



# **Integration Joint Board Transformation and Innovation/Futures Committee Terms of Reference**

(All Integration Joint Board Committee meetings must be conducted in accordance with the Integration Joint Board Standing Orders)

## **1. Purpose**

- 1.1 The Integration Joint Board Transformation and Innovation/Futures Committee is identified as a committee of the Integration Joint Board.
- 1.2 This committee will maintain oversight of those areas of business as specified by the Integration Joint Board:
  - **Sustainability and Modernisation**
  - **Population Health**
  - **Partnership and Collaboration**
  - **Health Inequalities Outcome and Inclusion**
  - **Engagement and Participation**

## **2. Remit**

- 2.1 The committee will agree the Terms of Reference for approval to the Integration Joint Board.
- 2.2 The committee will develop and present a full committee report to the Integration Joint Board once a year to be presented by the Chair or Vice Chair of the committee.
- 2.3 The committee will also highlight, to each meeting of the Integration Joint Board, any matters as they arise by way of updates, reports and/or presentations.
- 2.4 This committee will maintain oversight of those areas of business as specified by the Integration Joint Board:

- **Sustainability and Modernisation**
  - Ensure that there is a sufficient level of sustainability and modernisation planning activity in relation to the health and social care functions delegated to the Integration Joint Board.
  - Make recommendations to the Integration Joint Board with regard to directions relating to sustainability and modernisation.
  - Ensure that there is linkage between the Integration Joint Board and national programmes of sustainability and modernisation and provide the Integration Joint Board with assurance in relation to this.
  
- **Population Health**
  - Receive an annual report on changes to population health over time and, use this to help inform strategic commissioning intentions.
  
- **Partnership and Collaboration**
  - Receive assurance on the effectiveness of integration arrangements in Dumfries and Galloway and consider recommendations for improvement to the IJB as required
  
- **Health Inequalities Outcome and Inclusion**
  - Receive reports from NHS / HSCP on activity to tackle inequalities
  - Receive bi-annual (once every 2 years) reports on meeting the specific duty legislation, including mainstreaming equalities and equality outcomes reports
  - Review relevant indicators in relation to tackling inequalities (list of indicators to be developed)
  - ~~➤ Receive quarterly assurance reports on assessment of potential impact of service change, modernisation and transformation on protected characteristic groups~~
  - ~~➤ Receive regular reports on progress against equality outcomes~~
  - ~~➤ Receive regular assessments of equality policies and practices and recommend changes to IJB where deemed necessary~~
  - ~~➤ Receive annual Equalities Mainstreaming Report and, subject to approval present to IJB~~
  
- **Engagement and Participation**
  - Receive quarterly assurance reports on the application of the Participation and Engagement Strategy in all service change, modernisation and transformation activities
  - Receive an annual report on the effectiveness of the Strategy

### 3. Membership

3.1 This Committee will consist of the following:

#### **Voting Members**

- 2 Voting members appointed by NHS Dumfries and Galloway (1 of whom will be either Chair or Vice Chair)

- 2 voting members appointed by Dumfries and Galloway Council (1 of whom will be either Chair or Vice Chair)

#### **Advisory Members**

- Third Sector Representative
- Service User Representative

#### **Supporting Officers**

- Lead Officer –Director of Strategic Planning and Commissioning
- Director of Public Health
- Sustainability and Modernisation Programme Manager
- Equality and Diversity Lead
- Governance/Standards Officer
- Communication and Engagement Manager

3.2 All committee members will be appointed by the Integration Joint Board.

3.3 Any Integration Joint Board member may substitute for a committee member who is also an Integration Joint Board member.

#### **4. Quorum**

4.1 The following members are required to attend each meeting:

- 2 Integration Joint Board Voting Members
- Lead Officer or their nominated deputy

4.2 If a quorum is not present, the meeting will stand adjourned to such a date and time as may be agreed by the Chair/Vice Chair.

#### **5. Attendance at Meetings**

5.1 A member will be regarded as being present at a committee meeting if they are able to participate from a remote location via Microsoft Teams or other communication link.

5.2 Members are expected to attend each meeting of the committee or to nominate a deputy unless there are exceptional circumstances that would prevent attendance. These should be communicated to the Chair/Vice Chair.

5.3 The committee may co-opt additional advisory members as required.

#### **6. Schedule of Meetings**

6.1 Meetings of this Committee will be 4 times per year.

6.2 Committee meeting dates will be agreed by the Integration Joint Board on an annual basis.

6.3 Additional committee meeting dates can be called by the Chair/Vice Chair.

## **7. Reporting and Arrangements**

7.1 Minutes of the committee are to be reported and approved at its next meeting

7.2 Thereafter, approved committee minutes will be circulated to Chairs/Vice Chairs and members of other committees.

7.3 Approved minutes of all committees will be submitted to the next meeting of the Integration Joint Board for noting.

## **8. Support**

8.1 Administrative support to the committee will be provided by the Health and Social Care Business Support Team.

## **9. Agenda and Papers**

9.1 Responsibility of the preparation of Agenda and Reports for meetings rests with the Lead Officer for the committee.

9.2 An agenda setting for the committee will be held approximately 4 weeks prior to the meeting

9.3 A pre-meet for the committee will be held approximately 2 weeks prior to the meeting

9.4 All Reports will be distributed electronically by the Health and Social Care Business Support Team one week prior to the date of the meeting.

## **10. Review**

10.1 This document will be reviewed by the committee every 2 year and presented to the Integration Joint Board for approval.