

Birmingham Better Care Commissioning Executive

TERMS OF REFERENCE

November 2017

PURPOSE OF THE GROUP

The Birmingham Better Care Commissioning Executive has been established in order to develop and operate the Better Care Fund pooled budget arrangement (section 75). I

The Health and Wellbeing Board has statutory ownership of the Better Care Fund and therefore has responsibility for overseeing its delivery.

The Commissioning Executive will:

- Act as a collective vehicle for integrated commissioning action on behalf of the CCGs and Local Authority
- Focus on prevention of silo thinking so as to maximise investment and the continued development of a whole system approach
- Recommend investment decisions regarding the pooled budgets to respective Governing Bodies.
- Be responsible for monitoring progress and the outcomes of investments
- Ensure ongoing alignment of the programme with the priorities of the Birmingham and Solihull STP.
- Oversee performance of BCF measures
- Review the Section 75 agreement on an annual basis and recommend ratification to Governing Bodies
- Identify opportunities for integration and establish investment priorities
- Provide timely updates to HWB and Governing Bodies
- Effectively manage any differences in view as they arise by reaching consensus or agreeing a way forwards ensuring whatever actions necessary to achieve this are put in place e.g. extraordinary board to board meeting.

The work programme will focus on:

- Agreement of the Section 75 for 2017/18 (To be reviewed again before 18/19)
- Confirmation of the 2017/19 work programme
- Prioritisation of work programmes within the Better Care Programme

MEMBERSHIP OF THE GROUP

The group will be chaired by the Corporate Director for Adults Social Care and Health

The members will be:

Organisation	Representative
Birmingham City Council	Corporate Director for Adult Social Care and Health (Graeme Betts)
Birmingham City Council	Service Director Commissioning (Louise Collett)
Birmingham City Council	Senior Finance Officer (Margaret Ashton-Gray)
Birmingham and Solihull CCGs	Interim Chief Executive (Paul Jennings)
Birmingham and Solihull CCGs	Chief Financial Officer (Phil Johns)
Birmingham and Solihull CCGs	Director of Integration (Karen Helliwell)
Sandwell and West Birmingham CCG	Locality Director
In attendance: NHS provider representative	To be nominated
In attendance: Other officers may attend to present items or may be invited to attend all or part of the meeting	

The expectation is any individual representing an organisation has the appropriate delegated authority to act within the boundaries of the agreed annual work programme.

The Executive will reserve the right to co-opt identified non-voting members to provide professional advice.

QUORUM

The below membership is required for the meeting to be quorum:

- 2 Representatives from CCGs.
- 2 Representatives from Birmingham City Council

Deputies are acceptable providing the individual has the necessary delegated authority to act on operational decisions

MEETING ARRANGEMENTS, ADMINISTRATION AND FREQUENCY

Meetings will be held bi-monthly for maximum of 2 hours. Extraordinary meeting will be called as required.

Meetings will be held at either Woodcock Street or Bartholomew House where available.

Agenda papers and minutes for the meeting will be circulated at least 72 hours in advance of all meetings. Administrative support will be provided by the Better Care Programme.

CONFLICTS OF INTEREST

To ensure transparent governance arrangements, all members are requested to declare any conflict of interest at the start of each meeting, this is to be recorded by the minute taker.

Any member of the executive who has declared a conflict of interest should not take part in the discussion and any voting for that part of the meeting. It will be at the discretion of the Chair to permit the relevant member/s to remain in the room during discussions or ask them to step out of the meeting.

In the event that the Chair or the Chair and Deputy Chair have a conflict of interest, another voting member of the Committee will chair that part of the meeting.

