

Executive Team Meetings

Terms of Reference

1. ESTABLISHMENT AND PURPOSE

The NHS Cheshire CCG Executive Team Meeting has been established in accordance with the Constitution of NHS Cheshire CCG.

The Executive Team Meeting has been established to support the CCG in the delivery of its statutory duties and provide assurance to the Governing Body in relation to the delivery of those duties. It shall:

- focus on the strategic leadership, management and direction of the CCG, ensuring the effective prioritisation of its resources.
- support the CCG to work efficiently, effectively and economically, ensuring effective clinical engagement and promoting the involvement of all member practices in the work of the CCG in securing improvements in commissioning of care and services
- delegate operational responsibility to the CCGs Senior Leadership Team for the delivery of key CCG business where it is within its authority to do so.

2. CHAIR ARRANGEMENTS

The Executive Team Meeting shall be chaired by the Accountable Officer.

If the Accountable Officer is unable to attend a meeting, they may designate a representative to act as chair.

If the Chair of the meeting is unable to chair an item of business due to a conflict of interest, another Executive Team member will be asked to Chair the meeting for that item.

3. MEMBERSHIP

Standing membership of the Executive Team Meeting shall comprise of the following:

- Accountable Officer
- Executive Director of Finance & Contracting
- Executive Director of Strategy & Partnerships
- Executive Director of Planning & Delivery
- Executive Director of Quality, Safeguarding & Patient Experience
- Director of Governance & Corporate Development.

All Executive Team Members may appoint a deputy to represent them at these meetings when absent. Notification of the attendance of deputies instead of Executive team Directors should be done in advance with the Chair of the meeting. Any such deputy should be suitably briefed and suitably qualified in order to contribute and undertake decisions at the meeting.

Appropriate individuals, such as the CCGs Associate Clinical Directors, may also be requested to attend the meetings to present agenda items and/or advise or assure the Executive Team on particular issues.

4. QUORACY

A quorum for the meeting to be undertaken shall be four and must include the Accountable Officer or their named deputy.

If members of the Executive Team are not able to attend they should make arrangements for a representative to attend and act on their behalf, and who will count towards the quoracy arrangements.

5. DECLARATIONS OF INTEREST, CONFLICTS AND POTENTIAL CONFLICTS OF INTEREST

All members and attendees to the Executive Team meeting shall comply with the provisions of *Managing Conflicts of Interest: Statutory Guidance for CCGs* at all times.

In accordance with the CCGs' policy on managing conflicts of interest, Executive Team Members, their deputies and attendees to the meetings (where relevant) should:

- inform the chair of any interests they hold which relate to the business of the meeting.
- inform the chair of any previously agreed treatment of the potential conflict / conflict of interest.
- abide by the chair's ruling on the treatment of conflicts / potential conflicts of interest in relation to ongoing involvement in the work of the Executive Team Meeting.
- inform the chair of any conflicts / potential conflicts of interest in any item of business to be discussed at a meeting. This should be done in advance of the meeting wherever possible.
- declare conflicts / potential conflicts of interest in any item of business to be discussed at a meeting under the standing "declaration of interest" item.
- abide by the chair's decision on appropriate treatment of a conflicts / potential conflict of interest in any business to be discussed at a meeting.

6. DECISION MAKING AND VOTING

Decisions undertaken by attendees at the Executive Team meeting shall be undertaken in accordance with their delegated authority as outlined within the CCGs Scheme of Reservation¹ and Standing Financial Instructions (Appendix A).

Decisions will usually be taken through a consensus approach. Where this is not possible, the Chair of the meeting may call a vote.

Only standing members, as identified in the "Membership" section of these terms of reference (or their nominated deputy) may cast a vote.

A person attending a meeting as the nominated Deputy for an Executive Team Member shall have the same right to vote as the Executive Team Director that they are representing.

¹ <https://www.cheshireccg.nhs.uk/media/2070/cccg-sord-sfis-v12-june2020.pdf>

In accordance with Section 5, no member (or representative) with a conflict of interest in an item of business will be allowed to undertake discussion around the item or vote on that item.

Where there is a split vote, with no clear majority, the Chair of the meeting will have the casting vote.

8. ACCOUNTABILITY

The Executive Team Meeting is accountable to the Governing Body of the Clinical Commissioning Group.

