

BARNSELY PLACE PARTNERSHIP DELIVERY GROUP**Terms of Reference**

Version	2
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VERSIONS

Date	Version	Comments	Author
28.09.22	1	First Version	Jeremy Budd NHS South Yorkshire ICB - Director of Strategic Commissioning & Partnerships (Barnsley)
20.10.22	2	Revised version incorporating comments received	Richard Walker, Head of Governance & Assurance

**TERMS OF REFERENCE FOR BARNSELY PLACE BARNSELY PLACE PARTNERSHIP
DELIVERY GROUP**

1	Name of committee	Barnsley Place Partnership Delivery Group	
2	General	1.1	<p>Barnsley Metropolitan Borough Council (BMBC), Barnsley Hospital NHS Foundation Trust (BHNFT), South West Yorkshire Partnership NHS Foundation Trust (SWYPFT), Barnsley Healthcare Federation (BHF) and NHS South Yorkshire ICB have, as partners, agreed to develop an integrated system of health and social care in Barnsley working with other partners including Barnsley CVS, Healthwatch Barnsley and Barnsley Hospice.</p> <p>This integrated system is referred to in these terms of reference, and in the Place Agreement that the above partners have signed up to, as an “Integrated Care Partnership” or “ICP”.</p> <p>The Place Partnership Delivery Group (PPDG) will oversee and deliver the Priority Programmes as agreed by the Partners, in accordance with vision and objectives set out below and in the Place Agreement, and report to the Barnsley Place Partnership Board (when conducting Partnership business) on progress.</p>
		1.2	<p>Together we will develop a model for integrated services that joins up care around the mental, physical, and social needs of people. In doing so, we will help deliver the Barnsley health and care plan and ICP development plan.</p>
		1.3	<p>The Partners have agreed to work towards a common Vision for the Integrated Care Partnership (ICP), in Barnsley, as follows:</p> <p><i>People of Barnsley are enabled to take control of their health and wellbeing and enjoy happy, healthy, and longer lives, in safer and stronger communities, regardless of who they are and wherever they live.</i></p>

		1.4	<p>The Partners have agreed to work together in accordance with the Place Agreement in order to achieve the following Objectives:</p> <ul style="list-style-type: none"> • Develop an integrated joined up health and care system where the people of Barnsley experience continuity of care – each Partner delivering their part without duplication; • Individuals, families and communities are empowered to take control wherever possible of their own health and wellbeing; • Shift the focus on treating patients with health problems to supporting the community to remain healthy in the first instance; • Embed integrated care that delivers the best value for the Barnsley pound; • Develop population health management approaches to improve health and wellbeing and reduce health inequalities; • Work towards becoming a thriving ICP in accordance with the ICP Development Plan for 2022/23 and beyond; and • Play a pivotal role in delivering our shared vision for Barnsley: a place of possibilities, set out in Barnsley 2030. A healthy, learning, growing and sustainable Barnsley
3	Reports to	Barnsley Place Partnership Board (when conducting partnership Business)	
4	Purpose	<p>The purpose of the PPDG is to oversee and deliver the ICP priority programmes as agreed within Barnsley health and care plan and also overseeing delivery of the ICP development plan.</p> <p>Ensuring there is operational ownership of the agreed programme of work, agreeing where changes to the workplan need to be made and reporting progress and risks to delivery to the Barnsley Place Partnership Board (when conducting Partnership business).</p>	
5	Remit and responsibilities	3.1	Act as a senior leadership delivery group for Barnsley; ensure operational issues are dealt with, act as a point of escalation from place operational teams and coordinate and deliver mutual aid
		3.2	Overseeing and delivering the Barnsley health and care plan and the ICP Development Plan.
		3.3	Regular reporting to Partner organisation boards on progress against the Barnsley health and care plan and the ICP Development Plan.

		3.4	Regular reporting to the Place Partnership Board on progress against the Barnsley health and care plan and the ICP Development Plan.
		3.5	Operating in accordance with the principles as set out within the Barnsley Place Agreement.
		3.6	Ensuring all risk is assessed and assuring that mitigating actions are in place
		3.7	Managing and utilising resources across the ICP to optimise service delivery.
		3.8	Working within the overall scope of the ICP, recognising that changes will be agreed during the course of its development and introduction. Where relevant make recommendations to the Place Partnership Board for changes to the Barnsley health & care plan.
		3.9	Supporting the Transformation and Enabling Programme boards to deliver their objectives and milestones as set out within the Barnsley health and care plan.
		3.10	Considering and agree issues raised by the programme boards within the remit of the PPDG.
		3.11	Overseeing and co-ordinating dependencies which exist across the ICP health and care plan
		3.12	Supporting Barnsley HWB in the formulation and delivery of its Plan

