

Joint Locality Members Forum

Terms of Reference

1. Background

Wandsworth CCG has three Locality Commissioning Groups. The Locality Commissioning Group members meet regularly in their Localities at Members Forum meetings. Locality Members Forums are held 100 times per year with members expected to attend a minimum of 8 out of the 10. In addition to this the 3 Localities meet bi-annually at the Joint Locality Members Forum.

2. Objectives

The Joint Locality Members Forum will meet twice a year. These meetings are in addition to Locality Members Forums and the WCCG statutory Annual General Meeting. The aims of these meetings are to:

- Share good practice amongst members
- To share information between the CCG, Localities and Members
- To raise any issues that the Localities feel are pertinent
- To feedback on commissioning issues in the Localities to the WCCG as appropriate

3. Membership

The core membership of the Joint Locality Members Forum will comprise:

- WCCG Chair (Chair of the meeting – non-voting)
- Locality Clinical Leads (non-voting)
- A Member representative who has delegated authority from their Practice (i.e. a mandate from their Practice to vote on issues on their Practice's behalf) for each Member practice

In attendance (non-voting):

- Locality Manager for each Locality
- Locality Administrator (minute taker)
- Senior WCCG officers
- Additional representatives from Member practices as determined by each
- 2 Patient Public Representatives from each Locality

4. Meeting Frequency

The Joint Locality Members forum will meet 2 times per year at the end of January and the end of September. Included in the meetings will be the opportunity to approve annual plans and plan for winter pressures if necessary.

In exceptional circumstances the Chair can call a confidential part 2 of the meeting which will comprise a restricted membership as determined by the Chair.

5. **Agenda**

The agenda will be established via the LCG Leads in conjunction with the CCG Chair.

Additionally, should 20% of the total member practices wish to set an agenda item then this must go onto the agenda.

6. **Voting**

Should a vote be required on an issue, support from a majority (51%) of the member practices present will constitute a pass of the proposal. A practice must be represented at the JLMF meeting in order to vote. The result will be passed to the CCG's Governing Body (the 'Board') as a recommendation for the Governing Body to consider. One vote per Practice is permitted.

7. **Minutes**

Accurate minutes will be recorded and circulated no later than one week after the meeting.

8. **Accountability and Review**

The Joint Locality Members Forum reports to the Governing Body of Wandsworth CCG.

9. **Review**

The Terms of Reference will be reviewed annually.