9. REPORTING ARRANGEMENTS

The Executive Team Meeting will regularly report a summary of decisions undertaken at its meetings to the Governing Body via the Accountable Officer report to the Governing Body.

10. FREQUENCY OF MEETINGS

The Committee shall normally meet at least once on a weekly basis.

11. ADMINISTRATIVE SUPPORT

The CCG will provide appropriate resource to ensure meetings are fully supported and business is conducted efficiently and effectively.

The meeting will operate in accordance with the CCGs corporate standards “Manual”. This will include the following:

- minutes of committee meetings will be taken to ensure an appropriate record of committee discussions / decisions
- risks, decisions and issues will be captured and escalated as appropriate
- action lists and forward planners will also be maintained to ensure the committee operates efficiently and effectively.

12. REVIEW

These Terms of Reference were approved on **06 September 2020**.

The meeting shall undertake an annual review of its performance and effectiveness to ensure it has discharged its functions as intended.

These terms of reference shall be reviewed as part of the wider annual review of effectiveness of the CCGs decision making governance.

These Terms of Reference will be held within the CCGs Corporate Governance Handbook.²

² <https://www.cheshireccg.nhs.uk/governance/corporate-governance-handbook/>

APPENDIX A Delegated Financial Limits

All thresholds are inclusive of VAT irrespective of recovery arrangements except details of procurement thresholds in Section J which are provided net of VAT. If the Accountable Officer is absent powers delegated to them may be exercised by the nominated officer(s) acting in their absence after taking appropriate financial advice, two directors will be required to ratify any decisions within the Accountable Officer thresholds.

Further guidance on the application of these limits is available in Scheme of Reservation and Delegation and Standing Financial Instructions as found with the CCG Corporate Governance Handbook, available at www.cheshireccg.nhs.uk.

<i>Ref</i>	<i>Description</i>	<i>Governing Body</i>	<i>Accountable Officer</i>	<i>Executive Director of Finance and Contracts</i>	<i>Executive Team Directors</i>	<i>Other CCG Officers as specified by authorised signatory list</i>
A	GIFTS & HOSPITALITY Executive Director of Finance and Contracts to maintain a register of declared gifts and hospitality received: Declaration required if:	Gifts from suppliers can be received up to £6 and all offers of gifts from suppliers are required to be declared. Gifts from other sources (e.g. Patients, carers etc.), up to £50 or totalling £50 in aggregate if repetitive in nature may be accepted and not declared. Gifts over £50 should not be accepted individually but may be accepted by the CCG. Meals or hospitality with a value of up to £25 can be accepted and not declared. Meals or hospitality between £25 and £75 can be accepted and is required to be declared. Meals or hospitality over £75 should not be accepted. Further guidance is in the Gift and Hospitality Guidance.				
B	LITIGATION CLAIMS Medical negligence and other litigation payments made on the advice of NHSLA	Over £1,000,000	Up to £1,000,000	Up to £100,000		
C	LOSSES & SPECIAL PAYMENTS Executive Director of Finance and Contracts to maintain a register of losses and special payments as	Over £250,000	Up to £250,000	Up to £100,000		

Ref	Description	Governing Body	Accountable Officer	Executive Director of Finance and Contracts	Executive Team Directors	Other CCG Officers as specified by authorised signatory list
	defined by HM Treasury Publication - Managing Public Money, all to be reported to the Governance, Audit and Risk Committee. Approval required:					
D	PETTY CASH FLOAT					
D1	Authorisation to set up float		Up to £100	Up to £100	Up to £100	
D2	Replenish Float		Up to maximum float.	Up to maximum float.	Up to maximum float.	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
D3	Issue petty cash		£50 per transaction – approved by manager per authroised signatory list.	£50 per transaction – approved by manager per authroised signatory list.	£50 per transaction – approved by manager per authroised signatory list.	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List

