

BOARD PAPER - NHS ENGLAND

Title: Board Committee Annual reports

From: Jon Schick, Board Secretary

Purpose of paper:

To report on work to-date of six key Board Committees, providing assurance they have met their duties delegated by the Board, proposing minor amendments to some Committee terms of reference and informing the Board of committee work programmes in place for 2014/15, all pending a more fundamental review of the Board's committee structure by September. The committees covered by this report are:

- Authorisation and Assurance Committee
- Audit and Risk Assurance Committee
- Commissioning Support Unit Committee
- Directly Commissioned Services Committee
- Efficiency Controls Committee
- Finance and Investment Committee

Actions required by the Board:

The Board is asked to:

- receive the reports (posted on the web) which provide assurance that the Committees have fulfilled their duties delegated by the Board over the course of 2013-2014;
- agree to proposed revisions to the Terms of Reference; and
- note that the September meeting of the Board will consider recommendations to reshape and streamline the Board Committee structure.

Board Committee Annual Reports

1. Each committee of the NHS England Board is required to provide an annual report summarising the purpose of the committee, membership and attendance, key issues covered and actions taken. They include a short summary of key areas to be addressed over the coming year, and each committee has taken this opportunity to review terms of reference, proposing changes for Board confirmation. These reports are available on the committee web page at <http://www.england.nhs.uk/about/board-meetings/board-committees/>
2. The Chair of each committee has reviewed the annual reports, provided assurance that the committee has met its delegated duties, and considered whether any issues of significant concern need to be raised to the attention of the Board. Proceedings of each committee are routinely reported to each Board meeting, and committee Chairs have highlighted particular areas of concern during those discussions, when required. No new concerns have been identified through the annual review process.
3. Annual reports have been received from the following committees:
 - Audit and Risk Assurance Committee
 - Authorisation and Assurance Committee
 - Commissioning Support Unit Committee
 - Directly Commissioned Services Committee
 - Efficiency Controls Committee – to follow
 - Finance and Investment Committee
4. The Quality and Clinical Risk committee have not yet been established for a full year and therefore has not been required to provide an Annual Report this time. Board task and finish groups have also not been asked to provide an annual report. Proceedings from the Remuneration and Terms of Service Committee are reported to the Board in private, due to the confidential nature of their discussions.

Proposed amendments to Terms of Reference

Authorisation and assurance committee	Proposed changes reflect a progression from authorisation of CCGs, to their assurance and development, as well as delegation of intervention powers from the committee. It is proposed that the name of the committee is changed to the 'CCG Assurance and Development Committee'
Audit and risk assurance committee	As agreed by the May Board, the committee was re-named, duties amended and an authority added to the purpose statement.
Commissioning support unit committee	Minor amendments are proposed to membership, ensuring the Chief Financial Officer is able to provide non-conflicted advice to the SRO of the lead provider framework
Directly commissioned services committee	Minor amendments are proposed to membership and frequency
Efficiency controls committee	Minor amendments are proposed to membership.
Finance and investment committee	It is proposed that amendments are made to membership and attendee list, plus frequency increased to monthly.

Actions requested

5. The Board is asked to:

- receive the reports (posted on the web) which provide assurance that the Committees have fulfilled their duties delegated by the Board over the course of 2013-2014;
- agree to proposed revisions to the Terms of Reference; and
- note that the September meeting of the Board will consider recommendations to reshape and streamline the Board Committee structure.

Jon Schick
Head of governance and Board secretary
July 2014