

INTEGRATED COMMISSIONING COMMITTEE (COMMITTEES IN COMMON)

TERMS OF REFERENCE

1. PURPOSE

- 1.1 NHS Hull Clinical Commissioning Group (CCG) Board has established an Integrated Commissioning Committee (Committees in Common) in accordance with its Constitution, Standing Orders and Scheme of Delegation. These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the CCG's Constitution and Standing Orders.
- 1.2 The Integrated Commissioning Committee (Committees in Common) is responsible for facilitating shared decision-making between the CCG and Hull City Council with respect to joint commissioning and the integrated financial plan.
- 1.3 The committee is able to direct further scrutiny, both internally and externally where appropriate, for those functions or areas where it believes insufficient assurance is being provided to the CCG Board.
- 1.4 Links and interdependencies

The Integrated Commissioning Committee (Committees in Common) will provide an opinion to the Integrated Audit and Governance Committee as to the assurances that can be provided for its areas of responsibility. In addition, the Committee will also link specifically to the following:

- i. Hull City Council Cabinet Sub-committee for Integrated Commissioning;
 - ii. Planning and Commissioning Committee;
 - iii. Primary Care Commissioning Committee;
 - iv. Integrated Audit and Governance Committee; and,
 - v. Integrated Commissioning Officer Board (ICOB).
- 1.5 The Committee is chaired by the CCG Chair. In which case the term "Chair" is to be read as a reference to the Chair of the Committee as the context permits, and the term "member" is to be read as a reference to a member of the Committee also as the context permits.

2. ACCOUNTABILITY

- 2.1 The Integrated Commissioning Committee (Committees in Common) is directly accountable to the CCG Board for overseeing and providing update reports on the matters detailed under Section 11 (Remit).

3. AUTHORITY

- 3.1 The Integrated Commissioning Committee (Committees in Common) is authorised to take decisions in accordance with the directions given to it by the CCG Board. It may seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 3.2 Subject to such directions as may be given by the CCG Board, it may establish sub-committees as appropriate and determine the membership and terms of reference of such. The Standing Orders and Prime Financial Policies of the CCG, as far as they are applicable, shall apply to the Committee (Committees in Common) and any sub-committees.
- 3.3 The Committee is authorised by the CCG Board to obtain external legal or other independent professional advice and to secure the attendance of subject matter experts if it considers this necessary.

4. REPORTING ARRANGEMENTS

- 4.1 All meetings shall be formally minuted and a record kept of all reports/documents considered.

The reporting arrangements to the CCG Board shall be through the submission of a written Chair's Report on the progress made and assurances received to the next CCG Board meeting.

- 4.2 Disclosure/Freedom of Information Act (FOI)

The senior officer with responsibility for corporate governance will be responsible for ensuring that FOI requirements in relation to the Committee's minutes and reports are met. The chair of the committee will seek the advice of the senior officer with responsibility for corporate governance in relation to any matters where an exemption as defined within the Freedom of Information Act 2000 is believed to apply.

5. MEMBERSHIP

- 5.1 The Membership of the Integrated Commissioning Committee (Committees in Common) is listed at Appendix 1.
- 5.2 Members are required to attend 4 out of 6 of scheduled meetings. Attendance will be monitored throughout the year and any concerns raised with the Chair and relevant Member.

6. APPOINTMENT OF CHAIR

6.1 The Chair shall be appointed by the CCG Board. The Vice-Chair shall be determined by the Committee.

7. QUORACY / DECISION MAKING

7.1 The quorum for meetings shall be two members, one of whom shall be the Chair or Vice Chair.

7.2 If a quorum has not been reached, then the meeting may proceed if those attending agree but any record of the meeting should be clearly indicated as notes rather than formal Minutes, and no decisions may be taken by the non-quorate meeting of the Committee. Matters requiring a decision in such circumstances can either be deferred to the next subsequent quorate meeting or the CCG board.

8. ATTENDANCE

8.1 Senior executive officers or other managers of the CCG will be invited to attend the Committee for items of relevance.

9. MEETINGS

9.1 Meetings shall be administered in accordance with the CCG Constitution, Standing Orders and Prime Financial Policies.

9.2 Meetings of the Committee shall be held bi-monthly.

9.3 The ~~Director of Integrated Commissioning~~ Chief Operating Officer will ensure the Committee is supported administratively and will oversee the following:

- i. Agreement of agenda with the Chair and the collation/circulation of papers;
- ii. Co-ordination of the agenda with Hull City Council's Cabinet Sub-committee for Integrated Commissioning;
- iii. Taking the Minutes and keeping a record of matters arising and issues to be carried forward; and,
- iv. Advising the Committee on pertinent issues/areas.

9.4 An Annual Schedule of Meetings shall be agreed at, or before, the last meeting each year in order to circulate the schedule for the following year.

10. CONFIDENTIALITY

10.1 All Members are expected to adhere to the CCG's Constitution, Standards of Business Conduct and Conflicts of Interest Policy.

11. REMIT

11.1 The remit of the Committee is as follows:

- i. Decision making in relation to the integrated financial plan agreed by Hull City Council's Cabinet and the CCG annually;
- ii. Governance of the Better Care Plan – joint agreement of commissioning decisions within the Better Care Plan Framework;
- iii. Agreement of complementary decisions relating to a list of decisions required set out within the plan and agreed by Cabinet/the CCG annually;
- iv. Oversight of budgets for Health, Adult Social Care, Children & Families, Disabled Facilities (High Needs) and Public Health as set out in the integrated financial plan to ensure joined up investment and disinvestment decisions; and,
- v. Approval and implementation of a single prioritisation framework.

12. REVIEW OF THE TERMS OF REFERENCE

- 12.1 The Terms of Reference will be reviewed not less than annually and submitted to the CCG Board for approval as necessary.

INTEGRATED COMMISSIONING COMMITTEE (COMMITTEES IN COMMON) MEMBERSHIP

Membership of the Committee is determined and approved by the CCG Board and will comprise:

Members

- CCG Chair (Chair of Committee))
- Lay Member (Vice-chair of the Committee) and
- -(GP Board Member)

In Attendance (Standing Attendees)

- ~~Director of Integrated Commissioning~~Chief Operating Officer

In Attendance (Add hoc)

- Senior executive officers or other managers of the CCG

N.B. Nominated suitable deputies may be appointed subject to approval by the CCG Board.