

# NHS North Central London Clinical Commissioning Group Covid-19 Response Oversight Committee Terms of Reference

## 1. Introduction

- 1.1 The United Kingdom is in a national state of emergency due to the Covid 19 global pandemic ('National Emergency'). The Governing Body recognises that effective decisions need to be made rapidly to save lives. It has therefore established the Covid-19 Response Oversight Committee ('Committee') to make decisions on the Governing Body's behalf on any area or function within the Governing Body's remit so that it may properly respond to the National Emergency.
- 1.2 The Committee is established in accordance with the Constitution of NHS North Central London Clinical Commissioning Group ('CCG'). It is a committee of the CCG's Governing Body.
- 1.3 These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee.

## 2. Purpose

- 2.1 The purpose of the Committee is to:
  - 2.1.1 Provide oversight and scrutiny of the CCG's response to the National Emergency and to make decisions on the Governing Body's behalf;
  - 2.2 Provide oversight and scrutiny of business critical work that is not in response to the National Emergency and to make decisions on the Governing Body's behalf;
  - 2.3 Provide assurance to the Governing Body on 2.1 and 2.2 above.

## 3. Role

- 3.1 The Committee will:
  - 3.1.1 Provide oversight and scrutiny of the CCG's response to the National Emergency;
  - 3.1.2 Make decisions on any function or area within the Governing Body's remit to effectively respond to the National Emergency;
  - 3.1.3 Provide oversight and approval of clinical pathways, including changes to existing pathways, whilst considering factors such as the:
    - Impact on the CCG's patients – including from a quality and safety perspective;
    - Impact on the CCG's wider commissioned services;
    - Financial impact on the CCG;

- Risks and exit strategies;
  - Impact of amended pathways particularly post National Emergency;
  - Assurance on governance and decision making;
- 3.1.4 Rapidly respond to recommendations and/or decisions from the London Clinical Advisory Group and/or make recommendations to it;
- 3.1.5 Oversight of the financial impact to the CCG due to the response to the National Emergency;
- 3.1.6 Provide oversight of the risks to the CCG from the National Emergency and the CCG's response to it;
- 3.1.7 Provide oversight, scrutiny and decision making on business critical work that is not in response to the National Emergency.

#### **4. Membership**

- 4.1 The Committee shall comprise of the following voting members:
- 4.2.1 Three elected Governing Body Clinical Representatives one of whom shall be the Governing Body Chair;
- 4.2.2 Governing Body Secondary Care Specialist;
- 4.2.3 Governing Body Registered Nurse;
- 4.2.4 Two Governing Body Lay Members, one of whom shall be the Lay Member with responsibility for audit and governance;
- 4.2.5 Accountable Officer;
- 4.2.6 Chief Finance Officer.
- 4.2 The roles referred to in the list of voting members above describe the substantive roles and any equivalent successor roles and not the individual title or titles.
- 4.3 The list of voting members is set out in Schedule 1. Schedule 1 does not form part of the Terms of Reference and may be amended without the need to formally amend these Terms of Reference.
- 4.4 Voting members may nominate deputies to represent them in their absence

#### **5. Attendance**

- 5.1 The following people shall attend Committee meetings as standing attendees:
- 5.1.1 Executive Director with lead responsibility for the Information Control Centre;
- 5.1.2 Executive Director workstream leads, as required.
- 5.1.3 A representative from the Local Authority;
- 5.1.4 A Director of Public Health;
- 5.2 Attendees at Committee meetings are non-voting.
- 5.3 The roles referred to in the list of attendees above describe the substantive roles and any equivalent successor roles and not the individual title or titles.
- 5.4 The list of standing attendees is contained in Schedule 1. Schedule 1 does not form part of the Terms of Reference and may be amended without the need to formally amend these Terms of Reference.

- 5.5 Attendees may nominate deputies to represent them in their absence.
- 5.6 The Committee may invite or allow additional people to attend meetings as attendees. Attendees may present at meetings and contribute to the relevant discussions but are not allowed to participate in any formal vote.
- 5.7 The Committee may invite or allow people to attend meetings as observers. Observers may not present at meetings, contribute to any discussion or participate in any formal vote.
- 5.8 The Committee may call additional experts to attend meetings on a case by case basis to inform discussion.

## **6. Chair**

- 6.1 The Committee Chair shall be Governing Body Chair. The Chair may nominate a deputy to represent them in their absence.

## **7. Voting**

- 7.1 Each voting member of the Committee shall have one vote with resolutions passing by simple majority. In the event of a tied vote the Committee Chair shall have the casting vote.

## **8. Quorum**

- 8.1 The Committee will be considered quorate when at least three voting members are present which one of each of the following being present:
  - 8.1.1 A Governing Body Clinical Representative;
  - 8.1.2 A Governing Body Lay Member;
  - 8.1.3 An officer.
- 8.2 If any representative is conflicted on a particular item of business they will not count towards the quorum for that item of business. If this renders a meeting or part of a meeting inquorate a non-conflicted person may be temporarily appointed or co-opted onto the Committee to satisfy the quorum requirements.
- 8.3 If a meeting is not quorate the Committee Chair may adjourn the meeting to permit the appointment or co-option of additional members if necessary.

