

GOVERNING BODY	
Report Title: Governance Structure Review	Report author and Title: Alice McGee, Director of HR and OD
Date of Governing Body: 5th June 2019	Contact Details:
Agenda No: 9.2 Enclosure no: 12	
<p>Sign off from Chief Officers: <i>(Before the report is presented to the Governing Body any implications relating to Finance, Quality, Commissioning and Transformation must be agreed and signed by the Chief Officer. Without this information the report will not be taken to the Governing Body)</i></p> <p>Chief Finance Officer: Yes and Lay member for committee</p> <p>Chief Officer for Quality: Yes and Lay member for committee</p> <p>Chief Officer for Strategic Commissioning: Yes</p> <p>Chief Officer for Transformation: n/a</p>	
Supporting Documents/further Reading: None	
Previous Decision: None	
<p>Summary of purpose and scope of the report:</p> <p>This report seeks to provide the Governing Body with a proposal to change the frequency of committee and Governing Body meetings.</p>	
<p>Recommendations:</p> <p>The Governing Body are asked to note the rationale for stopping the full review of the governance arrangements and instead approve the change in frequency of committees and Governing Body meetings</p>	
The Governing Body are requested to: <i>(Mark the appropriate box that you are asking the Governing Body)</i>	
Action	
Approve	x
Assurance	
Decision	
<p>Conflicts of Interests: The recommended action by the author of the report is: <i>(mark the appropriate box to highlight any conflicts of interest)</i></p>	
No conflict identified	x
Conflict noted, conflicted party can participate in clinical discussion but not decision	
Conflict noted, conflicted party can remain in committee but not participate	

in discussion		
Conflicted party is excluded from discussion (<i>this would be rare circumstances only</i>)		
Please state rationale for above decision:		
The decision relates to frequency of the meetings rather than the remit and whilst this will affect the workplan of some of the GP Directors and Lay Members, the significant work programme for the CCG will not require a reduction in time commitment from GP Directors or Lay Members		
Strategic Priorities related to the report: (<i>Identify what priorities the report is linked to</i>)		
Quality & Safety		X
Finance & Performance		X
Strategic Commissioning and Redesign		X
Organisational Development		X
Primary Care Co-Commissioning		X
Collaborative Commissioning		
Implications: (<i>Mark the box to identify any implications to the associated area</i>)		
Financial		
Assurance Framework		
Risks and Legal Obligations		
Equality and Diversity		
Statutory and External Influences	The CCG is required to have certain committees and is required to have a formal governing body however the frequency of these meetings are not dictated.	
Further implications not stated		
Consultation: (<i>Mark the box to identify who has been consulted</i>)		
Patients		
Staff		
Committees		
Public		
Partners		
Sponsored By: (Chief Officer)	Andy Williams, Accountable Officer	
Date Report received for Governing Body	22 nd May 2019	

Governance Review

1. INTRODUCTION

In April 2019 the Governing Body received, via a Governing Body development session a proposal to change the governance of the CCG in a number of ways:

- Changing the frequency of Governing Body meetings and Governing Body Development sessions
- Merging some of the functions of the Committees
- Changing the frequency of the formal sub-committees of the Governing Body

The proposed changes had the aim of streamlining the decision making, linking relevant committee remits i.e. the information on performance and quality and enabling a release of capacity for those senior officers and support officers that manage the committees.

Following Governing Body Development session, officers were tasked with further exploring the implications, the proposals and the changed remits of the committees to provide a formal report to OD Committee and then Governing Body. This report aims to provide the Governing Body with the proposed changes

2. PROPOSED CHANGES

Appendix 1 and Appendix 2 are presentations of the current governance arrangements and the proposal initially identified in the governance review. The OD Committee considered the feedback from the current Chairs of the committees and the officers that support the committees before making the below recommendations.

It was recognised that to significantly change the remit of a committee, including the merging of two committees to create a single committee, would take a significant amount of resource and consideration. It was recognised that this change to any governance structure would require organisational development work, embedding of the changes and would ultimately require a large up front resource in time and effort. Given the context of the period of transition that the CCG is about to move into, both considering the boundary consultation and the move to a single commissioning voice that resources can be better utilised than in the re-organisation of the governance structure, for what may only be for a relatively short time.

The OD Committee considers that the below changes would achieve a reduction in administrative burden, will still enable the CCG to enact its business efficiently and will enable the CCG to move into any future arrangements more easily as this governance structure aligns with similar governance structures across the Black Country.

It is proposed that these changes take effect from September 2019:

- Governing Body and Governing Body development meet on alternative months moving the formal Governing Body to a bi-monthly meeting

- Audit and Governing committee move to bi-monthly meetings
- OD Committee move to bi-monthly meetings
- Remuneration Committee remains an ad hoc meeting, meeting at least once a year
- Quality and Safety moves to bi-monthly meetings
- PCCC remains as monthly meetings however, this may move to bi-monthly at a future date
- SCR moves to bi-monthly meetings however this transition may take longer than September
- Finance and Performance moves to bi-monthly meetings however this transition may take longer and needs auditor input. This change will depend on some of the transition arrangements and the need for monthly decision making.

It is recognised that many of the committees have sub-committees and working groups, such as the Strategic Estates Review Group as a sub-committee of SCR. These sub-groups will need to be reviewed in the context of a changing frequency for the meeting and whilst not lose momentum on important pieces of work and decision making, consider the benefit of releasing time to spend driving change.

RECOMMENDATIONS

The Governing Body are asked to note the rationale for stopping the full review of the governance arrangements and instead approve the change in frequency of committees and Governing Body meetings

Alice McGee
Director of HR and OD