

**Bristol, North Somerset and South Gloucestershire
Clinical Commissioning Groups
Commissioning membership forum
Terms of Reference**

Version	Date	Consultation/circulation
1	15/2/18	Area directors
2	27/2/18	Area directors;LLGs and SMT; medical director primary care
3	19/3/18	Commissioning Exec Feedback

1. Remit and responsibilities

Commissioning Membership Forums are enshrined in the BNSSG Constitution which refers to them as **commissioning locality groups** that:

“provide the primary mechanism for ensuring member practices within the commissioning localities are engaged and involved in the work of the CCG. They will:

- Bring together the practice representatives for member practices within the commissioning localities;
- Contribute to shaping the CCG’s commissioning plans;
- Ensure that the implementation of CCG-wide plans take account of local population needs; and
- Will be responsible for choosing their area’s GP representative(s) on the governing body”

For the purposes of this document and normal usage, the commissioning locality group will be known as “commissioning membership forum”.

2 Membership

Section 7.4 of the CCG’s constitution describes the commissioning membership forums established by member practices; section 8.1 of the constitution outlines the role of practice representatives.

Each commissioning locality member practice will be represented at a members meeting by its GP Practice Representative. If the practice representative is unable to attend, then they may nominate another GP from their practice to attend on their behalf, who will have authority to take decisions and vote on behalf of their practice at that meeting

Additional membership will include the locality leadership group membership (see separate terms of reference for commissioning locality leadership group membership)

In attendance will be CCG executives, area management team members and/or CCG clinical commissioning or corporate leads as required

Ordinary commissioning membership forum meetings shall be held in private except where the members decide to permit members of the public to attend all or part of a meeting.

4. Chair

At any meeting of the commissioning membership forum, the Commissioning Locality Chair shall preside. If the Commissioning Locality Chair is absent from the meeting, then the Commissioning Locality Chair will nominate a practice representative from the commissioning locality group to chair the meeting.

If the Commissioning Locality Chair is absent temporarily on the grounds of a declared conflict of interest then the Commissioning Locality Chair shall nominate a practice representative from the commissioning locality group to preside.

5. Decision Making

If a vote is required by member practices on an issue whether at a members meeting or electronically, then the following shall apply:

- a) each member practice shall have one vote;
- b) the vote shall be cast by the member practice representative or by a nominated deputy; and
- c) the decision will be carried by a simple majority of votes; save as in the event of a vote of no confidence in the Governing Body where a 75% majority would be required.

If the vote at a meeting is tied then the chair of the meeting shall have a second or casting vote.

All questions put to the vote shall, at the discretion of the chair of the meeting, be determined by oral expression or by a show of hands. A paper ballot may also be used if a majority of the members present so request.

The chair of the meeting at the commencement of the meeting shall decide whether absent members can vote by proxy. Absence is defined as being absent at the time of the vote.

The chair may decide that a vote shall take place by email. The members shall be given at least ten working days to reply and not less than one third of members must participate for the vote to be valid.

Practice representatives taking a dissenting view but losing a vote may have this recorded in the minutes. All members are expected then to support the majority decision following the meeting.

6. Quorum

Meetings will be quorate when the Commissioning Locality Chair or their nominated deputy and at least 50% of the commissioning locality members are present.

7. Administration

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the chair of the meeting at least eight working days (i.e. excluding weekends and bank holidays) before the meeting takes place. Supporting papers for such items need to be submitted at least seven working days before the meeting takes place. The agenda and supporting papers will be circulated to all commissioning locality member practices at least five working days before the date the meeting will take place.

8. Frequency of meetings

The commissioning membership forums shall hold at least 6 meetings of practice representatives per year and up to 10. These are in addition to meetings of all members of the CCG, and to the CCG's annual public meeting.

Commissioning Locality Chairs may call a meeting of the commissioning membership forums at any time. At least two weeks' notice will be given.

Practice representatives of not less than fifty percent of the commissioning locality members may call a meeting of all commissioning locality members at any time.

9. Reporting arrangements

The minutes of the commissioning membership forum meetings will record those people in attendance at the meeting, those who provided apologies and include a record of any conflicts of interest that are declared and arrangements for their management.

The minutes of a meeting will be drafted and submitted for agreement at the next meeting where they shall be signed by the person presiding at it.

No discussion will take place regarding the minutes except upon their accuracy or where the person presiding at the meeting considers discussion appropriate.

Where amendments are made at the meeting these will be made and the chair of the meeting will then have the power formally to sign the revised minutes as a true record on behalf of the commissioning membership forum members.

10. Approval and review

These terms of reference will be reviewed on an annual basis or sooner if required with recommendations made to the BNSSG Governing body for approval.