

APPENDIX A

DRAFT SOUTH YORKSHIRE INTEGRATED CARE PARTNERSHIP CONSTITUTION

BACKGROUND

1. Section 116ZA of the Local Government and Public Involvement in Health Act 2007 requires the Integrated Care Board (ICB) and each local authority in ICB to establish an Integrated Care Partnership (ICP), which is a joint committee of these bodies. The ICP may appoint other members and determine its own procedures. ICPs have a critical role to play in Integrated Care Systems (ICS), facilitating joint action to improve health and care outcomes and experiences across their populations, and influencing the wider determinants of health, including creating healthier environments and inclusive and sustainable economies.

NAME

2. The name of the ICP is **'The South Yorkshire Integrated Care Partnership'**

OBJECTIVES

3. The South Yorkshire ICP will consider what arrangements work best in its area by creating a dedicated forum to enhance relationships between the leaders across the health and care system that:-
 - build on existing governance structures such as Health and Wellbeing Boards (HWBs) and Place-based partnerships, and support newly forming structures to ensure governance and decision-making are proportionate, support subsidiarity and avoid duplication across the ICS.
 - drive and enhance integrated approaches and collaborative behaviours at every level of the system, where these can improve population health outcomes, planning, and service delivery.
 - foster, structure, and promote an ethos of partnership and co-production, working in partnership with communities and organisations within them.
 - address health challenges that the health and care system cannot address alone, especially those that require a longer timeframe to deliver, such as tackling health inequalities and the underlying social determinants that drive poor health outcomes, including employment, reducing offending, climate change and housing.
 - continue working with multiagency partners to safeguard people's rights and ensure people are free from abuse or neglect and not deprived of their liberty or subject to compulsory detainment or treatment without safeguards.
 - develop strategies that are focused on addressing the needs and preferences of the population including specific cohorts and those most vulnerable.
 - promote the commitment of health and care partners made to improve population health and health inequalities in the [South Yorkshire Health and Care Compact](#)

FUNCTIONS

4. Under s116ZB of the Local Government and Public Involvement in Health Act 2007

South Yorkshire ICP is required to prepare an integrated care strategy that:-

- Details how the needs of resident of its area will be met by either the ICB, NHS England, or local authorities.
- Considers how NHS bodies and local authorities could work together to meet these needs using section 75 of the National Health Service Act 2006.
- Must have regard to the NHS mandate and guidance published by the Secretary of State.
- Involves the Local Healthwatch and people who live or work in the ICP's area.
- Is reviewed and revised as required when a new Health and Social Care joint strategic needs assessment is received from a local authority within the ICP.
- Considers how health related services can be more closely integrated with arrangements for the provision of health services and social care in its area.
- Is published and provided to each local authority in its area and each partner Integrated Care Board of those local authorities. Under s116B of the Local Government and Public Involvement in Health Act 2007 a local authority and each of its partner ICPs must have regard to:-
 - Any joint assessment of health and social care in relation to the area for which they are responsible
 - Any Integrated Care Strategy that applies to the area of the local authority
 - Any Joint Health and Wellbeing Strategy prepared by the local authority and any of its partner ICB's
- South Yorkshire ICP will not perform a Health Scrutiny Function and will itself be subject to scrutiny by the Health Scrutiny Committees of the Local Authorities within the ICS area.

MEMBERSHIP

5. Within the legislation ICPs are a statutory joint committee between Local Authorities and the ICB within the ICS area and include wider membership.
6. Members of the ICP therefore fall into two groupings:
 - Statutory members
 - Co-opted members
7. The initial statutory membership of South Yorkshire ICP is one member appointed by each of the local Authorities and the ICB.
8. Where a member is to be appointed other than by a Local Authority or the ICB then the ICP will invite nominations via any fair process determined by their appointing organisations and the agreed nominee will be co-opted on to the ICP at a meeting of the ICP.
9. In the event that there is no clear nominee or if there is a dispute as to the identity of the nominee the ICP may co-opt as it thinks fit.
10. South Yorkshire ICP may appoint such additional persons as it sees fit, either as co-opted members or as observers who shall be entitled to participate in discussion at meetings.

