

Birmingham and Solihull Integrated Care Board
Birmingham Place Committee Terms of Reference

1. Overview

Within ICS there will be some functions and decisions that will remain at system level and many will be delegated to place.

Place has a crucial role to play in the system, as both an influencing body and for taking responsibility for delivery. Bsol partners have created an operating model that gives place the accountability, autonomy and means to deliver effectively. This builds on established partnership arrangements, programmes of work and delivery structures.

One of the key principles set out in the Inception Framework is subsidiarity. In this context, the ICB has two Place Committees, one in Birmingham and one in Solihull. This will align existing place working and provide the opportunity to further delegate responsibility, decision making and control of functions to place.

The Place Committees will be responsible for setting local outcomes, within the context of the ICS's strategic outcomes framework, and ensuring that each place/locality/neighbourhood receives the services it needs. They will do this by working with each Service and Place Integrator as they develop their operating model for delivery. The Integrators will work with the two Place Committees to agree and develop their plans but the Place Committees will have a more direct responsibility in shaping how the Place Integrator will work. The committee will also have a strong partnership role, promoting joint working across the wider public sector. They will also ensure a clear focus on local people through the use of citizen insight, experience and involvement in decision making.

The Place Committee terms of reference are intended to be largely consistent across Birmingham and Solihull and reflect the responsibilities delegated to each place from the ICB.

2. Constitution

The Place Committees are established by the Integrated Care Board (the ICB) as Committees of the Board in accordance with its Constitution.

These Terms of Reference will be published on the ICB website, set out the Membership, the remit, responsibilities and reporting arrangements of the Committees and may only be changed with the approval of the ICB Board.

Members of the Committees, including those who are not members of the Board, are bound by the Standing Orders and other policies of the ICB.

3. Purpose and Remit of the Committee

The Place Committees have been established as committees of the ICB in order to enable the ICB to exercise the Delegated Functions at Place in a simple and efficient way as part of the wider collaborative arrangements which form the Place Governance Structure.

In the first full year of operation, the Place Committees will be expected to

- Provide oversight and challenge to the community integrator responsible for creating Integrated Neighbourhood Teams.
- Establish community-facing visible leadership for health and care and ensure that communities and citizens are better able to engage in decision-making around what matters to them.
- Take direct responsibility for creating a Place-based Outcomes Framework which will describe what outcomes we expect to be able to improve for citizens in the future. This should align with the ICS's new Health Inequalities Strategy, the Integrated Care Partnership's *Master Plan* and local priorities identified through Joint Strategic Needs Assessment.

In line with the BSOL ICS operating model they will have a range of responsibilities including:

- Setting direction and providing oversight in the development of Integrated Neighbourhood Teams
- Community Leadership and Engagement;
- Direct Commissioning powers for elements of the work of the Community Service Integrator;
- Joint Responsibility with the ICB for the Primary Care Strategy;
- Responsibility for determining the local outcomes they expect the whole system to deliver on behalf of the communities they serve;
- Joint responsibility with the ICB for the distribution of the Fairer Futures Fund;
- Responsibility for agreeing service changes with the three Service integrators, especially where services are divested from the acute sector, and holding them to account for involving citizens in service change.
- Development of the locality forums and accountability for the work in the five localities

More generally, the Place Committee will:

- Oversee local delivery of performance against national targets within the remit of delegated authority
- Oversee the use of resources within the delegated financial allocations and promote financial sustainability, ensuring that resources are committed in a way that delivers best value, supports the needs of the population and ensure that the ICB and the ICS are able to deliver against their statutory financial duties

- Exercise Delegated Commissioning Functions including oversight and management of Integrated Commissioning arrangements for the area, including those made under section 75 of the NHS Act 2006
- Support the ICB and other statutory partners in discharging their statutory duties
- Ensure clinical and professional engagement including engagement with GPs through the GP Partnership Board;
- Set direction and be accountable for service transformation programmes for the area

It is recognized that the development of place based working is ongoing. Therefore the committee has a responsibility for shaping its own form, function and progression. This may include the committee making formal requests to the ICB for further delegations.

