



Integration Joint Board Strategic Planning Delivery and Commissioning 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 Strategic Planning Delivery and Commissioning 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:
 - **Strategic Needs Assessment**
 - **Strategic Planning Group**
 - **Planning Priorities**
 - **Commissioning Plan**
 - **Directions**
 - **Workforce Planning**

2. Remit

- 2.1 This committee will monitor and review its Terms of Reference for approval to the Integration Joint Board on a bi-annual basis.
- 2.2 This Committee Chair 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 The committee will maintain oversight of those areas of business as specified by the Integration Joint Board:

- **Strategic Needs Assessment**
 - Ensure that there is a Strategic Needs Assessment upon which to base the Strategic Commissioning Plan for the Integration Joint Board.
- **Strategic Planning Group**
 - Ensure that there is a Strategic Planning Group for the Integration Joint Board in line with Scottish Government policy and legislation.
 - Seek an annual report from the Chair/Vice Chair of the Strategic Planning Group.
- **Planning Priorities**
 - Agree an annual set of planning priorities within the context and framework of the existing Strategic Needs Assessment and Strategic Commissioning Plan and seek regular updates.
- **Commissioning Plan**
 - Approve the annual Commissioning Plan for externally commissioned services
 - Make recommendations to the Integration Joint Board with regard to issuing directions in relation to the Commissioning Plan.
- **Directions**
 - Maintain oversight and scrutiny of the Directions Register
 - Provide assurance to the Integration Joint Board that the appropriate directions to deliver the Strategic Commissioning Plan are in place over the course of the 3 yearly cycle of commissioning or make recommendations on the issuing of directions by the Integration Joint Board.
 - Seek regular reports and updates from the relevant constituent bodies on the implementation of directions.
- **Workforce Planning**
 - Note the Workforce Plan for Health and Social Care

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

Advisory Members:

- Chair/Vice Chair of the Strategic Planning Group
- Third & Independent Sector Representative
- Service User Representative
- 2 health or social care professional leads

Supporting Officers:

- Lead Officer –Director of Strategic Planning and Commissioning
- Chief Officer
- Performance Manager
- Governance/Standards Officer

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:

- Chair or Vice Chair (who must be voting members of the Integration Joint Board)
- 1 other Integration Joint Board voting member
- Minimum of 2 additional committee members (may be voting or advisory members)

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 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 Agendas 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

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