



Joint Commissioning Executive Care Closer to Home Programme Board Terms of Reference

The Joint Commissioning Executive Group (JCEG) will monitor existing joint arrangements between NHS Barnet Clinical Commissioning Group (CCG) and the London Borough of Barnet (LBB) and make recommendations to the relevant decision making bodies or officers for future joint arrangements.

The North Central London (NCL) Sustainability and Transformation Plan (STP) sets out wide ranging delivery plans covering the full range of health care. Whilst many of the STP aspirations are in alignment with the ambition set out in Barnet plans, it is important that as a local system there is a clear view of what is needed for the implementation of these plans in Barnet. JCEG will be a space for CCG, LBB and selected partners to discuss local priorities for commissioning and delivery across health and care in Barnet within the context of the STP.

JCEG will operate within existing schemes of delegation and reservation, constitutions and standing orders of each organisation.

Purpose

To operate as the executive delivery arm of the Health and Wellbeing Board.

To oversee the development and implementation of plans for an improved and integrated health and social care system including:

- the local delivery of the STP including being the programme board for Care Closer to Home
- the borough's Better Care Fund.
- the delivery of Section 75 agreements between NHS Barnet CCG and London Borough of Barnet.

Functions

1. To provide the overarching governance mechanism for the health and social care system transformation programme (STP), ensuring that the transformation programme is driven by the Barnet vision and that programme leads are adequately supported in their work and held to account for the delivery of their responsibilities. Key areas from the STP include:

- a) **Care Closer to Home:**

- Develop and deliver the Care Closer to Home vision

- Consider, commission, prioritise and approve proposed new programmes and projects, approving programme briefs and business cases
 - Identify programmes and projects that should be discontinued or re-prioritised due to changes in the environment
 - Ensure consistency, compatibility and co-ordination between programmes and projects
 - Manage high-level interdependencies and risks associated with all transformation programmes and the wider portfolio of change.
 - Ensure programmes deliver against their outcomes, KPI's, budgets, timescales, quality measures and business benefits, as identified in their business cases
 - Strategically identify, prioritise and allocate resources to programmes and projects, re-aligning where necessary including recommending financial allocations and changes to respective organisations
 - Monitor the impact of transformation programme as a whole, including unintended consequences/dis-benefits, and agree appropriate strategic response
 - Ensure that an overarching effective Communications and Engagement Strategy exists, including key messages for circulation to the partner organisation as the result of each meeting
 - Ensure appropriate public and patient engagement is undertaken across the programme.
- b) Prevention
 - c) Children and young people
 - d) Urgent and emergency care pathways
 - e) Planned care
 - f) Mental health.

2. To oversee the delivery of the **Better Care Fund** including:

- a) Overseeing the Integrated Care Model by holding the Joint Commissioning Unit and partners to account for its delivery
- b) The Group is responsible for making recommendations on the governance and legal functions required to develop and implement the Better Care Fund Pooled budget and manage risk
- c) Monitoring expenditure for budgets for the Better Care Fund and for wider work to integrate care services
- d) Monitor progress in delivering Better Care Fund services and tracking benefits realisation against these budgets
- e) Overseeing the financial risk of the Better Care Fund and, where necessary, making recommendations on recovery plans.

3. To oversee all **Section 75 agreements** held between the London Borough of Barnet and NHS Barnet CCG to ensure that they are operating effectively including:

- a) Monitor performance reports at least quarterly, receiving an annual report which with onwards reporting to the Health and Wellbeing Board
- b) Monitor expenditure and management of the pooled funds

- c) Review risks to ensure that appropriate actions are in place
- d) Oversee the extension and renewal process for Section 75 agreements.

