

Commissioning  
Support  
Committee:  
Terms of  
Reference



# Commissioning Support Committee

## *Terms of Reference*

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## **1 Constitution**

1.1 The Board hereby resolves to establish a committee to be known as the Commissioning Support Committee. The committee is a non-statutory committee of the Board, to which the board delegates authority to make decisions, govern and report to the Board on the progress of NHS Commissioning Support Units (CSUs) as they transform into successful independent suppliers of commissioning support.

## **2 Delegated Authority**

2.1 Subject to any restrictions set out in relevant legislation, the Commissioning Support Committee is authorised by the Board to determine and to act on any matter within its terms of reference.

2.2 The Board has authorised to the Commissioning Support Committee to establish sub-committees. The Commissioning Support Committee shall determine the membership and terms of reference of those sub-committees.

2.2 The committee will have full delegated authority from the Board to decide on how CSUs are governed, developed and assured during their transition to full independence.

## **3 Accountability**

3.1 The Commissioning Support Committee is accountable to the Board

## **4 Reporting Line(s)**

4.1 The committee will report in writing to the Board following each of its meetings in the form of a report from the chair of the committee detailing any emerging key themes or messages that could inform wider Board business. The actions taken will be recorded in the committee's minutes which will be copied to all members of the committee.

## **5 Objective(s)**

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5.1 The Committee is established to oversee assurance and development of Commissioning Support Units.

## **6 Duties**

6.1 The Committee/Sub-committee will deliver its Objective(s) by:

6.1.1 overseeing **assurance** of CSUs, ensuring that:

- all aspects of employment, finance, legal and corporate functions are properly delegated;
- they are fit for purpose to deliver high quality services; and
- they are fit for purpose to make the transition to stand alone.

6.1.2 overseeing **development** of CSUs, ensuring that:

- they continuously improve in their ability to deliver high quality, cost effective services; and
- they develop independence in line with the Board's market strategy for all commissioning support services and its externalisation strategy for NHS CSUs.

## **7 Permanency**

7.1 The Commissioning Support Committee is a permanent Committee of the Board.

## **8 Membership**

8.1 Members are appointed by the Board.

### **8.2 Chair**

8.2.1 Non-executive director

### **8.3 Other Members**

8.3.1 Two non-executive directors

8.3.2 National Director: Commissioning Development (or nominated deputy)

8.3.3 Chief Financial Officer (or nominated deputy)

8.3.4 National Director: Human Resources (or nominated deputy)

8.3.5 National Director: Patient and Information (or nominated deputy)

8.3.6 Director of CSU transition programme

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8.3.7 Director of commissioning support services, strategy and market development

**8.4 In Attendance (not members and no voting rights)**

8.4.1 Other directors may be invited to attend the meeting for the purpose of providing advice and/or clarification to the sub-committee.

**9 Quorum**

9.1 The meeting will be quorate if three committee members are present, one of which must be a non-executive and one national director.

**10 Attendance**

10.1 Members to aim to attend 100% of meetings.

**11 Internal (Executive) Lead**

11.1 National Director: Commissioning Development

**12 Secretariat**

12.1 The committee will be supported by the nominated officer from the commissioning support team who is acting as secretary to the committee.

**13 Frequency of Meetings**

13.1 The full Programme Board will meet on a quarterly basis, with monthly executive meetings providing briefing the Programme Board as requested.

**14 Papers**

14.1 The Secretary to agree the agenda with the Chair and Internal (Executive) Lead.

14.2 Papers to be distributed to members and those in attendance 7 calendar days in advance of the meeting.

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## **15 Work Programme**

- 15.1 The Committee will prepare a work programme covering at least the 12 months following each meeting, detailing the items expected to be considered at each meeting, grouped under heading aligned with the Duties detailed above.
- 15.2 The Work Programme is to be a living document, updated for each meeting.
- 15.3 Review of the Work Programme is to be a standing agenda item.

## **16 Openness**

- 16.1 The Chair to present a written report to the next Board after each meeting, detailing:
  - 16.1.1 Attendance at the meeting;
  - 16.1.2 The matters considered by the meeting;
  - 16.1.3 The conclusions drawn and/or actions agreed;
  - 16.1.4 The exercise of any delegated authority;
  - 16.1.5 Any matters the meeting specifically wished to draw to the attention of the Board.
- 16.2 The minutes approved at the meeting to be attached to the report for information (redacted in accordance with the Freedom of Information Act as required).

## **17 Effectiveness**

- 17.1 The effectiveness of the Committee in meeting its Terms of Reference will be measured by the preparation of an Annual Report detailing:
  - 17.1.1 Attendance by individual members; and,
  - 17.1.2 The delivery of the Committee Terms of Reference by reference to:

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- 17.1.2.1 The matters considered by the Committee through the year and whether these occurred in line with the Work Programme (detailing why not if not);
  - 17.1.2.2 The conclusions drawn and/or actions agreed;
  - 17.1.2.3 The exercise of any delegated authority in the year; and,
  - 17.1.2.4 The matters the Committee specifically drew to the attention of the Board during the year.
- 17.2 The Annual Report to be considered and approved by the Committee at its first meeting in each financial year, covering the preceding financial year.
  - 17.3 The Annual Report to be presented to the next Board meeting after approval by the Committee/Sub-committee.

## **18 Review of Terms of Reference**

- 18.1 These terms of reference to be reviewed annually alongside the preparation of the Annual Report.
- 18.2 The outcome of that review to be reported as part of the Annual Report, together with any recommendations for amendment.
- 18.3 These terms of reference will be reviewed more frequently should the need arise.

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