COMMITTEE ADMINISTRATION PROCESS
1. PURPOSE

The purpose of this document is to map out the process in relation to administration support provided to the Governing Body and associated Committees for NHS Halton CCG.

2. PROCESS (See Appendix A)

2.1 Prior to the Meeting

2.1.1 Agenda Planning
Agenda Planning takes place with the relevant meeting Chair, at least 15 days prior to the date of the next meeting, in order to ensure that all relevant papers are placed on the agenda. The use of the Agenda Planning document (see template at Appendix B) will ensure that all standing items and new items are noted in readiness for final agenda planning.

2.1.2 Receipt of Papers
Once the Agenda planning has taken place, the Committee Administrator will contact the relevant people to request the papers for the meeting. It must be advised that papers are to be received 10 days prior to the meeting date, and ask that if there is likely to be a delay, to advise the Committee Administrator. This can then be taken into consideration for work planning and when preparing the final meeting packs for distribution.

2.1.3 Formatting of Papers
All those involved in writing and submitting the appropriate committee reports must use the standard report template (see Appendix C), ensuring that all sections on the template are completed. It is vital that the information relating to the BAF/Risk Register and the levels of assurance are completed prior to submitting to the Committee Administrator.

2.1.4 Final Agenda Planning
Once all papers have been confirmed for the agenda, a final planning session will take place to ensure that items, their purpose on the agenda and timings are agreed and scheduled appropriately. Once this has been completed a final Agenda can be completed (see example at Appendix D).

2.1.5 PDF/Email Papers
Once all papers have been received these will be combined into PDF format and numbered according to the Agenda reference and should also be bookmarked in the document for ease of use. These papers will then be circulated to the relevant meeting attendees in accordance with the appropriate circulation list.

2.1.6 Prepare Register and Declarations of Interest
It is important that there is a completed Signing in Register which shows all members relevant and up to date information regarding Declarations of Interest. The Chair of the meeting needs to advise at the beginning of the meeting that any changes to Declarations need to be made at the meeting.
If at any time during the meeting there is a topic/discussion that may be pertinent to a Declaration of Interest to any member of that specific committee, they must be asked to leave the meeting whilst the discussion takes place. This information needs to be noted in the minutes and also be amended via Datix.

2.2 During/Post Meeting

2.2.1 Minute Taking
All notes taken for the meeting need to ensure that all relevant agenda items are noted and discussions recorded, the notes must also include any issues relating to Declarations of Interest.

2.2.2 Attendance Register
The Committee Administrator must make sure that everyone who attends the meeting signs the register. Members must also ensure that any changes to Declarations of Interest are made and noted on the register. This information is then recorded onto the individual's record via Datix and amended on the Attendance spread sheet, (see Appendix F). Some of this information is used to provide information for the NHS Halton CCG Annual Report and also in relation to financial information for practice and clinical leads in attendance.

2.2.3 Signing of Previous Minutes
At the end of the meeting, providing the minutes have been agreed and ratified, the Chair of the relevant meeting should sign the previous meetings. The minutes are then scanned and saved into the relevant committee folder on the G:Drive and also a paper copy is filed.

2.2.4 Producing Minutes
The minutes of the meeting should be produced and typed up the day after the meeting to ensure that they are completed within the 5 day timescale advised in the relevant Terms of Reference. The minutes should be produced on the relevant meeting templates (see example at Appendix G). The minutes should be checked by the Head of Corporate Services and the relevant meeting chair. The minutes should also include an Action Log, highlighting any previous or new actions that need to be recorded.