

Report to the Somerset Primary Care Commissioning Committee Meeting on 9 June 2021

Title: Annual Review of the Terms of Reference	Enclosure F,Fi,Fii
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Version Number / Status:	1.0
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Clinical Lead:	N/A
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Summary and Purpose of Paper –

The Terms of Reference (ToR) for the Somerset Primary Care Commissioning Committee and the ToR for the Somerset Primary Care Operational Group are required to be formally reviewed annually.

For the Somerset Primary Care Commissioning Committee ToR, there are no significant changes, only minor changes to reflect job titles and acknowledge the move to an Integrated Care System.

For the Somerset Primary Care Operational Group ToR, the main update revolves around a membership review, with other updates relating to the role of the Primary Care Operational Group, specifically looking at ensuring declarations of interest are up to date and the move to an Integrated Care System. The Primary Care Operational Group reviewed the updated draft ToR during the meeting on the 10 March 2021 and endorsed the changes.

Recommendations and next steps

The Primary Care Commissioning Committee is asked to:

- **Review** the Terms of Reference changes for both the Somerset Primary Care Commissioning Committee and Somerset Primary Care operational Group,
- **Approve** the Terms of Reference for review in another year.

Impact Assessments – key issues identified

Equality	For the Somerset Primary Care Commissioning Committee, an open and transparent approach to ensure the public and patients are sighted on topics to support a culture that promotes and encourages equality and fairness in the conduct of all CCG business.
Quality	N/A
Privacy	The Primary Care Operational Group is to be held in private. Part A meetings of the Somerset Primary Care Commissioning Committee are to be held in public with publication of papers beforehand. Part B of the Somerset Primary Care Commissioning Committee is to be held in private.
Engagement	The Terms of Reference will be annually reviewed and considered by the Committee.
Financial / Resource	N/A

Governance or Legal	The CCG is required to demonstrate that appropriate recommendations are implemented and decisions fairly considered. Items considered during the Primary Care Operational Group are brought to the Somerset Primary Care Commissioning Committee.			
Risk Description	N/A			
Risk Rating	Consequence	Likelihood	RAG Rating	GBAF Ref