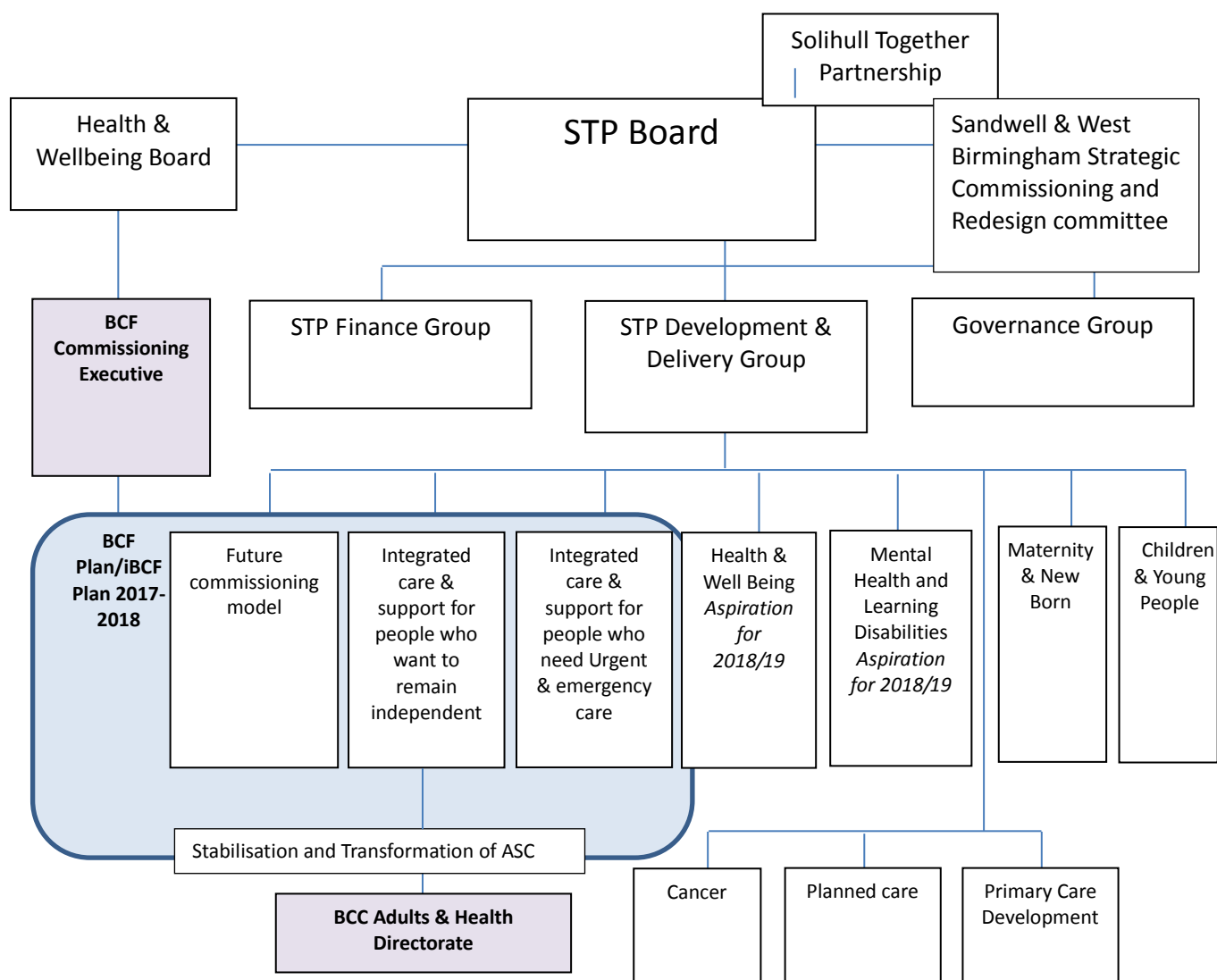
Wherever a conflict of interest may be perceived, the matter must always be resolved in favour of the public interest rather than the individual member.

ACCOUNTABILITY AND REPORTING ARRANGMENTS

The Executive is responsible to the Birmingham Health and Wellbeing Board who hold the statutory responsibility for the delivery of the Better Care programme. It will also report to the CCG Governing Bodies and Local Authority Cabinet.

The Executive will have close links with the System Resilience Groups and their programmes of work and will also link through to the wider Unit of Planning work

programme. The diagram below shows the accounting/reporting arrangements for the Executive taken from the BCF Plan 2017/19.



ASSURANCE AND RISK

The Executive is responsible for reviewing the risks relating to the objectives in its work plan and; escalating key concerns to the Health and Wellbeing Board of any updates or actions, or actions outstanding.

REVIEW

These terms of reference will be reviewed in twelve months of the date of this document.