

## Wolverhampton Integrated Commissioning Committee Terms of Reference

### 1. Introduction and purpose

- 1.1 To support the development of strategies and integration between health and care services the Black Country Integrated Care Board (ICB) and the City of Wolverhampton Council (CWC) have established the Wolverhampton Integrated Commissioning Committee (WICC). to provide a space to support collaboration and joint commissioning activity across Wolverhampton.
- 1.2 In addition to overseeing Joint Commissioning activity managed by existing Section 75 Agreements, the Committee will act as a forum for joint high-level strategic discussions for the development of commissioning activity that remains the formal responsibility of the individual partners to support collective approaches to tackling inequalities, and meeting needs across the borough.

### 2. Remit, duties, and responsibilities

- 2.1 The WICC will be responsible for overseeing the delivery of the NHS BC ICB Commissioning functions and activity at a Place level and agreed health and wellbeing Council commissioning functions. This will include acting as the partnership forum for managing pooled funds under Section 75 Agreements and supporting the relevant Responsible Officers in exercising agreed delegated authority from Council and Black Country ICB for approval and decision-making.
- 2.2 WICC will have accountability to the BC ICB, Council cabinet and Health and Wellbeing Board to monitor performance against agreed strategies and mandates. The Committee will:
- Plan and develop integrated commissioning intentions to work towards agreed integrated priorities which should include the Health and Wellbeing Board strategy.
  - Discuss and develop place based strategic commissioning activity in relation to in scope service and budgets as per approved finance schedules.
  - Promote integration of both health services with other health services and/or health-related and social care services where the Committee considers that this would improve the quality of services or reduce inequalities.
  - Review and recommend arrangements for risk sharing and or risk pooling with other organisations for services commissioned at Place, including amendments to existing s.75 agreements in place between the ICB and Council.
  - Oversee One Wolverhampton Partnership development and delivery and provide oversight and management of actions to reduce health inequalities, including population health management.
  - Oversee in scope budgets and joint arrangements, including management of pooled budgets covered by s.75 arrangements.
  - Provide assurance through relevant agreed governance routes

### **3 Membership & Voting Arrangements**

3.1 The Committee will hold a total of six members across the ICB and the Council.

- ICB Wolverhampton Managing Director
- CWC Director of Adult Social Services
- CWC Director of Public Health
- CWC Deputy Director, Families, Commissioning and Transformation
- ICB Wolverhampton lead GP
- ICB Wolverhampton Head of Primary Care and Place Commissioning

The Committee will jointly be chaired by the ICB Wolverhampton Managing Director and the CWC Director of Adult Social Services who will agree between them the arrangements for rotating the Chairing arrangements for meetings.

The Committee will aim to reach consensus decision-making wherever possible. Where it is not possible, having exhausted every effort to reach consensus, a vote will be taken, each member of the Committee will have one vote. The Committee will reach decisions by a simple majority of members present, with the Chair of the meeting having a second and deciding vote if required.

3.2 Participating Attendees

The One Wolverhampton Partnership Director will be invited to attend and participate as a member of the Committee. The Committee may extend invitations to members of the ICB Place and Council Teams supporting the work of the Committee including commissioning, finance, performance, and quality and safety agreed by the Joint Chairs.

The Committee may also invite other individuals or non-members to attend a meeting to contribute to its discussions where relevant and appropriate.

3.3 Nominated Deputies

Members may from time to time nominate a deputy to attend the group in their place. The deputy will have full authority to act or make decisions on behalf of the membership. The member must appropriately brief the deputy of all matters arising.

If neither of the joint Chairs are able to preside (for example due to declared conflicts of interest) then the WICC will agree which of the members present will preside.

### **4. Delegated authority**

4.1 The WICC will be authorised to act as the joint forum for the management of pooled funds under the purview of relevant Section 75 agreements.

4.2 The WICC will make recommendations relating to its other responsibilities in line with the ICB and Council Schemes of Delegation. For the ICB this will usually be to the Managing Director or escalated to the Strategic Commissioning Committee or Board, and for the Council, via the Director of Adult Social Services and Cabinet.

## **5. Designated Officer**

- 5.1 A Designated Officer will be responsible for supporting the Chair in the management of the Board's business and for drawing members' attention to best practice, national guidance, and other relevant documents as appropriate.

## **6. Quorum**

- 6.1 A quorum shall be 50% of the total membership and must include one voting member from the ICB and one voting member from the Council as a minimum. Attendance via video/telephone conferencing arrangements will be counted towards the quorum.

## **7. Frequency and structure**

- 7.1 The Committee will normally meet on a monthly basis. No unscheduled or rescheduled meetings will take place without members having at least one-week' notice of the date.
- 7.2 The agenda and supporting papers will be circulated by admin support to all members at least five working days before the date the meeting.

## **8. Governance**

- 8.1 In line with agreed governance, The WICC will report to the Health and Wellbeing Board, Council Cabinet and Black Country ICB Strategic Commissioning Committee. Further reporting mechanisms may require oversight as governance at ICB level is developed.

## **9. Risk management**

- 9.1 WICC has a responsibility to manage and escalate any risks identified that affects its integrated role, leading on commissioning activity. The Committee will actively manage all risks until the residual risk is deemed tolerable to be closed.
- 9.2 Appropriate communication of risks and their management will be made to the ICB, Council and Place based Partnership in line with each organisation's risk management policy.

## **10. Managing conflicts of interest**

- 10.1 Conflicts of interest are a common and sometimes unavoidable part of the delivery of health and care. The WICC is required to manage any conflicts of interest through a transparent and robust system. Meeting attendees are encouraged to be open and honest in identifying any potential conflicts during the meeting. The Chair will be required to recognise any potential conflicts that may arise from himself or herself or a member of the meeting.
- 10.2 It is imperative that core members of WICC ensure complete transparency in any decision-making processes through robust record keeping. If conflicts of interest are declared, or arise during the meeting, the Chair must ensure the following information is recorded in the minutes:

- Who has declared the interest?
  - The nature of the interest and why it gives rise to a conflict
  - The items on the agenda to which the interest relates
  - How management of the conflict was agreed, with evidence that the conflict has been managed as intended.
- 10.3 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the authority to request that member to withdraw until the item under discussion has been concluded. All declarations of interest will be recorded in the minutes.
- 11. Review**
- 11.1 Review of these Terms of Reference will take place on an annually by WICC as an integrated committee.
- 11.2 The assigned support officer will attend to record the meeting, take minutes and maintain a log by financial year to ensure a clear record of decisions taken, approvals and strategic discussions. Circulation of minutes will take place within 14 days of the meeting.
- 12. Confidentiality**
- 12.1 Papers that are marked 'in confidence, not for publication or dissemination' shall remain confidential to the members of the Committee unless the Chair indicates otherwise.
- 12.2 Members, representatives, or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of the Chair. This prohibition shall apply equally to the content of any discussion during the meeting, which may take place on such papers.