

Appendix 3b Terms of Reference - Integrated Commissioning Group

1. PURPOSE, REPORTING LINES, LIMITATIONS AND REVIEW

*This section should set out in no more than a couple of sentences the specific **PURPOSE** of this group (**WHY** it was established). It should state **WHO** established this group (usually a parent body), its reporting and accountability lines to its parent body and whether it has any limitations placed on its work, or whether it is a group of influence/ advisory body to others. If it does have any delegated powers (e.g. spend) then to state **HOW** it has been given those powers (do not state what those powers are in this section).*

Regarding reporting back to the parent group then this section should state how this is done and if relevant by whom. It should also state how often the group will review the relevance and value of its work and its terms of reference. The terms of reference can only be changed by the body which set this group up.

This Group is a sub-group of the Blackpool Health and Wellbeing Board. It replaces the former Strategic Commissioning Group and will provide strategic leadership, oversight and co-ordination on commissioning arrangements for children and young people, adults, older people and adults with mental health problems across the NHS, public health, adults and children's services, as well as oversight of the budget and performance of all contracts within the portfolio areas.

The Group is an advisory body to the Blackpool Health and Wellbeing Board.

2. KEY ROLES, RESPONSIBILITIES AND DUTIES

This section should state its key roles (in brief), responsibilities and the duties assigned to it from the parent body. These key roles and duties should specifically relate back to the purpose of the group and not deviate away from it.

- To lead, on behalf of Blackpool Health and Wellbeing Board the integrated commissioning of health and social care services, in particular for the most vulnerable individuals and groups with the worst health outcomes.
- To lead, on behalf of Blackpool Health and Wellbeing Board on the development and implementation of plans for an improved and integrated health and social care system for children, adults, older people and adults with mental health problems.
- To have strategic oversight of commissioning strategies and plans for partner organisations and project boards (Better Start, HeadStart and Complex Needs) to drive integrated working.
- To develop and implement an annual work programme that will optimise opportunities to integrate commissioning and service delivery.
- To be responsible for planning the way in which Blackpool Council and Blackpool CCG and other health commissioners work together to commission health and social care for children and young people, adults and older people and adults with mental health problems.
- To jointly agree any national reporting responsibilities based on integrated commissioning responsibilities.
- To oversee the delivery of an integrated commissioning approach across services for children and young people, adults and older people in Blackpool in conjunction with other governance partnerships.
- To enable commissioning of services across health and social care including the use of Section 75 Agreement or Section 256 agreements.

- To have quality monitoring to ensure alignment with Public Health aims and objectives.
- To have oversight of financial strategies and plans for partner organisations on the group to support financial planning and aligning of budgets to support integrated working.
- To have oversight of pooled budgets and resources for identified services as and when required including funding arrangements for the Better Care Fund and monitoring of the Better Care Fund Monitoring Group.
- To comply with statutory guidance, where it exists.

3. MEMBERSHIP, APPOINTMENTS AND INTERESTS

This section should state who can be a member, how and when and by whom they are they appointed and the duration of the appointment. It should state if the membership of the group is open to anyone else and what the restriction on numbers are. There should be balanced representation from interested organisations and a nominated deputy to attend in the representative's place. If this is not set down then a reason should be stated for this difference.

The list below identifies the members of the Group, who have been appointed as members on a permanent basis and there are no arrangements for substitute members. Invited members will attend when there are items specific to their role and expertise.

- Chief Executive, Blackpool Council
- Chief Operating Officer, Blackpool CCG
- Director of Adult Social Care, Blackpool Council
- Director of Children's Services, Blackpool Council
- Director of Public Health, Blackpool Council
- Head of Commissioning for Blackpool CCG and Blackpool Council
- Divisional Commissioning Manager, Adults, Blackpool Council
- Appropriate Deputies for the above members

Invited members

- Commissioning Officers
- Finance Leads from Blackpool Council and the Clinical Commissioning Group
- Other relevant attendees based on specific agendas

4. CHAIRING ARRANGEMENTS, FREQUENCY OF AND PROCEDURES FOR THE MEETING AND GOVERNANCE SUPPORT

*This section should set down **WHO** the chairman is and whether they were pre-appointed by the parent body or whether this group appoints them. It should also set down their term of office, if this is set.*

*It should state the frequency of meetings, **HOW MANY** meetings will be held each year and **WHERE** will they be held . It should state brief arrangements for how reports for the agenda are co-ordinated and when the meeting papers will be circulated in advance of the meeting.*

Regarding the format of the meetings, then this section should state any rules of debate and voting arrangements (members or nominated deputies to vote) and whether the chairman has a casting vote. It should also state who will provide secretariat for the group.

The Chief Executive, Blackpool Council will be the Chairman for the meeting and the Chief Operating Officer, Blackpool CCG will be the Vice-Chairman.

The quorum for the meeting will be half of the membership with representatives from at least two organisations, in attendance.

Meetings of the Group will take place on a bi-monthly basis, usually at Bickerstaffe House, and the minutes will be report to the Health and Wellbeing Board.

Papers will be circulated a week before the meeting.

As per the agreement in place, governance support for the Group (collation of agenda items, attendance, minutes) will be provided by Democratic Governance, Blackpool Council.

The officers from the commissioning group areas will write and provide reports for the meeting.

5. SHARING OF INFORMATION, CONFIDENTIALITY ISSUES

This section should state whether the meeting will be held in private or whether it will be open to the public to attend. It should state how group members will share information and resources (and any limitations on these). It should also state whether the papers are confidential and for what reason.

The meeting is an informal one and due to the items under discussion is not open to members of the public to attend. Reports and agendas should only be shared with members of the group and members of the Health and Well Being Board unless otherwise specifically stated.

The minutes of each meeting of the Integrated Commission Group will be reported to the Health and Wellbeing Board.

6. CONTEXT AND RELATIONSHIP TO OTHER GROUPS

This section will explain the environment to which the group belongs and it will also explain the links and relationships between associated groups and the reason for those relationships.

The Integrated Commissioning Group will act as an advisory group to the Blackpool Health and Well Being Board and will also oversee the Better Care Fund.

The Group will work collaboratively with health commissioners and relevant departments and organisations across the NHS, public health, social care and children's services.

It will also have oversight of and contribute to the work of:

- JSNA Strategic Group
- Fylde Coast End of Life Strategic Group
- Quality Surveillance Group
- Fylde Coast Out of Hospital Senior Leadership Team
- Better Start Executive Board
- HeadStart Executive Board
- Complex Needs Executive Board

Terms of reference last updated (date):	4 July 2017
Quality assured by:	L Hurst
Terms of reference last updated (name of establishing body):	12 July 2017