When exercising any Delegated Functions, the Place ICB Committees will also ensure that they act in accordance with the policies of the ICB (and LA's if exercising functions delegated from LA) and prioritise delivery against the strategic priorities of the ICS. This includes relevant strategic priorities identified by Local Government.

It is envisaged that the Place Committee will focus on three key areas of work:

- **Establishing good foundations:** e.g. clear terms of reference, outcomes framework, process for delegations from the ICB, clear governance etc
- **A focus on delivery and impact:** agreeing delivery workstreams and monitoring performance
- **Fourth purpose of the ICS** (NHS support of broader social and economic development): applying NHS insights, involvement and impact to wider themes e.g. Solihull Housing Strategy

The effectiveness of the Committee, including partnership working and delivery, will be evaluated in August and December 2023.

4. Vision and Values

The Place Committee will share the vision and values of the ICB and ICS:

Our vision is for Birmingham and Solihull to be: The healthiest place to live and work, driving equity in life chances and health outcomes for everyone.

This is underpinned by core values, which are:

Transformative

- We proactively support innovation at every level of the system to transform care.
- We value and incentivise both small and large-scale transformation as the key to improving outcomes and tackling the long-term health and social care needs of our population.
- We nurture, equip and support enquiring minds to be transformative.

Equality

- Everything we do – no matter how big or small – can be directly linked to our commitment to reducing health inequalities in Birmingham and Solihull.
- We celebrate differing opinions and voices as an essential part of optimising our decision making.
- Regardless of differences, we work collectively as equals in aid of the shared vision. Accountable We are all accountable for safely and carefully providing health and social care across Birmingham and Solihull, addressing inequality in provision, to meet the needs of all communities.
- As system leaders we demonstrate commitment and shared accountability in delivering the vision through collective decision making and active collaboration.

Mindful

- We are mindful of the changes to current ways of working that are needed to move to system working, new models of care and to change the experience of citizens receiving health and social care.
- We will respectfully challenge colleagues where needed and be compassionate and kind.
- We will openly and actively support the development of health working environments for all of our people.

5. Membership

The Membership will be as follows;

- Birmingham City Council Director Adult Social Care (Chair)
- ICB Chief Executive (Vice Chair)
- ICB Chief Officer for Partnerships and Integration
- ICB Director of Commissioning Finance
- ICB Director of Governance and Corporate Affairs
- Primary Care Provider representative
- NHS Community provider representative
- Birmingham City Council Director Public Health
- Birmingham City Council Director Children and Families
- Birmingham Children's Trust Chief Executive
- Birmingham City Council Director of Adult Social Care (Commissioning)
- BVSC Programmes Director
- Healthwatch CEO

The committee may appoint representatives of additional non-statutory providers to participate in the committee or attend meetings to take part in discussions without being members, but only where the convening statutory bodies consider it appropriate.

Where outside legal or other independent professional advice is required, it shall be secured by or with the approval of the Director who is responsible for the governance within the ICB.

6. Nominated Deputy

Members may nominate a deputy to attend if there are occasions when the member is unavailable. This should be the exception rather than the rule. The deputy must be appropriately briefed and have decision making authority to adequately deputise for the member.

7. Quorum

Quoracy will be at least 2 members from both the ICB and LA (one of whom should be the Chair / Vice Chair) and 50% overall.

8. Decision Making

Each member of the Place Committee shall have one vote. Participants or other attendees, do not have voting rights.

The aim will be for decisions of the Place Committee to be achieved by consensus decision-making, with voting reserved as a decision-making step of last resort and/or where it is helpful to measure the level of support for a proposal.

Decision making will be by a simple majority of those present and voting at the relevant meeting. In the event that a vote is tied, the Chair will have the casting vote.

Members of the Place Committee have a collective responsibility for its operation. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability and endeavour to reach a collective view.

9. Frequency and Structure of Meetings

The Place Committee will meet a minimum of 6 times a year.

No unscheduled or rescheduled meetings will take place without members having at least one weeks' notice of the date. Extraordinary meetings will be held as required.

The frequency of the meetings will be reviewed annually.

