

Lancashire Better Care Fund

Terms of Reference:

Steering Group

Responsible Person: Senior Responsible Officer/Steering Group Chairman

Date Approved:

Approval Committee: Lancashire Health and Wellbeing Board

Document Control:

Description		Comment
Title	Terms of Reference: Lancashire Better Care Fund (BCF) Steering Group	
Document Number		
Author	S. Nicol Healthier Lancashire Director A. Murphy Lancashire County Council Programme Manager	
Date Created	5 th May 2015	
Date Last Amended	19 th June 2015	
Version	Draft 1.6	
Approved By		
Date Approved		
Review Date		
Responsible Person/Owner	Steering Group Chair	
Publish on Public Web Site Y/N?	TBC	
Constitutional Document Y/N?	No	
Requires an Equality Impact Assessment Y/N?	No	

Amendment History:

Version	Date	Comment on Changes
Draft 1.4	27 th May 15	Updated by S Nicol and A Murphy following advice from County Council Legal Department
Draft 1.5	29 th May 15	Final amends by S Nicol following a further set of amends by A. Murphy.
Draft 1.6	19 th June 15	Amendments by A Murphy on instruction from the Steering Group.

NB. The version of the policy posted on the intranet must be a PDF copy of the approved version

Document Status: This is a controlled document. Whilst this document may be printed the electronic version posted on the intranet is the controlled copy. Any printed copies of the document are not controlled.

Lancashire Better Care Fund – Steering Group

Terms of Reference

1.0 Introduction

- 1.1 The Steering Group, as a sub-committee of the Lancashire Health and Wellbeing Board, is responsible for overseeing the on-going strategic planning of the Better Care Fund (BCF) and for assuring its delivery. It will oversee the progress of delivery against agreed plans and report on progress on a regular basis to the Lancashire Health and Wellbeing Board.
- 1.2 The Steering Group will provide the Health and Wellbeing Board with the quarterly performance report which they are required to receive and sign off and submit to NHS England.

2.0 Objectives for the Steering Group will be:

- 2.1 To be responsible to the Lancashire Health and Wellbeing Board (HWB) for ensuring the delivery of the BCF within the context of the overall health and wellbeing agenda (i.e. progress against the health and wellbeing strategy/plans 3-5 year) and for upholding the vision, values and principles as set out in the HWB's Terms of Reference
- 2.2 To receive BCF progress reports from the Programme Managers Group and advise on performance and progress; providing guidance and a steer to ensure appropriate action is taken
- 2.3 To provide a regular exception report to the HWB reporting any variation from plan and the remedial action being taken, and including significant risks and mitigation plans
- 2.3 To request, receive and review performance reports from the Programme Managers Group and the Programme Management Office and advise on any significant variations and, where necessary, on required actions
- 2.4 To delegate responsibility for reporting on the delivery of the BCF plan to the Programme Managers Group. The Programme Managers Group and the individuals representing each Clinical Commissioning Group area will be expected to advise the Steering Group on delivery acting as the main link to the local partnership arrangements and other individual scheme project management resources in line with the terms of the Section 75 agreement
- 2.5 To help drive transformation through its role in BCF as a lever for further developing collaborative working across the County and be responsible for co-ordinating discussions around ambition and making recommendations about ambition to the Health & Wellbeing Board.
- 2.6 To ensure that there are opportunities to share learning and opportunities to work at pace and scale across the Lancashire BCF

- 2.7 To ensure continuous, consistent and clear communication and engagement with all stakeholders as deemed appropriate through an agreed framework and depending on the subject matter
- 2.8 To collectively assess whether changes in commissioning plans are required as a result of BCF performance and to make recommendations to the participating organisations
- 2.9 To promote and role-model collaborative, integrated working across the BCF
- 2.10 Promoting activities that bring about sharing of best practice, delivery of quality standards and improved performance
- 2.11 Ensuring the BCF Plan resources are secured and committed appropriately and their utilisation monitored, in line with the BCF Plan and Section 75 Agreement, through the statutory functions of the BCF partners
- 2.12 To create any required task and finish groups or sub committees to ensure successful BCF delivery.

3.0 Membership

- 3.1 Steering Group members are required to attend at least 80% of meetings per annum. This may be in-person or by phoning-in.
- 3.2 The membership of the Group will be made up of a single, nominated, senior representative from the following members, plus any other representatives that are required to attend as determined by the Group. The tenure of any one member will be for a period of 12 months.