Nomination:	Name:	Title:	Organisation:
	Oliver Coppard (Chair)	South Yorkshire Major	South Yorkshire Mayoral Combined Authority
	Martin Swales	Chief Executive	South Yorkshire Mayoral Combined Authority
	Pearse Butler (Vice Chair)	ICB, Chair	South Yorkshire Wide
	Gavin Boyle	ICB Chief Executive	South Yorkshire Wide
	Will Cleary-Gray	ICB Executive Director of Strategy and Partnership	South Yorkshire Wide
	David Crichton	ICB Chief Medical Officer	South Yorkshire Wide
	Cathy Winfield	ICB Chief Nursing Officer	South Yorkshire Wide
	Christine Joy	ICB Chief People Officer	South Yorkshire Wide
	Wendy Lowder	ICB Executive Place Director Barnsley	South Yorkshire Wide
HWBB Barnsley	Councillor Caroline Makinson	Councillor	Barnsley Metropolitan Borough Council
	Carly Speechley	Executive Director of Children's Services	Barnsley Metropolitan Borough Council
	Sheena McDonnell	Chair	Barnsley Hospital NHS Foundation Trust
	Kathy McArdle	Service Director, Regeneration and Culture	Barnsley Metropolitan Borough Council
	Adrian England	Independent Chair	Mental Health, Learning Disability and Autism Partnership, Barnsley
HWBB Doncaster	Councillor Rachael Blake Councillor Nigel Ball	Councillor Councillor	Doncaster Metropolitan Borough Council Doncaster Metropolitan Borough Council
	Damian Allen	Chief Executive	Doncaster Metropolitan Borough Council
	Rupert Suckling	Director of Public Health	Doncaster Metropolitan Borough Council
	Dolly Agoro	Co-chair	Doncaster Inclusion and Fairness Forum

HWBB Rotherham	Councillor David Roche	Councillor	Rotherham Metropolitan Borough Council
	Sharon Kemp	Chief Executive	Rotherham Metropolitan Borough Council
	Kate Davis	Chief Executive	Crossroads, Rotherham
	Richard Jenkins	Chief Executive	Rotherham Hospital Foundation Trust and Barnsley Hospital NHS Foundation Trust
	Dr Jason Page	GP Primary Care	Thorpe Hesley GP Practice, Rotherham
	Suzie Joyner	Strategic Director Children services, Rotherham	South Yorkshire Wide
HWBB Sheffield	Councillor Angela Argenzio	Councillor	Sheffield City Council
	Greg Fell	Director of Public Health	Sheffield City Council
	Alexis Chappell	Director of Adult Health and Social Care	Sheffield City Council

11. It is anticipated that agreement will be achieved by consensus not through voting.

PROFESSIONAL AND ADMINISTRATIVE SUPPORT

12. South Yorkshire ICP may establish Programme Boards and Advisory Sub-groups to oversee specific work programmes or broader thematic areas as required.
13. Programme Boards/Sub-Groups, reporting into the South Yorkshire ICP, will be managed in accordance with separate terms of reference as agreed by the South Yorkshire ICP
14. The role, remit and membership of Programme Boards and Advisory Sub-groups will be reviewed regularly by South Yorkshire ICP to ensure they remain flexible to the demands of ongoing and new programmes of work.
15. Administrative support to South Yorkshire ICP will be provided by South Yorkshire Integrated Care Board for the first 12 months of its operation without charge and thereafter this arrangement will be subject to review.

STANDING ORDERS

16. South Yorkshire ICP is governed by Standing Orders approved and amended by the ICP from time to time. The Current standing orders are set out in [Annex A attached](#) to this Constitution.

ANNEX A

SOUTH YORKSHIRE ICP STANDING ORDERS

Membership

1. South Yorkshire ICP may appoint representatives to other outside bodies as co-opted members, voting or non-voting.

Alternate or Substitute Members

2. Each member will be entitled to appoint from time to time one named alternate or substitute member in exceptional circumstances, who may act in all aspects as a statutory or co-opted member of the South Yorkshire ICP in the absence of the member appointed.
3. The Chair of the South Yorkshire ICP must be informed in advance of the relevant meeting of the identity of any alternative or substitute.