6	Members	<p>The membership of the PPDG will be</p> <ol style="list-style-type: none"> 1. Partner organisation rotation – Chair of the PPDG 2. Executive Director – Place Health and Adult Social Care 3. Finance representation from the Finance & Performance Working Group 4. Quality Representation from the Health and Care Quality and Safety Committee 5. BHNFT - Deputy CEO and Chief Delivery Officer 6. BHNFT – Director of Operations 7. BMBC - Director of Public Health and Communities 8. BMBC – Director of Children’s Services 9. BHF – CEO 10. BHF – PCN Manager 11. SWYPFT - Director of Strategy / Deputy CEO 12. SWYPFT- Service Director 13. SWTPFT – Clinical Services Director 14. Barnsley Mental Health, LD and Autism Alliance (Independent Chair) 15. Healthwatch – Deputy Chair 16. Barnsley Hospice – CEO 17. Barnsley Community & Voluntary Services – CEO 18. NHS South Yorkshire - Director of Strategic Commissioning & Partnerships (Barnsley) 19. NHS South Yorkshire - Chief Operating Officer (Barnsley) <p>Membership will be reviewed and adjusted by agreement of the members as necessary to ensure the ICP meets its responsibilities. Every effort will be made to seek consensus.</p> <p>With effect from 1 April 2022, the role of Chair of the PPDG will be rotated to another member of the PPDG as agreed by the members. This will be undertaken on an annual basis at the beginning of every financial year.</p>
7	Attendees	<p>Health and Care Plan SROs are required to be in attendance, if not already a named member above e.g. workforce, digital, estates). SROs may invite their Programme Managers to attend as required.</p>
8	Deputies	<p>Deputies may be nominated to attend, although there should be a clear and consistent intention to attend by each appointed member.</p>

9	Chair	<p>With effect from 1 April 2022, the role of Chair of the PPDG will be rotated to another member of the PPDG as agreed by the members. This will be undertaken on an annual basis at the beginning of every financial year</p> <p>The chair of PPDG cannot come from the same organisation as the chair of the Place Partnership Committee.</p>
10	Quoracy	<p>Quoracy and Decision making</p> <ol style="list-style-type: none"> 1. The Group will be quorate when at least half of the membership is present. 2. The PPDG will operate as a forum for discussion with the aim of reaching consensus among the Partners. The PPDG is neither a separate legal entity, nor a joint committee of the Partners, and is therefore unable to take decisions separately to its Partner members or bind any one of them; nor can one Partner organisation 'overrule' another on any matter. 3. Each Partner organisation will delegate to its representative on the PPDG such authority as is agreed to be necessary in order for the PPDG to function effectively in discharging the responsibilities set out in these terms of reference. 4. Each Partner organisation will ensure that their representatives understand the status of the PPDG and the limits of the authority delegated to them. 5. Any organisation failing to send a representative for two consecutive meetings will be asked to confirm their commitment. 6. If PPDG is unable to reach consensus and make a decision it will refer to the Place Partnership Board for resolution.
11	Conduct of meetings	<p>The PPDG shall conduct its business in accordance with national guidance and relevant codes of practice including the Nolan principles.</p> <p>All members are required to notify the Chair of any actual, potential, or perceived conflict of interest in advance of the meeting to enable appropriate management arrangements to be put in place.</p>
12	Frequency of meetings	<p>The PPDG will meet on a monthly basis at minimum.</p>
13	Urgent decisions	<p>The PPDG will make recommendations to the Place Partnership Board and is not a decision making group.</p>

14	Admission of the press and public	Meetings of the PPDG will be held in private.
15	Declarations of interest	If any Member has an interest, financial or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and act in accordance with the ICB's Conflicts of Interests Policy. Subject to any previously agreed arrangements for managing a conflict of interest, the chair of the meeting will determine how a conflict of interest should be managed. The chair of the meeting may require the individual to withdraw from the meeting or part of it. The individual must comply with these arrangements, which must be recorded in the minutes of the meeting.
16	Support to the Partnership Delivery Group	<p>Administrative support will be provided to the PPDG by administrative officers of the ICB. This will include:</p> <ul style="list-style-type: none"> • Agreement of the agenda with the Chair, taking minutes of the meetings, keeping an accurate record of attendance, key points of the discussion, matters arising and issues to be carried forward; • Maintaining an on-going list of actions, specifying Members responsible, due dates, and keeping track of these actions; • Sending out agendas and supporting papers to Members five working days before the meeting. • Drafting minutes for approval by the Chair within five working days of the meeting and then distribute to all attendees following this approval within 10 working days; and • An annual work plan to be updated and maintained on a quarterly basis.

17	Authority	<p>The Barnsley Place Partnership Delivery Group is authorised to investigate any activity within its terms of reference.</p> <p>The Barnsley Place Partnership Delivery Group is authorised to commission any reports or surveys it deems necessary to help it fulfil its obligations with the approval of the Place Partnership Board.</p> <p>The Barnsley Place Partnership Delivery Group is authorised to obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary with prior approval from the Place Partnership Board. In doing, so, the Finance, Performance and Efficiency Group must follow procedures put in place by partner organisations or the ICB or for obtaining legal or professional advice.</p> <p>The Barnsley Place Partnership Delivery Group is authorised to create working groups as are necessary to fulfil its responsibilities within its terms of reference but may not delegate powers delegated to it within these terms of reference.</p>
18	Reporting	<p>Formal minutes will be completed from the meeting. This is a private meeting between member organisations. However, in the interests of good governance and promoting transparency the minutes relevant to a wider public audience can be taken in the public section of the member organisation' sovereign Boards.</p> <p>The members of the PPDG are responsible for providing feedback on a regular basis to their member organisations' Boards/ relevant decision making bodies.</p> <p>PPDG will report on its activities monthly to the Place Partnership Board.</p>
19	Conduct of the Partnership Delivery Group	<p>The PPDG shall conduct its business in accordance with national guidance, and relevant codes of practice including the Nolan Principles</p>
20	Amendments	<p>These terms of reference set out the remit, responsibilities, membership, and reporting arrangements of the Barnsley Place Partnership Delivery Group and may only be changed with the approval of the Place Partnership Board.</p>
21	Review date	<p>The PPDG will review at least annually its own performance, membership, and terms of reference. These terms of reference and any resulting changes to the terms of reference or membership will be approved by the member organisations' Boards/relevant decision making bodies.</p>