

## **Joint Management & Commissioning Forum Terms of Reference**

### **Governance**

This Forum is a Committee of the Clinical Commissioning Group and Local Authority. It will function as a Joint Committee of both legal entities.

The Joint Management & Commissioning Forum will report directly to the CCG Governing Body and the Local Authority's Cabinet, as well as sitting underneath the Health and Wellbeing Board, with delegated authority in accordance January 2015 Cabinet decisions within the Better Care Fund Section 75 Cabinet Report.

### **Purpose**

To develop and manage all agreed Section 75 Agreements, including pooled/aligned budgets.

To develop and manage the Better Care Fund.

To develop a strong and effective partnership between local health commissioning and social care commissioning in the co-terminus local borough.

To identify and commission suitable integrated health and social services, as defined in the S75 agreements, to improve patient/service user experience and use of resources.

To identify new strategic initiatives for future development of integrated health and social care services and make recommendations to each governing body.

### **Core business and responsibilities**

To develop the 2015/16 Better Care Fund Plan so that it is approved by NHSE before April 2015.

To develop the 2015/16 s75 Agreement for recommendations to each governing body for their consideration before April 2015.

To develop appropriate risk management arrangements for each element of the Better Care Fund and other agreed s75 arrangements. To recommend to each governing body an appropriate risk sharing agreement.

To develop a comprehensive risk log for the BCF Plan and other S.75 Arrangements.

To create monthly performance metrics to manage the Better Care Fund and other s75 arrangements including appropriate finance and activity dashboard reports.

To create appropriate arrangements to manage the performance of the providers of services to the Better Care Fund and other s75 agreements.

To provide regular progress reports on the performance of the BCF and other s75 agreements to each governing body.

To provide regular monthly progress reports on the performance of the BCF (and for other s75 agreements) to the Havering Health and Wellbeing Board.

To develop financial reporting to meet both organisations requirements and make recommendations to each governing body. This will include meeting the very tight year end deadlines for financial reporting in the NHS.

To ensure that all business reporting complies with the more stringent reporting practice of the two organisations.

To identify where more collaborative working may improve outcomes through a range of performance and financial indicators.

To support the effective use of resources through a specific focus on use of the BCF to reduce emergency admissions, prompt discharge from hospital and the development of out of hospital services.

To develop and implement following approval, integrated models of service provision.

## **Membership**

CCG BCF lead and CCG Deputy Accountable Officer is Chair.

Three persons from the Local Authority including:

- Head of Adult Social Care
- Care Act Programme Lead
- ASC Strategic Commissioning Lead

Three persons from the CCG to be:

- Lead Clinical Director
- Chief Operating Officer
- Chief Finance Officer

## **Voting/Deputies**

Members may delegate their attendance to an appropriate person.

The members of the Forum will have equal voting rights. The voting rights are not specific to an individual, that is, when one of the above officer members is not in attendance, the voting right will be given to the person attending the Forum on their behalf as deputy.

## **Other attendees**

The CCG members are permitted to invite up to an additional three individuals to attend a meeting.

The LA members are permitted to invite up to an additional three individuals to attend a meeting.

These persons will not have voting rights.

## **Chair**

The Chair will be held for during a Shadow period by the BCF lead of the CCG (who is also the Deputy Accountable Officer).

## **Responsibilities of the Chair and members**

The Chair will take responsibility for confirming the agenda of each meeting and ensuring the required administrative support is provided, as well as Chairing each meeting.

As far as possible the Joint Management & Commissioning Forum will use standard agendas.

The lead officer member for the CCG Governing Body will have responsibility for briefing the CCG Governing Body.

The lead officer Member for the Local Authority will have responsibility for briefing the Cabinet.

The HWBB will be jointly briefed by the lead officers of the CCG and Local Authority.

## **.Frequency of Meetings**

The Joint Management & Commissioning Forum will meet each month.

## **Timing of meetings**

Meetings shall be held at an appropriate date, which is late enough in the month to ensure that data and information is as up to date as possible, and early enough to enable reports to be prepared and available for each organisation's Governing Body.

## **Agendas**

Members of the Forum will decide on Agenda items.

V1.2 with amendments from 4/11/14 Joint Meeting and 8/12/14 Joint Meeting

To be discussed at the JMCF meeting on 13/1/15 – this version in draft form

January Cabinet Appendix A

Agenda items should be sent to the Chair up to 7 days in advance of the meeting. If items are sent after that date, it will be at the discretion of the Chair if the item is to be on that meeting or a later meeting.

The Agenda will be produced on headed paper containing the CCG and the Local Authority's names and logos.

### **Accountability**

The Joint Management & Commissioning Forum will be formally accountable to:

- Havering Clinical Commissioning Group
- The Cabinet of Havering Council

The Health and Wellbeing Board will provide an oversight function on behalf of the Local Authority.

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### **Note:**

- The CCG Governing Body and Local Authority will need to review their respective constitution arrangements to reflect the new Joint Management & Commissioning Forum.