Section 75 agreements are:

Adults	Community Equipment;
	Prevention / Voluntary Sector
	Learning Disability
	Campus Re-provision
	Health and Social Care Integration
	Mental Health (between the council and Barnet, Enfield and Haringey Mental Health Trust).
Children	Speech and Language Therapy
	Looked After Children
	Occupational Therapy
	Children and Young People Mental Health Services (from January 2018)

4. Performance and finances

- a) To recommend to the Health and Wellbeing Board, Council Committees and Barnet CCG's Finance Performance and QIPP Committee how budgets should be spent to further integrate health and social care
 - b) To ensure appropriate governance arrangements and management of additional budgets delegated to the Health and Wellbeing Board
 - c) To develop and review the work programme for the Health and Wellbeing Board and make recommendations for amendments or additions
 - d) To review reports being considered by the Health and Wellbeing Board which have financial or resource implications
 - e) To approve the work programmes of the Joint Commissioning Units (adults and children)
 - f) To agree business cases arising from the Joint Commissioning Units for adults and children requiring alignment of social care expenditure and activities
 - g) To support the refresh of the Joint Strategic Needs Assessment and oversee the refresh and implementation of the Joint Health and Wellbeing Strategy
 - h) To develop and maintain a forward work programme to ensure strategic and operational alignment between the Council and Barnet CCG. All members will contribute to the work programme.
5. Each organisation should ensure that the **risks** relating to BCF and section 75 agreements are clearly reflected on each organisation's respective Risk Registers and that these risks are reviewed regularly at each meetings and escalated to the Health and Wellbeing Board and the FPQ Committee as required.

Membership

Organisation	Post
Commissioning	
London Borough of Barnet (LBB)	Commissioning Director for Adults and Health
	Commissioning Director for Children and Young People
	Director of Public Health
	Director of Resources
NHS Barnet Clinical Commissioning Group (CCG)	Accountable Officer
	Director of Commissioning
	Director of Strategic Development
	CCG Board representatives (3)
	Chief Finance Officer
Providers	
London Borough of Barnet	Director of Adults and Communities
Central London Community Healthcare NHS Trust	Director of Divisional Operations
	Strategy Manager
Royal Free London NHS Foundation Trust	Hospital Director
	Director of Partnerships and Transactions
Barnet Enfield Haringey Mental Health Trust	Clinical Director
Barnet GP Federation	GP (2)
	MBI Health Group (working with the GP Federation)
Partners	
Community Education Providers Network	TBC
Healthwatch	Head of Healthwatch

Members are able to appoint a substitute to attend in their place if they are unavailable to attend a meeting.

Administration and Secretariat Support

The Council and CCG will provide support to the Board which will include taking and circulating minutes, organising meetings (dates; rooms), circulating papers and supporting agenda setting and developing a work programme. The following roles will support the Board:

- Associate Director of Governance & Corporate Affairs (CCG)
- Head of Adults Transformation (LBB)
- JCU Commissioning Lead (LBB)

Declaration of Interests

The Chair will ask at the beginning of each meeting whether any member has an interest about any item on the meeting agenda. If a member has a direct or indirect conflict with an issue on the agenda which may impact on their ability to objective, it should be declared at the meeting and recorded in the minutes. On the basis of the

interest declared, the Group will make a decision as to whether it is appropriate or not for this member to remain involved in considering the agenda item in question. The agenda for meetings will stipulate where items are for commissioners only and will be managed, as appropriate, by the Chair (e.g. through moving to part 2).

Quoracy

For the Group to be quorate, two representatives from each organisation (CCG and LBB) need to be present.

Chairmanship

There will be alternate chairing arrangements, shared between the Commissioning Director for Adults and Health (LBB) and the Director of Commissioning (CCG).

Reporting and Referrals

The minutes of all the JCEG meetings (including an attendance record) shall be formally recorded and submitted to the Health & Wellbeing Board for noting and comment, and to NHS Barnet CCG's Finance, Performance and QIPP Committee for noting.

The JCEG will refer matters for decision to the Health & Wellbeing Board and/or relevant NHS Barnet CCG and/or London Borough of Barnet officers or committees where appropriate (within the appropriate level of delegated authority to take decisions).

Frequency and Notice of Meetings

Meetings shall be held at least monthly, unless otherwise agreed.

Items of business to be transacted for inclusion on the agenda of the meeting should be approved via the work programme and agreed with the chair at least 15 working days before the meeting takes place (chairs are able to add items to the agenda as they arise). Any supporting papers should be sent to the members at least 5 working days before the meeting.

The Chair reserves the right to call for an urgent or extraordinary meeting of the Group through a virtual distribution of paper(s) with clear specific instructions to the members.

Review

These terms of reference will be reviewed on an annual basis and the work of this group is subject to both organisation's internal audit work plan and programme to review its effectiveness.