

BNSSG GP Membership

6 localities; 3 Bristol, 2 North Somerset and 1 South Gloucestershire which contribute to shaping commissioning plans and ensure plans take account of local population needs.

The membership have reserved to themselves:

- Determining the arrangements by which the members approve those decisions that are reserved for the membership.
- Consideration and approval of applications to NHS England on any matter concerning changes to the CCG's constitution, including terms of reference for the governing body, its committees, membership of committees, the overarching scheme of reservation and delegated powers, arrangements for taking urgent decisions, standing orders and prime financial policies.
- Approval of the CCG's overarching scheme of reservation and delegation.
- Approving the arrangements for identifying practice representatives to represent practices in matters concerning the work of the CCG; and appointing clinical leaders to represent the CCG on the governing body, for example through election (if desired).
- Approving the appointment of governing body GP members (Clinical Chair and locality representatives)

The membership have delegated:

<p style="text-align: center;">BNSSG CCG Governing Body</p> <ul style="list-style-type: none"> ➢ Approval of changes to vary the appendices of the constitution ➢ Approval of detailed financial policies. ➢ Approval of arrangements for managing exceptional funding requests. ➢ Approval of arrangements for identifying the CCG's Chief Executive ➢ Agreeing the vision, values and overall strategic direction of the CCG. ➢ Approval of the CCG's operating structure. ➢ Approval of the CCG's commissioning plan. ➢ Approval of the CCG's corporate budgets ➢ Approval of variations to the approved budget where variation would have a significant impact on the overall approved levels of income and expenditure or the CCG's or its ability to achieve its agreed strategic aims. ➢ Approval of the CCG's annual report and annual accounts. ➢ Approval of the arrangements for discharging the CCG's statutory financial duties. ➢ Approval of terms and conditions of employment including, pensions, remuneration, fees and travelling or other allowances payable to employees and to other persons providing services ➢ Determining pensions, remuneration, fees and allowances payable to employees (other than for governing body members) and to other persons providing services to the CCG. ➢ Approval of disciplinary arrangements for employees, including the Chief Executive and for other persons working on behalf of the CCG. ➢ Approval of arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes. ➢ Approval of arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services. ➢ Approval of the CCG's risk management arrangements. ➢ Approval of arrangements for risk sharing and or risk pooling with other organisations ➢ Approval of a comprehensive system of internal control, including budgetary control, that underpins the effective, efficient and economic operation of the CCG. ➢ Approval of the CCG's contracts for any commissioning support. ➢ Approval of the CCG's contracts for corporate support (for example finance provision). ➢ Decision to contest CCG commissioned health services ➢ Contract award more than £1 million (contract life including VAT) ➢ Signing of all contracts over £1 million (contract life including VAT) : Chief Executive and Chief Finance Officer at the direction of the governing body ➢ Approval of decisions that members or employees of the CCG participating in joint arrangements on behalf of the CGG can make. ➢ Approval of the arrangements for discharging the CCG's statutory duties associated with its commissioning functions, including but not limited to promoting the involvement of each patient, patient choice, reducing inequalities, improvement in the quality of services, obtaining appropriate advice and public engagement and consultation. ➢ Approval of arrangements for co-ordinating the commissioning of services with other groups and with the local authority(ies), where appropriate. ➢ Approving arrangements for handling Freedom of Information requests. ➢ Approving arrangements for standards of business conduct including the management of declarations of interest and gifts and hospitality 	<p style="text-align: center;">BNSSG Audit, Governance and Risk Committee</p> <ul style="list-style-type: none"> ➢ Approval of the appointment of, and any changes to, the provision or delivery of internal audit services for the CCG. ➢ Consideration of the performance of internal and external audit services ➢ Monitoring compliance with the CCG's prime financial policies ➢ Reviewing schedules of losses and compensations and make recommendations to the governing body ➢ Reviewing the annual financial statements prior to submission to the governing body <p style="text-align: center;">Assures the Governing Body or Chief Executive by:</p> <ul style="list-style-type: none"> ➢ Providing an independent and objective view of the CCGs system of internal control including financial systems, business systems, performance information, financial information and compliance with laws, regulations and directions ➢ Recommending the CCGs risk management strategy and procedures and assuring these ➢ Assuring standards of business conduct and the management of conflict of interest ➢ Reviewing the draft annual report and accounts and recommending these to the Governing Body ➢ Monitoring and reporting on the integrity of financial reporting and financial systems ➢ Recommending the annual counter-fraud and security plans, receiving counter-fraud and security reports and providing assurance on management actions being taken in response to matters raised ➢ Seeking assurance that the CCG has robust arrangements in place to satisfy their responsibilities in relation to EPRR and Business Continuity ➢ Ensuring that the CCG has arrangements in place to work effectively with NHS Protect ➢ Approve the CCGs banking arrangements 	<p style="text-align: center;">BNSSG Chief Executive</p> <ul style="list-style-type: none"> ➢ Preparation of the group's overarching scheme of reservation and delegation ➢ Approval of the arrangements for discharging the CCG's statutory duties as an employer. ➢ Approval of human resources policies for employees and for other persons working on behalf of the CCG. ➢ Preparation and recommendation of an operational scheme of delegation that sets out who has responsibility for operational decisions within the CCG. ➢ Approval of the CCG's counter fraud and security management arrangements. ➢ Approval of proposals for action on litigation against or on behalf of the CCG. ➢ Approval of the CCG's arrangements for emergency planning (EPRR) and business continuity. ➢ Approval of the CCG's arrangements for handling complaints. ➢ Approval of the arrangements for ensuring appropriate safekeeping and confidentiality of records and for the storage, management and transfer of information and data. ➢ Contract award between £500,000 and £1 million (contract life including VAT) ➢ Signing of all contracts up to a value of £1 million (contract life including VAT) with the Chief Financial Officer ➢ Determining arrangements for handling Freedom of Information requests.
<p style="text-align: center;">BNSSG Remuneration Committee</p> <ul style="list-style-type: none"> ➢ Approval of the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities. ➢ Making recommendations to the governing body on the terms and conditions of employment for all employees of the CCG including, pensions, remuneration, fees and travelling or other allowances payable to employees and to other persons providing services to the CCG. ➢ Recommending the terms and conditions of employment for all employees of the CCG. ➢ Recommending pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the CCG. <p style="text-align: center;">Assures the Governing Body by:</p> <ul style="list-style-type: none"> ➢ Considering the appointment of the Chief Executive ➢ Reviewing the performance of the Chief Executive and other senior team members and determining salary awards ➢ Considers severance payments, if appropriate, for the Chief Executive and other senior staff ➢ Considering and determining the remuneration, fees and travelling or other allowances of Clinical Chairs and other clinical leaders 		<p style="text-align: center;">BNSSG Chief Finance Officer</p> <ul style="list-style-type: none"> ➢ Preparation of detailed financial policies that underpin the CCG's prime financial policies ➢ Contract award between £500,000 and £1 million (contract life including VAT) ➢ Signing of all contracts up to a value of £1 million (contract life including VAT) with the Chief Executive

