

Chair's Action

Governing Body (GB)

Waltham Forest CCG's Constitution gives the Chair of a meeting of its governing structure the authority to take a decision normally reserved for that body by virtue of the following paragraphs within its Constitution:

The provisions of these standing orders shall apply where relevant to the operation of the Practice Member Council, Board, the board's committees and sub-committees and all committees and sub-committees unless stated otherwise in the committee or sub-committee's terms of reference

- **4.6. Chair's ruling**
- **4.9. Emergency powers and urgent decisions**

And that as a matter of interpretation it is deemed that the phrase "where relevant to the operation of ...committees and sub-committees" is appropriate in relation to paragraphs 4.6 and 4.9

Individual CCG's are required to have Governing Body Committee members as part of the team who will share responsibility to ensure CCG's exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG constitution as agreed by its members. This will support decisions made by the governing body as a whole and will help ensure:

- Maintenance of an appropriate relationship between the CCG, Governing Body and staff
- Proportionate oversight and key elements of financial management and audit

Purpose

NHS Waltham Forest Clinical Commissioning Group (CCG) Governance Handbook sets out how key corporate documentation and its member practices will operate in supporting the CCG with its key functions and activities. By clearly defining its processes and Modus Operandi by, documenting how and what it will be effective in doing and underpinning how the organisation is governed, and how commissioning decisions are made, as reflected in the Scheme of Reservation and Delegation and Committee Terms of Reference.

The CCG is a statutory body set up to commission health services on behalf of the patients it serves. CCG member practices agree to work collaboratively to fulfil the purpose of the CCG and abide by the Constitution. The CCG recognises that the Waltham Forest Local Medical Committee (LMC) is the independent organisation recognised by statute as representing the Borough's General Practitioners and will engage with the LMC whenever appropriate to do so in accordance with the functions of the Committee.

Overall governance of the CCG and other agreed functions to the Governing Body will include, ensuring that the corporate, clinical and financial governance duties of the CCG are fulfilled, with clear accountability and performance management arrangements in place.

1. Decision taken normally within the terms of reference of the Committee

To approve the NHS Waltham Forest CCG Governance Handbook. This demonstrates how the role of its member practices and relationships with the relevant groups and external bodies will act whilst performing and delivering CCG business, and will work parallel to the governance arrangements to support its statutory responsibilities.

2. Reason decision cannot await consideration at next meeting

The Governance Handbook sets out the key principles that strengthen the protocols of good governance, supporting internal controls and the management of risk, bringing together a range of documents aligning itself to the NHS Waltham Forest Clinical Commissioning Group constitution.

3. Date of next meeting where decision will be reported to the Committee

XX May 2020

Signed..... Date 06/02/2020.....

Chair of the committee