

## Business Case Sub Committee

### Terms of Reference

#### 1. Purpose

The Business Case Sub Committee has been established to consider all business cases submitted to NHS Kingston Clinical Commissioning Group (KCCG). The Business Case Sub Committee is a Committee of KCCG's Governing Body and makes recommendations to the Governing Body around acceptance or not of business cases.

#### 2. Objectives

- i. To review all business cases, regardless of origin, submitted to KCCG and make recommendations to the Governing Body whether a business case should be supported or not.

Any decision taken by the Business Case Subcommittee will be presented to the Governing Body for ratification. However, to ensure that the implementation of approved business cases are not held up, the Business Case Sub Committee will approve, as appropriate, the start of any business case prior to the next meeting of the Governing Body.

- ii. To ensure that all Business Cases are submitted to the Sub Committee on the agreed template where at all possible. A copy of the Business Case template is attached. Where business cases have been inaccurately or inadequately completed the Business Case Sub Committee will refer the Business Case back to the originator before further consideration to the proposal will be given.
- iii. To scrutinise all risks and opportunities associated with the business case to ensure that an informed recommendation can be made to the Governing Body.
- iv. Before any business case is discussed by the committee they need to be reviewed and supported by the financial and quality leads. Without these endorsements the Business Case Subcommittee will not consider any business case presented.

- v. To ensure that there are adequate review arrangements in place for any business cases that are being recommended for implementation. The Sub Committee may request to see outcomes of the review of any Business Cases
- vi. To act as a forum to identify opportunities for developing business cases, identifying leads to take the development of any business cases forward as appropriate
- vii. To ensure that all the Communication and PPI needs associated with the Business Case has been appropriately addressed including the completion of an Equality Analysis Template
- viii. The Business Case Subcommittee will provide advice and assurance of any procurement processes adopted by CCG.
- ix. The Business Case Sub Committee will review any conflict of interest associated with any business case considered. Where the business case Sub Committee requires further advice around a perceived conflict of interests the issues will be referred to the Integrated Governance Committee or Governing Body as appropriate

### **3. Membership**

The Business Case Sub Committee membership will include:

2 x Governing Body GPs - one of whom will chair the meeting  
RBK Director of Public Health or representative  
Chief Finance Officer or representative  
Chief Operating Officer  
Head of Out of Hospital Commissioning or representative  
Chief Pharmacist or representative  
Quality Manager  
Patient and Public Involvement Manager  
Administrative Support

**The clinical sponsor and managerial lead for any business case being considered will be asked to present at the committee.**

Papers will be circulated one week in advance of the meeting to allow members to comment if they are unable to attend.

### **4. Quoracy**

For the meeting to be quorate the attendance of one GP and one member of the Governing Body is needed

## **5. Declarations of Interest**

The committee will keep a register of member's interests and interests relevant to items under discussion will be declared at each meeting as required. Inevitably in such a group there will be conflicting interests and it is role of this group to manage these.

## **6. Accountability and Reporting Arrangements**

The Business Case Committee will make available the minutes of any meeting to the Governing Body. Any decision made by the Business Case Sub Committee will be submitted to the Governing Body for ratification.

## **7. Frequency of Meetings**

Meetings will be held as required

## **8. Review**

The Committee will review its Terms of Reference on an annual basis as a minimum. The next review date is August 2014.