

Corporate Assurance Committee

Terms of Reference

1. Purpose

The Corporate Assurance Committee exists to oversee the CCG's risk management arrangements and scrutinise assurance processes relating to the delivery of the organisation's statutory responsibilities.

The Audit and Governance Committee may meet 'in-common' with the Audit and Governance Committees of NHS Nottingham City CCG, NHS Nottingham West CCG and NHS Rushcliffe CCG.

2. Status

The Corporate Assurance Committee is established in accordance with the CCG's constitution and is a committee of, and accountable to, the Governing Body.

The Committee is authorised to create task and finish sub-groups in order to take forward specific programmes of work as considered necessary by the Committee's membership.

3. Duties

- a) Oversee the development, implementation and monitoring of the CCG's risk management arrangements.
- b) Ensure effective oversight of the identification and management of risks relating to the Committee's remit.
- c) Scrutinise the extent to which the principles and primary objectives of information governance are embedded within the CCG. This will include monitoring progress in achieving full compliance with the requirements of the Data Security and Protection Toolkit.
- d) Monitor compliance with the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and approve arrangements in relation to the handling of Freedom of Information requests.
- e) Monitor delivery of the organisation's annual equality improvement plan in relation to Goals 3 and 4 of the NHS Equality Delivery System (empowered, engaged and included staff / inclusive leadership at all levels).
- f) Monitor the extent to which the CCG is meeting its statutory and mandatory training requirements in relation to its workforce and for monitoring the delivery of annual staff appraisals.
- g) Monitor delivery of staff rights and pledges within the NHS Constitution and oversee

arrangements for responding to the views and experiences of the CCG's workforce, as highlighted by the annual staff survey.

- h) Oversee the delivery of all statutory and mandatory requirements relating to health, safety, security and fire.
- i) Oversee the development, implementation and monitoring of the CCG's incident management arrangements.
- j) Monitor and scrutinise progress in delivering the CCG's Sustainable Development Management Plan.
- k) Review and monitor the CCG's arrangements for business continuity.
- l) Monitor progress against the CCG's overarching Policy Work Programme and approve and monitor policies within the Committee's remit.

4. Membership

The Corporate Assurance Committee will have six members, comprised as follows:

Lay Members

- a) Two Lay Members

Managerial Members

- b) Chief Operating Officer
- c) Corporate Director
- d) Director of Strategic Planning
- e) Associate Director of Estates

Other officers may be invited to attend meetings when the Committee is discussing matters that fall within their areas of responsibility.

5. Chair and Deputy

A Lay Member will Chair the Corporate Assurance Committee, with the other Lay Member nominated to deputise in the Chair's absence.

6. Quorum

The Corporate Assurance Committee will be quorate with a minimum of four members, to include at least one lay member.

To ensure that the quorum can be maintained, Committee members are able nominate a

suitable deputy to attend a meeting of the Committee that they are unable to attend. Committee members are responsible for fully briefing their nominated deputies and for informing the secretariat so that the quorum can be maintained.

If any Committee member has been disqualified from participating in the discussion and/or decision-making for an item on the agenda, by reason of a declaration of a conflict of interest, then that individual shall no longer count towards the quorum.

7. Frequency of Meetings

The Corporate Assurance Committee will meet no less than four times per year.

Meetings of the Corporate Assurance Committee, other than those regularly scheduled above, shall be summoned by the secretary to the Committee at the request of the Chair.

8. Secretariat and Conduct of Business

Secretariat support will be provided to the Corporate Assurance Committee to ensure the day to day work of the Committee is proceeding satisfactorily.

Agendas and supporting papers will be circulated no later than three working days in advance of meetings and will be distributed by the secretary to the Corporate Assurance Committee.

Any items to be placed on the agenda are to be sent to the secretary no later than five working days in advance of the meeting. Items which miss the deadline for inclusion on the agenda may be added on receipt of permission from the Chair.

The Corporate Assurance Committee agenda will be agreed with the Chair prior to the meeting.

9. Minutes of Meetings

Minutes will be taken at all meetings, presented according the corporate style.

The minutes will be ratified by agreement of the Corporate Assurance Committee at the following meeting.

The Chair of the Corporate Assurance Committee will agree minutes if they are to be submitted to the Governing Body prior to formal ratification.

10. Conflicts of Interest Management

In advance of any meeting of the Corporate Assurance Committee, consideration will be given as to whether conflicts of interest are likely to arise in relation to any agenda item and

how they should be managed. This may include steps to be taken prior to the meeting, such as ensuring that supporting papers for a particular agenda item are not sent to conflicted individuals.

At the beginning of each Committee meeting, members and attendees will be required to declare any interests that relate specifically to a particular issue under consideration. If the existence of an interest becomes apparent during a meeting, then this must be declared at the point at which it arises. Any such declaration will be formally recorded in the minutes for the meeting.

The Chair of the Committee will determine how declared interests should be managed, which is likely to involve one the following actions:

- a) Requiring the individual to withdraw from the meeting for that part of the discussion if the conflict could be seen as detrimental to the Committee's decision-making arrangements.
- b) Allowing the individual to participate in the discussion, but not the decision-making process.
- c) Allowing full participation in discussion and the decision-making process, as the potential conflict is not perceived to be material or detrimental to the Committee's decision-making arrangements.

11. Reporting Responsibilities and Review of Committee Effectiveness

The Corporate Assurance Committee will report to the Governing Body through regular submission of minutes from its meetings. Any items of specific concern, or which require Governing Body approval, will be the subject of a separate report.

The Committee will provide an annual report to the Governing Body to provide assurance that it is effectively discharging its delegated responsibilities, as set out in these terms of reference. The Committee will conduct an annual review of its effectiveness to inform this report.

12. Review of Terms of Reference

These Terms of Reference will be formally reviewed on an annual basis, but may be amended at any time in order to adapt to any national guidance as and when issued.

Any proposed amendments to the Terms of Reference will be submitted to the Governing Body for approval.

Issue Date: May 2018	Status: DRAFT	Version: 01	Review Date: April 2019
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