

Appendix B

NHS Herts Valleys Clinical Commissioning Group

Investment Committee Terms of Reference

1.0 Role

The Investment Committee (the “Committee”) is a Committee of the Board established to review and assess potential service investments and disinvestments in line with NHS Herts Valleys Clinical Commissioning Group’s strategy. This will include assessing business cases focusing on the return on investment and value for money to improve health and reduce health inequalities.

The strategic context relates to the full implementation of Your Care, Your Future which is complementary to the STP strategy for Hertfordshire and west Essex.

2.0 Membership

2.1 Members of the Committee shall be appointed by the Board. The Committee shall be made up of:

Two Lay-members of the Board
Two GP Board Members
Accountable Officer
Chief Financial Officer

2.2 The Chair of the Committee will be a Lay Member of the Board. In the absence of the Committee Chair and/or appointed Deputy, the remaining members present shall elect another member to Chair the meeting.

2.3 Deputies will not be able to represent members of the Committee.

2.4 When there are conflicts of interest related to general practice, then the GP members may be permitted to participate in the discussion but be excluded from the decision. If an interest is sufficient to exclude both GPs from taking part in the meeting and general practice advice is required, then advice will be received from a neighbouring CCG.

3.0 Secretary

3.1 There will be a nominated member of staff to be the Secretary of the Committee.

4.0 Quorum

4.1 The quorum necessary for the transaction of business shall be three members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

5.0 Frequency of meetings and attendance requirements

5.1 The Committee will meet as and when required during the course of the year.

5.2 The format of the meetings can be face to face, virtual and/or via telecon to ensure timeliness of decisions if and when needed.

5.3 Committee members should aim to attend all scheduled meetings. The Secretary of the Committee shall maintain a register of attendance which will be published in the CCG’s Annual Report.

6.0 Notice of meetings

6.1 Meetings may be called by the Secretary of the Committee at the request of any of its members or where necessary.

6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person required to attend and all other Board members, no less than five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees at the same time.

7.0 Minutes of meetings

7.1 The Secretary, or nominated deputy, shall minute the proceedings of all meetings of the Committee, including recording the names of those present and in attendance.

7.2 Members and those present should state any conflicts of interest in relation to open agenda items to the Chair of the Committee prior to the meeting. Where there is a conflict of interest the Chair will notify the member whether they should withdraw from the meeting, the discussion and/or voting. The Secretary should minute how any conflicts of interest have been managed.

7.3 Minutes of Committee meetings should be circulated promptly to all members of the Committee unless a conflict of interest exists and, once agreed, submitted to the public Board meeting for information.

8.0 Annual General Meeting

8.1 The Chair of the Committee will normally attend the Annual General Meeting and be prepared to respond to any questions on the Committee's activities.

9.0 Duties

The Committee has delegated responsibility for the following:

9.1 Review, evaluate and recommend to the Board for approval the guiding principles that govern the overall approach with respect to the CCG's service investment and disinvestment plans and level of risk management. This will be in line with national requirements, local and economy wide agreed strategies.

9.2 The guiding principles for service investments and disinvestments will take into account:

9.2.1 return on investment

9.2.2 value for money

9.2.3 the payback period for investments

9.2.4 the impact on the local health and social care economy.

9.3 Review and approve all service investment proposals in relation to the delegation authority approved by the Board in excess of £50,000.

9.4 Consider and approve all disinvestment proposals of existing schemes and projects with a value in excess of £50,000.

The Q&P committee will have responsibility to ensure ongoing performance and effectiveness of schemes which are approved for investment.

The role of Commissioning Executive will be to continue to assess the clinical and strategic aspects of business cases and developments. The finances associated with business cases will be assessed by the Investment Committee.

10. Reporting responsibilities

10.1 The Committee will report to the CCG Board who will approve its Terms of Reference and membership.

10.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

10.3 The Committee will supply approved minutes to the Board and report on its proceedings after each meeting.

10.4 The Committee will produce an Annual Report to the Board.

10.5 The Committee will report details of key decisions to the Commissioning Executive Committee.

11. Other matters

11.1 The Committee should:

11.1.1 Have access to sufficient resources in order to carry out its duties;

11.1.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members;

11.1.3 Give due consideration to laws and regulations;

11.1.4 At least once per year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend to the Board for approval, any changes it considers necessary.

12. Authority

12.1 The Committee has no other powers, other than those specifically delegated in these Terms of Reference. The Committee is authorised to:

12.1.1 Seek any information it requires from any employees of the CCG in order to perform its duties;

12.1.2 Obtain, outside legal or other professional advice on any matters within its terms of reference via the Head of Corporate Governance;

12.1.3 Call any employee to be questioned at a meeting of the Committee as and when required.

13. Monitoring and review

13.1 The Board will monitor the effectiveness of the Committee through receipt of the Committee's minutes and such written or verbal reports that the Chair of the Committee might provide.

13.2 The Head of Corporate Governance will assess agenda items to ensure they comply with the Committee's responsibilities.

13.3 The Head of Corporate Governance will monitor the frequency of the Committee meetings and the attendance records to ensure minimum attendance figures are complied with. The attendance of members of the Committee will be reported to the Chairman of the CCG and included within the CCG's Annual Report.

13.4 Terms of Reference approved by the Investment Committee: 1 December 2016

13.5 Terms of Reference approved by the Board: 24 November 2016

13.6 Terms of Reference to be reviewed annually.

Date of next review by Investment Committee: December 2017