

MEETING:

AGENDA ITEM:

DATE: NOVEMBER / DECEMBER 2013

TITLE: LCG ELECTIONS – FEBRUARY 2014

**FROM: JESSICA BAWDEN
DIRECTOR OF CORPORATE AFFAIRS**

FOR: APPROVAL

1. ISSUE

The purpose of this paper is

- to set out the proposed process for LCG Elections which will take place in February 2014
- to seek endorsement from LCG Boards and the Governing Body to take this forward.

2. STRATEGIC OBJECTIVES / CCG ASSURANCE FRAMEWORK / EDS LINK

This paper links to:-

Strategic Aim 5 – Organisational Development and Workforce and Strategic Aim 6 – Governance.

CCG Assurance Framework Risks ODW2 Some GPs/ Clinicians not fully engaged in Commissioning, ODW4 Failure to deliver robust Organisational Development for the CCG and G1 Risk to maintaining robust CCG Governance arrangements.

Equality Delivery System Goals EDS 3 – Empowered, engaged and well supported staff and EDS 4 – Inclusive Leadership at all levels.

3. KEY POINTS

- 3.1 6.5.3 (a) of our Constitution states that “Member practices will elect representatives onto the LCG Board or equivalent leadership body in line with the LCG’s Terms of Reference, using a fair and open process agreed with the Cambridgeshire Local Medical Committee.”
- 3.2 5.7 of our CCG Operating Model states “Each LCG will select (and if appropriate elect) a GP member of their Board to sit on the Governing Body.

- 3.3 The majority of LCG Terms of Reference explicitly state that elections should take place every 2 years. In some cases, LCG Boards have agreed a staggered approach i.e. CATCH where it is explicit that 50% of members to be elected at one time to maintain organisational resilience and continuity.
- 3.4 LCG Boards will elect one representative to join the GP Membership of the Governing Body.

4 PROCESS

- 4.1 Following discussions with the Cambridgeshire Local Medical Committee (LMC), we would propose that the following process and timescale is followed:-

Timescale	Stage	Process
w/c 16 December 2013	Approve process	LCGs to confirm approval of process to CCG Secretary CCG Gov Body (via delegated approval sought 4 December 2013) to approve by 23 December 2013)
w/c 6 January 2014	Confirm Electoral Role for each LCG constituency	Two week timescale This will include all GPs working in Cambridgeshire & Peterborough, including Locum GPs, via the performers list and GPs working in our practices in Northants & Herts
w/c 13 January 2014	Confirm posts up for Election	LCGs to confirm the number of LCG Board posts that will be elected based on their own local arrangements. LCGs to provide narrative for inclusion in CCG letter.
w/c 20 January 2014	Prepare Election Paperwork	CCG to prepare, in liaison with LMC
w/c 27 January 2014	Call for Nominations	CCG to write to all electorate calling for nominations. Two week timescale. Nominations to be received and processed by LMC Eligibility Criteria will be based on working for a substantial amount of time within your LCG area. Candidates to prepare Statements of Nominations and provide photo (100 words). Candidates to confirm Partnership Agreement. Candidates to provide a current photo. Nominations to be returned to the LMC by 14 February 2014.
w/c 24 February 2014	Elections	LMC to send out ballot papers based on the Single Transferable Voting System. Ballot papers to be returned by 7 March 2014
w/c 10 March 2014	Election Results	LMC to contact unsuccessful and successful candidates. LMC to notify CCG & LCGs of outcome. Formal announcement to be made by CCG.
w/c/17 March 2014	GP Governing Body members to be agreed	LCG Boards to meet and select (or if appropriate elect) a representative to become GP Governing Body member. LCG Boards to confirm representative to CCG Secretary
8 April 2014	CCG Governing Body Meeting	CCG Governing Body to welcome and confirm new GP Governing Body members.

- 4.2 Due to the timeframe, we would ask that LCGs respond to the CCG Secretary by 16 December 2013 with confirmation of their approval to the process.
- 4.3 The Governing Body will be asked to delegate formal endorsement of the process to the CCG Lay Chair, Chief Clinical Officer and the Chief Operating Officer.

5 RECOMMENDATION

5.1 For Local Commissioning Groups

- 5.1.1 LCGs are asked to consider the proposed process for LCG elections and confirm approval to the CCG Secretary by 16 December 2013.
- 5.2.2 LCGs are asked to confirm the number of posts to be elected to in line with their Terms of Reference to the CCG Secretary by 15 January 2014.

5.2 For CCG Governing Body

- 5.2.1 The Governing Body is asked to note the proposed process for LCG elections set out in Section 4. above.
- 5.2.2 The Governing Body is asked to note that LCGs have been asked to confirm their approval of the process by 23 December 2013.
- 5.2.3 The Governing Body is asked to delegate formal endorsement of the process to the Chair, Chief Clinical Officer and Chief Operating Officer.
- 5.2.4 The Governing Body is asked to agree that the Cambridgeshire Local Medical Committee runs the independent election process on behalf of the CCG.

Author: Sharon Fox
CCG Secretary
14 November 2013