

Statement of Governing Body Membership, July 2015

Members of the Governing Body are required by the CCG's constitution to share responsibility as part of a team to ensure that the Group exercises its functions effectively, efficiently and economically, with good governance and in accordance with the terms of the constitution.

Each Governing Body member brings their unique perspective, informed by their expertise and experience. Each Governing Body member has a job role description, linked to accountability, responsibility and remuneration.

The current membership of the Governing Body is given below with a description of relevant roles.

The Chair of the Governing Body: Dr Claire Fuller (appointed clinical chair).

The Chair of the Governing Body is responsible for:

- leading the Governing Body, ensuring it remains continuously able to discharge its duties and responsibilities as set out in this constitution;
- building and developing the Governing Body and its individual members;
- ensuring that the Group has proper constitutional and governance arrangements in place;
- ensuring that, through the appropriate support, information and evidence, the Governing Body is able to discharge its duties;
- supporting the Chief Officer in discharging the responsibilities of the organisation;
- contributing to building a shared vision of the aims, values and culture of the organisation;
- leading and influencing to achieve clinical and organisational change to enable the Group to deliver its commissioning responsibilities;
- overseeing governance and particularly ensuring that the Governing Body and the Group behaves with the utmost transparency and responsiveness at all times;
- ensuring that public and patients' views are heard and their expectations

understood and, where appropriate as far as possible, met;

- ensuring that the organisation is able to account to its local patients, stakeholders and the NHS Commissioning Board;
- ensuring that the Group builds and maintains effective relationships, particularly with the individuals involved in overview and scrutiny from the relevant local authority(ies).
- As the senior clinical voice of the Group, take the lead in interactions with stakeholders, including the NHS Commissioning Board.

The GP Practice Membership Representatives: Dr Jill Evans, Dr Simon Williams, Dr Robin Gupta, Dr Suzanne Moore, Dr Andrew Sharpe, Dr Kate Laws, Dr Hazim Taki, Dr Russell Hills, Dr Louise Keene and Dr Ibrahim Wali (elected via their localities)

Membership Practice Representatives represent their practice's views and act on behalf of the practice in matters relating to the Group. The role of each Membership Practice Representative is to:

- enable communications between the Members;
- discuss and debate the views and wishes of the Members;
- agree priorities for commissioning and review progress of commissioning with Members;
- provide a forum for collective decision making through the Executive Committee and Locality Sub committee structures;
- aid communications between the practices and health and social care providers;
- encourage other members of the practice such as nurses to attend open meetings which will be held by the Group;
- attend and vote on behalf of the Member practice at Locality Sub-committee meetings and AGMs of the Group.

The Chief Officer: Mr. Miles Freeman (permanent member of the Governing Body by virtue of office)

The Chief Officer of the Group is a member of the Governing Body and is

- responsible for ensuring that the Group fulfils its duties to exercise its functions effectively, efficiently and economically thus ensuring improvement in the quality of services and the health of the local population whilst maintaining value for money;
- ensuring that the regularity and propriety of expenditure is discharged, and that arrangements are put in place to ensure that good practice (as identified through such agencies as the Audit Commission and the National Audit Office) is embodied and that safeguarding of funds is ensured through effective financial and management systems;

- responsible for working closely with the Chair of the Governing Body to ensure that proper constitutional, governance and development arrangements are put in place to assure the Members (through the Governing Body) of the organisation's ongoing capability and capacity to meet its duties and responsibilities. This will include arrangements for the ongoing developments of its Members and staff.

The Chief Finance Officer: Mr. Matthew Knight (permanent member of the Governing Body by virtue of office)

The Chief Finance Officer is a member of the Governing Body and is responsible for providing financial advice to the Group and for supervising financial control and accounting systems. In addition the CFO has responsibility for:

- being the Governing Body's professional expert on finance and ensuring, through robust systems and processes, the regularity and propriety of expenditure is fully discharged;
- making appropriate arrangements to support, monitor on the Group's finances;
- overseeing robust audit and governance arrangements leading to propriety in the use of the Group's resources;
- being able to advise the Governing Body on the effective, efficient and economic use of the Group's allocation to remain within that allocation and deliver required financial targets and duties; and
- producing the financial statements for audit and publication in accordance with the statutory requirements to demonstrate effective stewardship of public money and accountability to the NHS Commissioning Board.