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E	REQUISITION GOODS AND SERVICES : NON HEALTHCARE (where not already included within Annual Commissioning Plan & Budget agreed by Governing body and following compliance with specific approval thresholds required by NHS England or in Public Contract Regulations)					
E1	Decision to appoint Agency Staff/Management consultants (based on total expected cost)	Over £250,000	Up to £250,000	Up to £100,000	Up to £75,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
E2	Services including IT, maintenance and support services where not already included within agreed budgets (based on total expected costs)	Over £250,000	Up to £250,000	Up to £100,000	Up to £75,000	
E3	Recharges from other public sector bodies - not included within agreed Annual Commissioning Plan & Budget (based on total expected costs)	Over £250,000	Up to £250,000	Up to £100,000	Up to £75,000	
E4	Approval for all other requisitions/contracts (based on total expected costs)	Over £250,000	Up to £250,000	Up to £100,000	Up to £75,000	
F	RELOCATION/REMOVAL EXPENSES	Over £8,000	Up to £8,000	Up to £8,000		

Ref	Description	Governing Body	Accountable Officer	Executive Director of Finance and Contracts	Executive Team Directors	Other CCG Officers as specified by authorised signatory list
G	APPROVAL OF HEALTHCARE INVESTMENT BUSINESS CASES					
G1	Proposed expenditure in business case included in Annual Commissioning Plan & Budget (based on total expected costs which may span more than one year)		Up to value included in Annual Commissioning Plan & Budget	Up to value included in Annual Commissioning Plan & Budget	Up to value included in Annual Commissioning Plan & Budget	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
G2	Proposed expenditure in business case not included in Annual Commissioning Plan & Budget (based on total expected costs which may span more than one year)	Over £250,000	Up to £250,000	Up to £100,000	Up to £75,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
H	HEALTHCARE CONTRACTS					
H1	Signing of Healthcare Contracts:- - Annual Contract Value - Variations		Unlimited within budget	Up to £250,000,000	Up to £20,000,000	As delegated by Accountable Officer or Executive Director of Finance and

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						Contracts at the limits outlined within the Authorised Signatory List
H2	Healthcare Contract Over Performance (annual value by contract)	Over £1,000,000	Up to £1,000,000	Up to £1,000,000	Up to £250,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
H3	Procurement decisions whether to put service out to tender	Over £250,000	Up to £250,000	Up to £250,000	Up to £100,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List

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I	APPROVAL OF ADHOC HEALTHCARE PAYMENTS	Significant adverse variances against budget to be reported to Board by Executive Director of Finance and Contracts				
I1	Non contract activity		Up to £1,000,000	Up to £1,000,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
I2	Complex care placements and CHC placements		Up to £1,000,000	Up to £1,000,000	Up to £250,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
I3	CHC Equipment	Over £100,000	Up to £100,000	Up to £100,000	Up to £50,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the

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						limits outlined within the Authorised Signatory List
J	QUOTATIONS AND TENDERS		Thresholds are the value of the contract over the lifetime of the contract. Please also refer to Tendering and Procurement procedure in Sec 13 of Prime Financial Policies			
J1	Threshold for schedule 1 services (service contracts and supply of good contracts that are not for health and social care)		Amount as updated by Public Contract Regulations (currently £122,976 with effect from 1 January 2020)			
J2	Threshold for Schedule 3 services (Light Touch Regime services including most health and social care services)		Amount as updated by Public Contract Regulations (currently £663,540 with effect from 1 January 2020)			
J3	3 written quotations required		Goods and services exceeding £25,000 up to the procurement tender thresholds as specified in the Public Contract Regulations for Goods and Services as set out above			As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
J4	No requirement to obtain quotes		Up to £25,000			As delegated by Accountable Officer or

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						Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
K	BUDGET CHANGES AND VIREMENT					
K1	Budget Changes: These arise from increases or reductions in Revenue Resource limits (increases or reductions in Spending Allocations)			Unlimited within Budget		<i>As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List</i>
K2	Virement: These arise from changes in spending priorities, approval of business cases implementation of QIPP schemes etc.		Unlimited within budget	Unlimited within budget	Unlimited within budget	<i>As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List</i>

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L	PURCHASING CARDS		In accordance with the CCG's Purchasing Card Policy (Limits set by Executive Director of Finance & Contracting)			
M	STAFF RECRUITMENT		Up to value included in Annual Commissioning Plan & Budget	Up to value included in Annual Commissioning Plan & Budget	Up to value included in Annual Commissioning Plan & Budget	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List
N	Approval of Payments		Unlimited within contract / Annual Commissioning Plan & Budget	Unlimited within contract / Annual Commissioning Plan & Budget	Up to £20,000,000	As delegated by Accountable Officer or Executive Director of Finance and Contracts at the limits outlined within the Authorised Signatory List