

Joint Commissioning Executive Group 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 and make recommendations to the relevant decision making bodies or officers for future joint arrangements. The London Borough of Barnet and NHS Barnet CCG have agreed that the JCEG will have the terms of reference as set out below:

Purpose

To oversee the delivery of Section 75 agreements between NHS Barnet CCG and London Borough of Barnet and refer matters for decision to the Health & Well-being Board and/or relevant NHS Barnet CCG and/or London Borough of Barnet officers.

To develop proposals for integrated health and social care systems and make recommendations to the Health & Wellbeing Board and/or NHS Barnet CCG and London Borough of Barnet as appropriate.

Declaration of Interests

The Chairman 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 his or her 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.

Functions

1. To oversee the development and implementation of plans for an improved and integrated health and social care system (including Education where relevant) for children and young people, adults with disabilities, older people, those with long term conditions, and people experiencing mental health problems.

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 and to bring them in line with overarching Section 75 agreements. Having oversight of the extension and renewal process for Section 75 agreements and referring matters for decision to the relevant Committee of NHS Barnet CCG and/or London Borough of Barnet which has the appropriate level of delegated authority to take decisions. Receiving performance reports on Better Care Fund, Section 75 agreements and other relevant services/projects. Refer to the contracts which sit underneath each Section 75 agreement and state that the group will receive performance and contract monitoring reports on these contracts. Progress for each agreement will be reported at least 6 monthly to JCEG. Section 75 agreements are:–

For adults -

- a. Community Equipment;
- b. Prevention / Voluntary Sector;
- c. Learning Disability;
- d. Campus Re-provision; and
- e. Health and social care integration

The Group will monitor the Mental Health Section 75 agreement (between the Council and Barnet, Enfield and Haringey Mental Health Trust).

For children –

- a. Speech and Language Therapy;
- b. Looked After Children; and
- c. Occupational Therapy.

4. To review all annual budget, additional budget, budget virement and all new expenditure commitment proposals relating to the Better Care Fund, or to other joint budget arrangements prior to these being taken through the approval processes required under each partner's own scheme of delegation.
5. To approve the work programmes of the Joint Commissioning Units (adults and children).
6. To develop and review the work programme for the Health and Wellbeing Board and make recommendations for amendments or additions.
7. To review reports being considered by the Health and Wellbeing Board which have financial or resource implications.
8. To receive financial reports (Better Care Fund and Section 75 reports).
9. 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.
10. To ensure appropriate governance arrangements and management of additional budgets delegated to the Health and Wellbeing Board.
11. To agree business cases arising from the Joint Commissioning Units for adults and children's, subject to both the Council and Barnet CCG's governance framework or Scheme of Reservation and Delegation
12. To support the refresh of the Joint Strategic Needs Assessment and oversee the refresh and implementation of the Joint Health and Wellbeing Strategy.
13. 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.
14. 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
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)	Director of Integrated Care
	Director of Quality
	Director of Clinical Commissioning
	Chief Finance Officer

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 and referring matters for decision to the relevant Council or CCG committee:

- Associate Director of Governance & Corporate Affairs (CCG)
- Commissioning Lead Health and Wellbeing (LBB)

Quoracy

For the Group to be quorate, two members 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 Integrated Care (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 as appropriate.

Frequency and Notice of Meetings

Meetings shall be held at the same frequency as, and at least two weeks before, the Health & Wellbeing Board, 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.