The Chief Operating Officer: Mrs Karen Parsons (permanent member of the Governing Body by virtue of office)

The Chief Operating Officer is a member of the Governing Body and is responsible for ensuring that operational arrangements are put in place so that SDCCG successfully delivery its strategic business objectives and delivers continuous improvement in the services provided to its population. The Chief Operating Officer is responsible for the development and implementation of effective working arrangements, to enable the CCGs' clinical leaders, together with the wider membership, to deliver the CCGs' objectives as set out in its annual commissioning plans.

The two Lay Members for Governance: Mr Peter Collis and Mr Jonathan Perkins. Appointed through open advertisement.

As well as sharing responsibility with the other members for all aspects of the CCG Governing Body business, as a lay member of the CCG's governing body these lay members bring specific expertise and experience to the work of the governing body. Their focus is strategic

and impartial, providing an external view of the work of the CCG that is removed from the day-to-day running of the organisation. Their role will be to oversee key elements of governance including audit, remuneration and managing conflicts of interest.

Mr. Peter Collis is The Senior Independent Member, Deputy Chair of the Governing Body and Chair of the Audit Committee. Mr. Gavin Cookman is Chair of the Remuneration, Nominations and Human Resources Committee.

The two Lay Members for Patient and Public Involvement: Mrs. Jacky Oliver and Mrs Gill Edelman. Appointed through open advertisement. Term of office three years (renewable, maximum of three terms).

As well as sharing responsibility with the other members for all aspects of the CCG governing body business, these lay members bring demonstrable prior knowledge, expertise and experience in patient and public involvement and engagement, as well as their knowledge as a member of the local community, to the work of the governing body. Their focus is strategic and impartial, providing an independent view of the work of the CCG that is external to the day-to-day running of the organisation. They help to ensure that, in all aspects of the CCG's business the public voice of the local population is heard and that opportunities are created and protected for patient and public empowerment in the work of the CCG.

In particular, they ensure that:

- Public and patients' views are heard and their expectations understood and met as appropriate;
- the CCG builds and maintains an effective relationship with Local Healthwatch and draws on existing patient and public engagement and involvement expertise; and;
- the CCG understand and promotes two way communication between the Governing Body and its patients and members of the public. They also ensure the CCG has appropriate arrangements in place to secure public and patient involvement and responds in an effective and timely way to feedback recommendations from patients, carers and the public.

The Secondary Care Doctor: Dr Mark Hamilton. Appointed through open advertisement. Term of office three years (renewable, maximum of three terms))

As well as sharing responsibility with the other members for all aspects of the CCG Governing Body business, as a clinical member the secondary care doctor brings a broader view, on health and care issues to underpin the work of the CCG. In particular, they bring to the Governing Body an independent understanding of patient care in the secondary care setting.

The Registered Nurse: Mrs. Alison Pointu. Appointed through open advertisement. Term of office three years (renewable, maximum of three terms)

As well as sharing responsibility with the other members for all aspects of CCG Governing Body business, the registered nurse brings an independent view on health and social care issues. This includes advising on the treatment and prevention of ill health, as well as health promotion, to underpin the work of the CCG, especially the contribution of nursing to patient

care.

Non-voting members of the Governing Body: Mr James Blythe, CCG Director of Commissioning and Strategy, Mrs Yvonne Rees, Surrey County Council nominee, and Mrs Eileen Clark, Head of Clinical Quality for the CCG.

These individuals are on the Governing Body by virtue of their professional contributions to the discharging of the CCG's functions.