Term of Office

4. The term of office of members shall end:
 - a) if rescinded by the organisation by whom they are appointed
 - b) if a Councillor appointed by a Council cease to be a member of the appointing Council
 - c) if an ex officio member cease to be appointed in that role
 - d) if the individual change's role within an organisation and is no longer in the role that led to their appointment to the ICP.

Appointment of Chair and Vice-Chair

5. The Chair and Vice Chair will hold office until they resign, cease to be a member of the South Yorkshire ICP, or until their successor is appointed.

Quorum

6. Quorum for meetings of the South Yorkshire ICP will be one member appointed by each of the Local Authorities of Barnsley, Doncaster, Rotherham and Sheffield and the ICB.
7. If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be abandoned, and no business will be transacted.
8. If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and no further business will be transacted.

Member Conduct

9. Members of the South Yorkshire ICP shall comply with any code of conduct applicable to their employing organisation and or professional body they represent.
10. Members of the South Yorkshire ICP are required to declare any interests they have in respect of matters being discussed by the ICP.

Meetings and Proceedings of South Yorkshire ICP

11. South Yorkshire ICP shall hold at least four meetings each year. Special meetings may be called at any time by (i) the Chair or (ii) by a written notice requiring a meeting to be called being served on the Chair by the ICB or Local Authorities of Barnsley, Doncaster, Rotherham and Sheffield, specifying the business to be transacted.
12. In the absence of the Chair at a meeting of South Yorkshire ICP, the Vice Chair will preside over that meeting. In the event that both the Chair and Vice Chair are absent then the ICP will appoint one of its members to preside at that meeting.
13. South Yorkshire ICP may hold any meeting remotely using Zoom, Microsoft Teams, or any other suitable platform and may live stream the meeting.

Decision-Making

14. Decisions are expected to be achieved by consensus by the chair.

Notice of and Summons to Meetings

15. At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the ICP. The agenda will give the date, time and confirmation regarding whether the meeting is in person or virtual or hybrid and specify the business to be transacted and will be accompanied by such details as are available.

Virtual Meetings

16. The Quorum provisions at paragraph 6 shall apply equally to virtual meetings. If it is not possible in a specific instance to find a consensus, the issue may be deferred to a later meeting.

Reports from Health Overview and Scrutiny Committees

17. South Yorkshire ICP may receive reports and recommendations from the Health Scrutiny Committees within the area and the Chairs of those Scrutiny Committees, or a nominated representative on their behalf, will be entitled to attend meetings of the ICP to represent the Committee.

Participation at South Yorkshire ICP

18. All members of South Yorkshire ICP are entitled to speak and contribute to discussions.

Public Questions

19. Any member of the public who is a resident or a registered local government elector of South Yorkshire may ask a question about any matter over which the South Yorkshire ICP has power, or which directly affects the health and wellbeing of the population.
20. A member of the public who wishes to ask a question:
 - shall give written notice, including the text of the proposed question, to South Yorkshire ICBs Director of Corporate Governance and Board Secretary at least 2 clear working days before the meeting.
21. Unless the Chair otherwise agrees, questions shall be:
 - put orally at the meeting in the order in which notice of the question has been received;
 - at the end of each reply, the questioner may ask one supplementary question arising from the answer;
 - a member of the South Yorkshire ICP nominated by the Chair will either give an oral reply to the question and/or any supplementary question orally or will indicate that a written reply will be made available to the questioner within 14 working days and published on ICS website. The method of answer shall be at the discretion of the Chair. There shall be no debate about the question or any supplementary question between members of the public and South Yorkshire ICP;
 - the period allocated to questions shall be limited to 20 minutes unless the Chair agrees to extend this time. Any questions remaining after that period has elapsed shall be subject to a written reply within 14 working days; and
 - answers given orally at the meeting shall be included in the Minutes. Written replies shall be copied to all members of South Yorkshire ICP.

Minutes

22. The Chair will sign the minutes of the proceedings at the next suitable meeting after they have been agreed as a correct record at that meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.
23. The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.
24. Minutes will be published.

Interpretation of Standing Orders

25. The ruling of the Chair of South Yorkshire ICP as to the interpretation of these Standing Orders shall be final.

Suspension of Standing Orders

26. As far as is lawful, any of these Standing Orders may be suspended by motion passed by the majority of those members present.