

BARNSELY PLACE JOINT ICB & ADULT SOCIAL CARE SENIOR MANAGEMENT TEAM**Terms of Reference**

Version	2
Implementation Date	1 November 2022
Review Date	1 April 2023
Approved By	Barnsley Place Partnership Board (Place Committee)
Approval Date	27 October 2022

VERSIONS

Date	Version	Comments	Author
8 July 2022	1.0	Initial draft for feedback and comments for feedback	Richard Walker/Roxanna Naylor
18 August 2022	1.1	Draft revised to include reference to joint working arrangements with Place Health & Adult Social Care Directorate Management Team Meeting	Richard Walker/Roxanna Naylor
24 August 2022	1.2	Further amendments to more fully integrate the ICB and ASC elements into a single, coherent TOR.	Richard Walker
21 Sept 2022	1.3	Further amendments following feedback from colleagues to clarify status of SMT as a sub group of the Barnsley Place Committee; to clarify the distinction between formal and informal meetings; and to clarify method of reporting into the Place Committee.	Richard Walker
29 Sept 2022	1.4	Final amendments to clarify no delegated decision making to SMT, and minor changes to attendees	Richard Walker
13 Oct 2022	1.5	Quorum for Place Committee reduced from 4 members to 3 as agreed at SMT 6.10.22	Richard Walker
20 Oct 2022	1.6	Additional text re remit and responsibilities in relation to Adult Social Care in section 5	Richard Walker
8 Dec 2022	2.0	Final, clean version with watermark removed	Richard Walker

TERMS OF REFERENCE FOR BARNSELY PLACE JOINT ICB & ADULT SOCIAL CARE SENIOR MANAGEMENT TEAM

1	Name of committee	The Barnsley Place Joint ICB & Adult Social Care Senior Management Team ('SMT') is established as and operates as a sub committee of the ICB Barnsley Place Committee.
2	General	<p>These terms of reference set out the remit, responsibilities, membership and reporting arrangements of SMT, and may only be changed with the approval of the Board. The SMT has no executive powers, other than those specifically delegated in these terms of reference.</p> <p>The ICB is part of the South Yorkshire Integrated Care System, which has four core purposes:</p> <ul style="list-style-type: none"> • improve outcomes in population health and healthcare • tackle inequalities in outcomes, experience and access • enhance productivity and value for money • help the NHS support broader social and economic development.
3	Reports to	ICB Barnsley Place Committee (when conducting ICB Business). When considering Adult Social Care Business SMT reports key decisions through Cabinet process.
4	Purpose	<p>SMT operates as a joint working group to enable the ICB Executive Place Director / Executive Director Adults & Communities effectively to discharge her responsibilities by coordinating the work of senior managers across health and adult social care, enabling them to work effectively together as a forum for the exchange of ideas and for identifying opportunities for collaboration and integrated working.</p> <p>SMT is operationally responsible for the conduct and delivery of matters delegated to the ICB Barnsley Place Committee when carrying out ICB Business as a committee of NHS South Yorkshire Integrated Care Board.</p>
5	Remit and responsibilities	<p>SMT is responsible for supporting the ICB Executive Place Director / Executive Director Adults & Communities to deliver her responsibilities across her entire remit.</p> <p>Specifically in relation to ICB Business SMT is responsible for:</p> <ul style="list-style-type: none"> • Delivering the ask of the ICB in Barnsley Place, working alongside the Place Partnership Board • Providing assurance to the ICB Board and its assurance committees, via the ICB Place Committee • Operational management of the Barnsley Place team • Ensuring ICB business at place is conducted in compliance with all statutory and regulatory requirements and in accordance with ICB policies • Ensuring expenditure within the Barnsley Place is managed within the delegated allocation.

		<p>Specifically with regards to Adult Social Care:</p> <ul style="list-style-type: none">• Delivery of responsibilities as defined within the Scheme of Delegation in accordance with BMBC constitution• Providing assurance of quality and improvement and overall efficacy of Adult Social Care to BMBC Senior Management Team and Cabinet.• Operational leadership of Adult Social Care.
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Members

Membership and attendance at SMT differs according to whether or not SMT is considering ICB or Adult Social Care Business. The table below sets out the status of individual representatives in each case for ease of reference:

Nominated Representative (Role/Title)	Organisation	Status for ICB Business	Status for Adult Social Care Business
ICB Executive Place Director / Executive Director Adults & Communities	NHS South Yorkshire ICB / BMBC	Member & Chair	Member & Chair
Chief Nurse, Barnsley Place	NHS South Yorkshire ICB	Member	Attendee
Medical Director, Barnsley Place	NHS South Yorkshire ICB	Member	Attendee
Chief Finance Officer, Barnsley Place	NHS South Yorkshire ICB	Member	Attendee
Chief Operating Officer, Barnsley Place	NHS South Yorkshire ICB	Member	Attendee
Director of Strategic Commissioning and Partnerships, Barnsley Place	NHS South Yorkshire ICB	Member	Attendee
Service Director, Adult Social Care & Well-Being	BMBC	Attendee	Member
Interim Service Director, Commissioning & Integration	BMBC	Attendee	Member
Strategic Finance Manager	BMBC	Attendee	Member
Service Director, Public Health and Regulation	BMBC	Attendee	Attendee
Communications Representative	BMBC	Attendee	Attendee
Head of Medicines Optimisation, Barnsley Place	NHS South Yorkshire ICB	Attendee	Attendee
Head of Communications and Engagement, Barnsley Place	NHS South Yorkshire ICB	Attendee	Attendee
Head of Governance and Assurance, Barnsley Place	NHS South Yorkshire ICB	Attendee	Attendee

A joint working group does not have the authority collectively to make decisions. It is therefore anticipated that the meeting will operate as follows:

- Meetings will have 2 parts to the agenda, an ICB SMT section (Part 1) and an Adult Social Care DMT section (Part 2).

