chair);
  - 2.2.4 the Chair;
  - 2.2.5 the Accountable Officer (or agreed delegate)
  - 2.2.6 the Chief Finance Officer; (or agreed delegate)
  - 2.2.7 two (2) Locality Practice Management Leads; and
  - 2.2.8 The registered nurse and secondary care specialist doctor

The Committee may invite a social services representative and the director of Public Health to attend the meetings in a non-voting capacity as it sees fit from time to time.

### 3. Secretariat

- 3.1 The Corporate Services Team will be responsible for recording the minutes of all meetings of the Committee.



#### **4. Quorum**

- 4.1 A quorum shall be not less than one half (i.e. 50%) of members, at least three (3) of whom shall be clinical members and one (1) employee of the Group.

#### **5. Frequency and notice of meetings**

- 5.1 Meetings shall be held at least six (6) times a year.

#### **6. Remit and responsibilities of the Committee**

- 6.1 The Committee shall:

- 6.1.1 develop and recommend a commissioning strategy (including QIPP planning, finance and programme delivery) to the Governing Body informed by each Locality and the Clinical Programme Boards and aligned with the Joint Health and Wellbeing Strategy;
- 6.1.2 be the main source of clinical advice to the Governing Body;
- 6.1.3 horizon scanning of national and international developments, policy, evidence based review and other health related initiative to inform local commissioning strategies and service design;
- 6.1.4 develop, oversee and ensure the delivery of the necessary programme and/or project arrangements to effectively inform the development of clinical strategy and to develop annual commissioning plans for priority programmes of care;
- 6.1.5 support joint commissioning arrangements with East Sussex County Council and other partners of the Group;
- 6.1.6 generate new QIPP ideas and recommend to the Governing Body business cases for approval and release of funds as available within the financial envelope of the Group;
- 6.1.7 determine tactical investments/interventions within authority delegated to it;
- 6.1.8 oversee NHS England in its duty to improve the quality of primary care;  
and
- 6.1.9 oversee the operational delivery of agreed strategy, including strategic commissioning intentions.

## 7. Relationship with the Governing Body

7.1 The Committee will report to the Governing Body after each meeting.

## 8. Policy and best practice

8.1 The Committee is authorised by the Governing Body to instruct professional advisors and request the attendance of individuals and authorities from outside the Group with relevant experience and expertise if it considers this necessary for or expedient to the exercise its functions.

8.2 The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

## 9. Conduct of the Committee

9.1 The terms of reference of the Committee shall be reviewed by Governing Body at least annually.

### Document control

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