Membership
Chairman and Senior Responsible Officer – CCG representative
Vice Chairman – Lancashire County Council Representative
CCG Representation x 5 - (one Governing Body (voting) Director from each CCG's management team) East Lancashire West Lancashire North Lancashire Fylde and Wyre Greater Preston and Chorley & South Ribble (two CCGs with a single management team)
LCC Director Representative
NHS England Representative
In attendance
Healthy Lancashire Director
CSU Service Director
Chairman of the Programme Managers Group
By invitation
Others as required

-
- 3.3 In the event of any nominated member not being able to attend a meeting then they are expected to either:
- i) ensure that their views or comments about any of the agenda items is communicated to the Chairman prior to the meeting by email to be shared with the Group or
 - ii) provide a nominated deputy that is fully briefed and is able to act in the same capacity. The Chairman should be advised of the arrangements prior to the meeting.
- 3.4 In the event of any existing member representative being incapacitated or resigning then it will be the responsibility of the organisation they represent to confirm a replacement member of equal status.
- 3.5 At the end of a 12 month tenure the member organisations will be asked to confirm their representative on the Steering Group.
- 3.6 The Chairman and Vice Chairman will be nominated from within the Steering Group membership and will be appointed by a majority vote by the members.
- 3.7 representatives who are "in attendance" members and those there by invitation will be able to participate in the Steering Group discussion and business and their opinions to be heard, but they will not have any voting rights.
- 3.8 Members, attendees and invitees will have the option of using teleconference facilities and dialling in to the meeting when it is not possible for them to physically attend the meeting place.

4.0 Quorate

- 4.1 The Steering Group will only be deemed as quorate if 50% of the members are in attendance. This may be in-person attendance or by phoning-in.

5.0 Meeting Arrangements

- 5.1 The Lancashire Better Care Fund Steering Group will be fortnightly for a maximum of 2 hours and will be scheduled in accordance with the dates for the national performance report return.
- 5.2 The Steering Group will be held to account by the HWB.
- 5.3 The Steering Group is an unincorporated association and so can make recommendations, rather than decisions, to the Lancashire HWB and to the governing bodies of its members.
- 5.4 Recommendations will be ratified by a majority vote taken by those members present at the meeting. This may be in-person or by phoning-in. The Chairman will not have a vote, but in the event of a tie will be able to exercise the casting vote.
- 5.5 A Risk Log will be maintained by the Steering Group and which will be reported to the HWB and back to the individual organisation's own governing bodies as deemed appropriate by those organisation's own constitutions.

- 5.6 The Chairman may at any time convene extraordinary meetings to consider business that required urgent attention or when required to manage significant risks as advised by the Senior Programme Manager.
- 5.7 The Steering Group Administration is as follows:
- Minutes and action log will be sent out three working day after the meeting
 - Agenda and papers will be sent out two working day before the meeting
 - Agenda and papers to be agreed with the Chairman three working days before the meeting
 - All papers agreed by the Chairman should be received by the Administrator three working days in advance of the meeting

6.0 Membership Responsibilities

- 6.1 The Steering Group shall have responsibility for ensuring that all the BCF performance metrics are managed and monitored across the schemes within the BCF.
- 6.2 The Steering Group shall have overall responsibility for performance managing and monitoring of actual income and expenditure in relation to the Pooled Fund. The Host Partner (or its delegated agent) will provide regular financial reports to the Steering Group and each Partner (at least quarterly), using information from its accounting system and/or information provided by each Partner or Agent, where appropriate. The Steering Group must ensure that any cost pressures and mitigating actions, are reported through the appropriate governance structures in each Partner organisation. Financial information should be supported by appropriate and proportionate activity reports. From month three onwards financial reporting should include a forecast of the year end position.
- 6.3 The Steering Group must be able to trigger or prompt any necessary or required action within their organisations and across the BCF plan footprint in relation to the delivery of the BCF.
- 6.4 The Steering Group will provide focussed leadership, robust project management and process control to ensure the successful delivery of the Better Care Fund
- 6.5 The Steering Group will maintain the pace to deliver the BCF within agreed timescales
- 6.6 Demonstrate that the patient voice is heard using existing organisational systems during all parts of the strategy development and implementation phases.
- 6.7 The Steering Group Chairman should attend the Health and Wellbeing Board and should present and recommend the quarterly national performance report to the Health and Wellbeing Board for their acceptance and sign off prior to submission to the Department of Health.
- 6.8 The Steering Group cannot directly employ any personnel.
- 6.9 The Steering Group cannot incur any expenditure as it does not hold any financial resource. In the event of additional financial resource being required to ensure BCF delivery then each member organisation would need to be approached, through their

Steering Group representative, to agree a level of recommended resource against a recommended plan or activity.

7.0 Declarations of Interest

- 7.1 Individuals contracted to work with or appointed to the Steering Group will comply with their own organisation's standard of business conduct policy including the requirements for declaring conflicts of interest.
- 7.2 In order to facilitate this process, "Declaration of Interests" will be a standing item on all agendas and copies of the minutes will be sent to the HWB Administrator for the purposes of maintaining the register of interests.
- 7.3 All new declarations of interest must be notified to the Chair of the Steering Group within 28 days of a member taking office of any interests requiring registrations, or within 28 days of a change to a member's registered interests. Copies of these notifications should be sent to the Better Care Fund Steering Group.