

Constitution Change Form

This form is to be used to propose changes to the Hammersmith and Fulham Clinical Commissioning Group constitution. Proposed amendments will be discussed at members meeting scheduled for 20th May 2014 and members will be asked to vote to agree, not agree or vary the proposed change at the meeting.

Clause reference number, heading and page number	Proposed amendment to Central London CCG Constitution	Does this change affect other clauses? If so, state related clause ref no, heading & page no	Amendment proposed by:	Rationale for change:	[[CCG use only]] Change agreed? (Yes/ No/ Variation - specify)
6.4.1 page 22	Rename joint Finance and Performance Committee to Performance Committee Add Information Strategy and Information Governance Committee to list of joint committees	No	Ben Westmancott	To reflect new name of Committee Newly established joint committee	
6.4.2 page 23	Replace OD and Governance Committee with Engagement and Organisational Development Committee	No	OD and Governance Committee	To reflect new name of Committee due to proposed merger of OD and Governance Committee and Stakeholder Engagement Working Group	
Appendix C – Standing Orders 2.3.5 and 2.3.7 page 46	Election Process Increase maximum tenure for elected governing body positions to a maximum of three consecutive terms	No	OD and Governance Committee	To ensure continuity and corporate memory is retained.	
Appendix C – Standing Orders 2.5.1 page 47	Networks Remove mention of five networks	No	Mariama Mansaray	Review of networks is currently underway and the number of networks may change in future	
Appendix C – Standing Orders 3.2.1 page 48	Insert the following text at para 3.2.1 – ‘In exceptional circumstances, late papers may be circulated.’	No	Ben Westmancott	To ensure alignment with current process	

Appendix C – Standing Orders 3.3.2 page 48	Frequency of meetings Change usual frequency from monthly to bi-monthly and minimum frequency to three months	No	Governing Body	To reflect change in meeting cycle agreed last year	
Appendix C – Standing Orders 3.7.1 page 48-49	Quorum Replace text at para 3.7.1 with – ‘A quorum will be reached when a third of the voting members are present. This must include a minimum of three elected members, at least the Chair or Vice Chair, one officer and at least one lay member.’	No	Ben Westmancott	To ensure alignment with other CWHHE CCGs	
Appendix C – Standing Orders 3.9.1 page 50	Emergency powers and urgent decisions <ul style="list-style-type: none"> • Insert the following text at para 3.9.1 – ‘Emergency meetings can be called by the chair (or vice chair in their absence), the chief officer and the chief finance officer.’ • Remove the following bullet under para 3.9.1 – ‘If the chair agrees, the briefing note should be signed and dated by the chairman, together with any reasons for the decision.’ 	No	Ben Westmancott Mariama Mansaray	To ensure alignment with current process	
Appendix C – Standing Orders 3.12.1 page 50	Minutes: Remove requirement for Chair to sign minutes of governing body meetings	No	Mariama Mansaray	To ensure alignment with current process	
Appendix C – Standing Orders 4.2.1 page 51	Terms of reference <ul style="list-style-type: none"> • Remove text that states ToRs will be added to the constitution as an appendix 	Yes Appendix H	Ben Westmancott	To support the proposed removal of Committee ToRs as an appendix to the constitution	
Appendix H - Committee Terms of Reference	Remove all Committee Terms of Reference (ToRs)	Yes Appendix C – Standing Orders 4.2.1 page 51	Ben Westmancott	To allow ToRs to be amended without the need to go through the constitutional change process	