

**NHS Shropshire, Telford & Wrekin CCG**  
**Future Fit Joint Committee**  
**Terms of Reference**

## **1. Introduction**

These Terms of Reference set out the revised process by which Shropshire and Telford & Wrekin CCGs will make joint decisions regarding the Future Fit Programme post public consultation

The Future Fit Joint Committee (FFJC) was convened in August 2017 and on behalf of the two CCGs acted as the decision-making body that received the recommendations from the Future Fit Programme Board on the outcome of the option appraisal process for the reconfiguration of Acute Hospital Services. At this meeting the FFJC unanimously confirmed which options the CCGs believed were deliverable together with the recommendation of a preferred option and the agreement to proceed to formal consultation. This was then subjected to the NHSE assurance process.

Following the conclusion of the NHSE assurance process and announcement of the availability of capital funding, the public consultation process was launched on 30<sup>th</sup> May 2018 and was due to run for 14 weeks. It was agreed at the mid-point review to extend the consultation by one week and conclude on 11<sup>th</sup> September 2018. The Consultation Findings Report was provided to the CCGs on 9<sup>th</sup> November 2018.

It has now been agreed by both CCG Boards that the Future Fit Joint Committee will be reconvened post public consultation to receive the outcome of the formal public consultation process, to confirm that the two CCGs have met their statutory duties and have held an effective and robust public consultation process and to receive the final Decision Making Business Case (DMBC).

The original Terms of Reference have been reviewed and amended to accommodate the additional delegation of powers by the two CCGs.

## **2. Establishment**

These Terms of Reference are drawn up in line with: NHS Shropshire CCG Constitution: Section 6; and NHS Telford & Wrekin CCG Constitution: Section 6.

In the event of contradiction or dispute, this document should be seen as the authoritative document in respect of the NHS Future Fit Joint Committee functions

The CCGs have agreed to establish and constitute a Joint Committee with these terms of reference to be known as the FFJC.

## **3. Functions of the Committee**

Following the Future Fit Programme Board receiving the formal outcome Report of the Public Consultation, the Equalities and Health Inequalities Impact Assessment Report and making any recommendations, the FFJC will be convened and on behalf of the two CCGs act as the decision making body:

To receive and approve the recommendations set out in the DMBC which will include:

- Independent analysis of consultation feedback
- Equalities and Health Inequalities Impact Assessment and mitigation plans
- Travel and Transport Analysis and Mitigation Plan

- The outcome of any other additional work set out in the PCBC as being required by the CCG Boards or by NHS E

#### **4. Membership**

The Joint Committee will be constituted solely of voting members.

The Joint Committee will be chaired by a voting Independent Chair. It is expected that this will be an officer from another CCG outside of area.

In addition to the voting independent Chair, the voting members of the Joint Committee shall comprise:

3 Clinicians from each CCG (who would be members of the Governing Body)

2 Lay Members from each CCG

1 Executive from each CCG Governing Body (this will specifically exclude the Joint SROs)

2 Clinicians from outside of area

The Voting Independent Chair and the Voting Independent Clinicians will be appointed by NHSE and approved by the two CCG Governing Bodies.

Powys Teaching Health Board will be invited to the FFJC but will be non-voting. This reflects the Powys Teaching Health Board's position regarding voting.

Invited named Observers at the FFJC will include:

- Telford and Wrekin Healthwatch one representative
- Shropshire Healthwatch one representative,
- Shropshire Patient Group one representative,
- Telford Patients First Group,
- Powys Community Health Council one representative,
- Telford and Wrekin Council one representative
- Shropshire Council one representative

All members are required to comply with the NHS Shropshire and Telford & Wrekin CCGs' Future Fit Joint Committee Principles for Joint Working and Member Code of Conduct.

#### **5. Voting**

The voting members (which, for the avoidance of doubt, include any deputies attending a meeting on behalf of the Joint Committee Members) shall each have one vote.

The decision of the Joint Committee would be by majority vote and be binding on both CCGs.

#### **6. Deputies**

Any other individual (subject to compliance with the constitution) may deputise for any Joint Committee Member provided that the relevant CCG has made a request in advance of the meeting to the Chair of the Joint Committee to arrive no later than the day before the relevant meeting (or within such shorter period before the meeting as the Chair may in his or her sole discretion decide).

#### **7. Meetings**

The Joint Committee shall meet at such times and places as the Chair may direct on giving reasonable written notice to the members of the Joint Committee. Meetings of the Joint Committee shall be open to the public unless the Joint Committee considers that it would not be in the public interest to permit members of the public to attend.

## **8. Quorum**

The quorum for a meeting of the Joint Committee shall be that all of the voting members or their nominated deputy of the Joint Committee must be in attendance.

## **9. Attendees**

The Chair of the Joint Committee may at his or her discretion permit other persons to attend its meetings but, for the avoidance of doubt, any persons in attendance at any meeting of the Joint Committee shall not count towards the quorum or have the right to vote at such meetings.

## **10. Administrative Support**

Support for the Joint Committee will be provided by the Future Fit Programme Team. Papers for each meeting will normally be sent to Joint Committee members no later than one week prior to each meeting. By exception, and only with the agreement of the Chair, amendments to papers may be tabled before the meeting. Every effort will be made to circulate papers to members earlier if possible.

## **11. Notice**

Either CCG may withdraw from these arrangements and revoke its delegation to the Joint Committee at any time by notice given by its Governing Body to the members of the Joint Committee. Neither CCG can retrospectively revoke the constituted JC or its decisions.