

**Bristol, North Somerset and South Gloucestershire
Clinical Commissioning Groups
Commissioning Area Leadership Groups
Terms of Reference**

Version	Date	Consultation/circulation
1	15/2/18	Area Directors
2	27/2/18	Area Directors; Area SMT; LLGs membership; Medical Director primary care

1. Remit and responsibilities

The commissioning area leadership groups provide an opportunity for the commissioning locality leadership groups to meet with other commissioning locality leadership groups in their area.

Commissioning locality groups 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

The area leadership group will support the clinical commissioning lead (area) to represent the localities in that area on the commissioning executive and at the Health and Wellbeing board.

The group will also provide the opportunity for developing an area wide joint approach with the local authority in line with the BNSSG commissioning strategy and plans and the commissioning locality plans.

2 Membership

Commissioning locality leadership groups membership is as follows:

- Clinical commissioning lead and commission executive representative (area) - chair
- The GP locality commissioning lead and Governing Body representative (Chair)
- One GP and 1 practice manager from each locality in that area one of whom should be the HWB representative if this is not the clinical commissioning lead (area)
- Area director

In attendance

- Relevant members of the area management team
- Administrative support (area team)
- Other executives and/or clinical leads as required

On a quarterly basis this may include other representatives as follows: local authority representative; locality providers including Locality provider "vehicle" (LPV)

representatives; patient and public representatives; voluntary and community services representatives etc)

Chair

At any meeting of the commissioning area leadership group, the Commissioning clinical lead (area) shall preside. If the Commissioning area Chair is absent from the meeting, then the Commissioning area Chair will nominate a practice representative from the commissioning area group to preside.

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

Decision Making

The area leadership group is not a formal decision making body but rather coordinates the views of each locality and ensures they are represented at both the HWB and the BNSSG Commissioning Executive.

Quorum

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

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 five 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 five working days before the meeting takes place. The agenda and supporting papers will be circulated to all commissioning locality member practices.

Frequency of meetings

The commissioning locality leadership groups shall meet monthly

Commissioning area Chairs may call a meeting of the commissioning area group members at any time. At least two weeks' notice will be given.

Reporting arrangements

The minutes of the commissioning area group 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.

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 area group members.

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.

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