The Governing Body are supported by other Committees that provide assurance on the delivery of its responsibilities:

<p style="text-align: center;">BNSSG Commissioning Executive</p> <ul style="list-style-type: none"> ➢ Advises the Governing Body on Strategic and operational planning matters and on decision making for the implementation of the CCG's plans ➢ Monitors the performance of provider organisations commissioned by the CCG 	<p style="text-align: center;">BNSSG Quality Committee</p> <ul style="list-style-type: none"> ➢ Provides assurance that commissioned services are meeting expected quality, safeguarding and safety standards ➢ Ensures that provider organisations take effective remedial action to address any identified shortfalls 	<p style="text-align: center;">BNSSG Strategic Finance Committee</p> <ul style="list-style-type: none"> ➢ Oversees the development and review of strategic and operational plans and associated financial plans including the System Financial Recovery Plan ➢ Ensures that all plans are supported by robust activity and financial information; ➢ Ensures that all plans are consistent with enabling strategies (workforce, estates, IM&T, communications and engagement); ➢ Monitors the CCG's in year financial performance against approved budget, giving consideration to underlying activity ➢ Ensures risks of exceeding expenditure limits are assessed and mitigating actions are in place. ➢ Oversees procurement processes for new contracts with an estimated value above £1m or where there is a significant reputational or service issue. 	<p style="text-align: center;">BNSSG Primary Care Committee</p> <ul style="list-style-type: none"> ➢ Makes collective decisions on the review, planning and procurement of primary care services in BNSSG, under delegated authority from NHS England. 	<p style="text-align: center;">BNSSG PPI Forum</p> <ul style="list-style-type: none"> ➢ Champion's robust and meaningful patient and public engagement ➢ Ensures patient and public views are taken into consideration at Governing Body meetings
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