Meeting dates for the year will be set at the beginning of each year and distributed to all members

An outline work plan will be developed at the beginning of the financial year and reviewed periodically.

The agenda and supporting papers will be circulated to all members at least five working days before the meeting date.

A named individual will be responsible for supporting the Chair in the management of the Committee's business and for drawing members' attention to best practice, national guidance and other relevant documents as appropriate.

The meetings will be held in private but the committee reserve the right for meetings to be held in public.

10. Resource and Financial Management

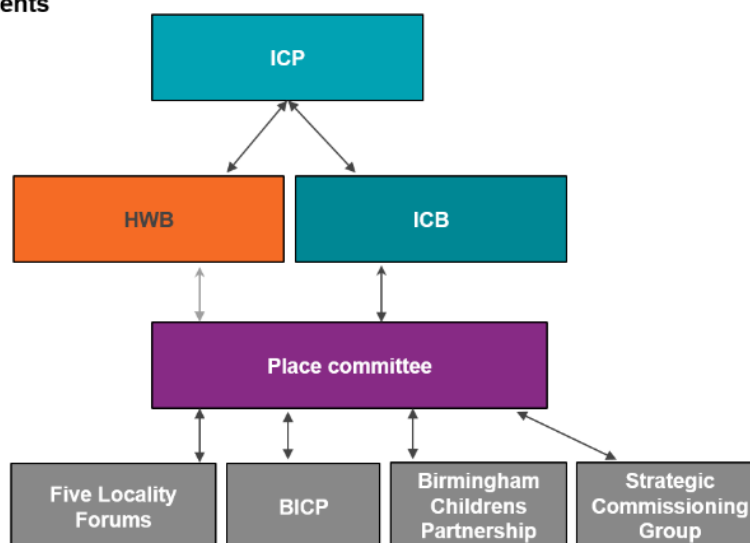
The ICB has made arrangements to support the Place Committees in their exercise of delegated functions.

Further information about resource allocation within the ICB is contained in the ICB's Standing Financial Instructions and associated policies and procedures.

11. Reporting & Escalation

The Place Committee is accountable to the ICB Board and will also report to Health and Wellbeing Boards. Where there is any uncertainty about whether a matter relating to a Delegated Function is within the remit of the Place Committee in its capacity as a decision-making body within the ICB's governance structure the matter will be referred to the Director who is responsible for governance within the ICB for consideration about where the matter will be determined.

12. Overview of place committee arrangements

Birmingham Place arrangements

With the agreement of the Committee Chairs, the two Place Committees may come together to meet within their existing governance and reporting arrangements, for consideration or delivery of specific projects.

13. Managing Conflicts of Interest

Meeting attendees are required to be open and honest, declaring any potential conflicts during the meeting. The Chair will be required to recognise any potential conflicts that may arise from themselves or a member of the meeting.

Conflicts of interest will be managed in accordance with the policies and procedures of the ICB and those contained in the ICB Governance Handbook. This does not absolve the responsibility of partners to adhere to their own organisational standards of business conduct.

14. Confidentiality

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. 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.

15. General Data Protection Regulations (GDPR) Data Protection Act (DPA) 2018

Committee members will give due regard to the responsibilities to comply with GDPR and DPA Legislation.

16. Freedom of Information Act 2000

All papers are subject to the Freedom of Information Act. All papers that are exempt from public release under the FOI Act must be clearly marked 'in confidence, not for publication'. These papers may not be copied or distributed outside of the Committee membership without the expressed permission of the Chair. FOI exemption 41 (duty of confidence) applies.

17. Review and Monitoring Effectiveness and Compliance

The Committee will provides updates on plans, delivery and committee effectiveness as agreed with the ICB.

The Place Committee will carry out an annual review of their functioning and provide an Annual Report. As part of this, the Place ICB Committee will review its terms of reference and recommend any changes it considers necessary to the ICB Board for approval.

18. 2022/2023 Review

It is recognised that the Place Committee and its terms of reference may need to evolve as the partner organisations become accustomed to the establishment of the ICS.

Date of Approval

Date of Review