Integration Joint Board

Strategic Planning, Finance 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, Finance, and Commissioning Committee is identified as a committee of the Integration Joint Board.

1.2 The committee will maintain oversight of those areas of business as specified by the Integration Joint Board:

- **Strategic Needs Assessment**
- **Commissioning Plan**
- **Finance/Delegated Budget**
- **Performance / Directions**
- **Quality Assurance**
- **Engagement and Participation**
- **Health Inequalities Outcome and Inclusion**
- **Population Health**
- **Workforce Planning**

2. Remit

2.1 This committee will monitor and review its Terms of Reference for approval by the Integration Joint Board.

2.2 The committee will develop 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 Under the remit of this committee, it will:

- **Strategic Needs Assessment**
  - Ensure that there us a Strategic Needs Assessment upon which to base the Strategic Commissioning Plan for the Integration Joint Board

- **Commissioning Plan**
  - Approve the annual Commissioning Plan for externally commissioned services

- **Finance/Delegated Budget**
  - Scrutinise and discuss the annual delegated budget and financial reports
  - Provide assurance and advice, and make recommendations, to the Integration Joint Board in relation to the delegated budget
  - Oversee development of the financial plans for the Integration Joint Board

- **Performance / Directions**
  - Oversight of the delivery of the Integration Joint Board Strategic Commissioning Plan
  - Oversight of performance against the National Health and Wellbeing Outcomes
  - Recommend approval of the Annual Performance Report to the Integration Joint Board
  - Make recommendations and provide advice to the Integration Joint Board on performance management arrangements
  - Monitor and review adherence to the agreed Integration Joint Board Performance Management Framework
  - Maintain oversight and scrutiny of the Directions Register
  - Seek regular reports and updates from the relevant parties on the implementation of Directions
  - Provide oversight of the performance of Directions (6 monthly report into Committee) with an annual report to provide assurance to the Integration Joint Board

- Provide recommendations to the Integration Joint Board regarding the issuance of Directions, in accordance with statutory requirements

- **Quality Assurance**
  - Seek assurance with regard to the quality of the implementation of those directions issued by the Integration Joint Board
  - Seek assurance on the quality aspects of contract management

- **Engagement and Participation**
  - Receive quarterly assurance reports on the application of the Participation and Engagement Strategy in all Service Change
  - Receive annual report on the effectiveness of the Strategy

- **Health Inequalities Outcome and Inclusion**
  - Receive reports from NHS / HSCP on activity to tackle inequalities (need to define how regular) – together with review of the relevant indicators
  - Receive bi-annual (once every 2 years) reports on meeting specific duty legislation, including mainstreaming equalities and equality outcome reports

- **Population Health**
  - Receive an annual report on changes to population health over time and, use this to help inform strategic commissioning

- **Workforce Planning**
  - Workforce Plan for Health and Social Care

3. Membership

3.1 This committee will consist of the following:

Voting Members:

- Chair (either NHS or Local Authority Voting Member)
- Vice Chair (either NHS or Local Authority Voting Member)
- 2 x NHS Voting Member
- 2 x Local Authority Voting Member
- 1 x Lived Experience Representative Voting Member

Advisory Members:

- Lead Officer –Deputy Chief Officer/Chief Operating Officer
- Workforce Director
- Director of Strategic Planning and Transformation
- Chief Social Work Officer

Supporting Officers:

- Chief Finance Officer
- Performance and Intelligence Officer
- Strategic Planning and Commissioning Officer
- Governance/Standards Officer

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

3.3 Any Integration Joint Board voting member may act as a substitute on a committee for another Integration Joint Board voting member.

3.4 A deputy can attend a committee on behalf of an advisory member with prior agreement of the committee Chair.

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)

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 Team 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 as well as the Health and Social Care Business Support Team.

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

6. Schedule of Meetings

6.1 This committee will meet 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 previous committee meeting are to be presented and approved by the next meeting of the committee.

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 Reports

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 years and presented to the Integration Joint Board for approval.