## **9. Secretariat**

- 9.1 The Secretariat to the Committee shall be provided by the Corporate Services Directorate.

## **10. Frequency of Committee Meetings**

- 10.1 Committee meetings will be held fortnightly but may hold additional meetings as and when necessary. The Committee Chair may call additional meetings or cancel meetings as necessary.

## **11. Notice of Meetings**

11.1 Notice of a Committee meeting shall be sent to all Committee members no less than 3 days in advance of the meeting.

11.2 The meeting notice shall contain the date, time and location of the meeting.

## **12. Agendas and Circulation of Papers**

12.1 Before each Committee meeting an agenda setting out the business of the meeting will be sent to every Committee member no less than 3 days in advance of the meeting.

12.2 Before each Committee meeting the papers of the meeting will be sent to every Committee member no less than 3 days in advance of the meeting.

12.3 If a Committee member wishes to include an item on the agenda they must notify the Committee Chair via the Secretariat no later than 3 days prior to the meeting. The decision as to whether to include the agenda item is at the absolute discretion of the Committee Chair.

## **13. Minutes of Meetings**

13.1 The minutes of the proceedings of a meeting shall be prepared by the Secretariat and submitted for agreement at the following meeting.

## **14. Authority**

14.1 The Committee is accountable to the Governing Body and will operate as one of its committees. The Committee must act within the remit of these terms of reference and has no executive powers other than those specifically set out in these terms of reference.

14.2 The Committee is authorised by the Governing Body to obtain at the CCG's expense outside legal or other professional advice on any matters within the Committee's Terms of Reference.

## **15. Reporting Responsibilities**

15.1 The Committee will report to the Governing Body on all matters within its duties and responsibilities.

15.2 The Committee may make recommendations to the Governing Body it considers appropriate on any area within its remit.

## **16. Delegated Authority**

16.1 The Committee may agree to delegate its authority to a Committee member or members to make decisions on the Committee's behalf outside of a Committee meeting at its absolute discretion on a case by case basis.

16.2 There are circumstances where time-critical decisions need to be made and it is not possible and/or reasonably practicable and/or a good use of resources to hold a physical meeting in sufficient time. In these circumstances decisions may be made virtually using the protocol for virtual decision making.

## **17. Sub-Committees**

17.1 The Committee may appoint sub-committees to advise the Committee and assist it in carrying out its duties. The Committee may not delegate any of its functions, powers or decision making authority to a sub-committee.

## **18. Conflicts of Interest**

18.1 Conflicts of Interest shall be dealt with in accordance with the Conflicts of Interest Policy and NHS England statutory guidance for managing conflicts of interest.

18.2 The Committee shall have a Conflicts of Interest Register that will be presented as a standing item on the Committee's agenda. In addition, an opportunity to declare any new or relevant declarations of interest will be listed as a standing item on the Committee's agenda

## **19. Gifts and Hospitality**

19.1 Gifts and Hospitality shall be dealt with in accordance with the Conflicts of Interest Policy, and NHS England statutory guidance for managing conflicts of interest.

19.2 The Committee shall have a Gifts and Hospitality Register and Committee members will have an opportunity to declare any new or relevant declarations of relevant gifts and hospitality as a standing item on the Committee's agenda

## **20. Standards of Business Conduct**

20.1 Committee members and any attendees or observers must maintain the highest standards of personal conduct and in this regard must comply with:

20.1.1 The law of England and Wales;

20.1.2 The NHS Constitution;

20.1.3 The Nolan Principles;

20.1.4 The standards of behaviour set out in the CCG's Constitution;

20.1.5 The Standards of Business Conduct Policy;

20.1.6 The Conflicts of Interest Policy

20.1.7 The Counter Fraud, Bribery and Corruption Policy,

20.1.8 Any additional regulations or codes of practice relevant to the Committee.

20.2 The Committee will have access to sufficient resources to carry out its duties.

## **21. Review of Committee**

21.1 The Committee has been established to assist the CCG in dealing with the National Emergency. Therefore, the Governing Body shall keep the Committee and its remit under quarterly review until the Governing Body deems the Committee is no longer needed.

## **22. Review of Terms of Reference**

22.1 These Terms of Reference will be reviewed from time to time, reflecting the experience of the Committee in fulfilling its functions and the wider experience of the CCG.

22.2 These Terms of Reference will be formally reviewed annually. These Terms of Reference may be varied or amended by the Governing Body.

**Date Approved by Governing Body:** 23<sup>rd</sup> April 2020.

**Date of Next Review:** 22<sup>nd</sup> April 2021.

**Schedule 1  
List of Members**

The voting members of the Committee are:

<b>Position</b>	<b>Name</b>

Committee Chair:

<b>Position</b>	<b>Name</b>

The standing attendees are:

<b>Position</b>	<b>Name</b>