		<ul style="list-style-type: none"> • During Part 1 business will be conducted in accordance with these Terms of Reference. BMBC representatives listed above will attend and contribute to the discussion as appropriate but have no decision making or voting rights. • Conversely, during Part 2 the ICB SMT representatives (other than the Place Director / Executive Director Adults & Communities) will be in attendance but will have no decision making or voting rights in relation to the matters under discussion. • At the Chair's discretion, if there is any confidential ICB business to be transacted this will be taken at the start of Part 1 without BMBC members present. Similarly if there is any confidential ASC business to transact this will be taken at the end of Part 2, without ICB members present. <p>The ICB Executive Place Director / Executive Director Adults & Communities will Chair both parts of the meeting and will determine the business to be conducted under both parts of the agenda. If she is unable to attend another member of ICB SMT will preside over Part 1 as per section 9 above, and another member of Adult Social Care DMT will preside over Part 2.</p> <p><i>For clarity the arrangements set out at sections 7 to 21 below apply specifically to ICB business conducted under Part 1 of the Agenda. It is anticipated that Part 2 (Adult Social Care) business will also be conducted in accordance with the same principles but any decisions taken would be in accordance with the Council's Constitution, Scheme of Delegation and Financial Regulations.</i></p>
7	Attendees	<p>Other ICB officers may request or be requested to attend the meeting when matters concerning their responsibilities are to be discussed or they are presenting a paper.</p> <p>The Chair may invite such other attendees to attend any meeting of SMT as the Chair considers appropriate.</p>
8	Deputies	<p>With the permission of the Chair, Members of SMT may nominate a deputy to attend a meeting that they are unable to attend. Members should inform the Chair of their intention to nominate a deputy and should ensure that any such deputy is suitably briefed and qualified to act in that capacity. The deputy may speak on their behalf but may not vote or count towards the quorum.</p>
9	Chair	<p>The meetings will be run by the Chair (as noted in paragraph 6 above). If the Chair is absent or is disqualified from participating by a conflict of interest, another member of SMT shall be chosen by the members present, or by a majority of them, and shall preside.</p>

10	Quoracy	<p>No ICB business shall be transacted unless at least half of the ICB Place Committee membership (which equates to three individuals) and including the following are present: One of the Executive Place Director or the Chief Finance Officer (Barnsley)</p> <p>When undertaking Adult Social Care business the meeting will be deemed to be quorate if at least 2 of the BMBC members, including at least one of the Executive Director Adults & Communities or the Strategic Finance Manager, are present.</p> <p>For the sake of clarity:</p> <ol style="list-style-type: none"> a) No person can act in more than one capacity when determining the quorum. b) An individual who has been disqualified from participating in a discussion on any matter and/or from voting on any motion by reason of a declaration of a conflict of interest, shall no longer count towards the quorum. <p>Members of SMT may participate in meetings by telephone, video or by other electronic means where they are available and with the prior agreement of the Chair. Participation by any of these means shall be deemed to constitute presence in person at the meeting.</p>
11	Conduct of meetings	<p>When considering ICB business, in line with the ICB's Standing Orders, it is expected that decisions will be reached by consensus.</p> <p>Should this not be possible, at the discretion of the Chair, the matter will be:</p> <ul style="list-style-type: none"> • Put to a vote of the members present, with each member present having one vote each, and the Chair having a casting vote in the event of a tie, or • Escalated to the ICB Barnsley Place Committee for resolution. <p>Should a vote be taken, the outcome of the vote, and any dissenting views, must be recorded in the minutes of the meeting.</p>

12	Frequency of meetings	<p>Formal meetings of SMT will be held monthly. These meetings will operate on a formal basis with agendas and papers being circulated a week in advance wherever possible. These meetings will consider and agree action in respect of more significant or complex matters, and will receive regular reports from Members in relation to their specific areas of responsibility, including but not limited to finance, performance and quality of commissioned services.</p> <p>In addition, informal meetings of SMT will be held weekly. These meetings will operate on a less formal basis, with greater flexibility at the Chair's discretion to allow late additions to the agenda and to accept reports in a variety of formats – verbal, written, powerpoint presentation etc. The purpose of these informal meetings is to allow the prompt consideration and resolution of routine operational matters, and to ensure ongoing effective coordination and communication across the wider Barnsley Place Team.</p> <p>In emergency situations the Chair may call a meeting with two days' notice by setting out the reason for the urgency and the decision to be taken.</p>
13	Urgent decisions	<p>In the case of urgent decisions and extraordinary circumstances, every attempt will be made for SMT to meet virtually. Where this is not possible the following will apply:</p> <ul style="list-style-type: none"> a) The powers which are delegated to SMT may be exercised by either the Chair or Chief Finance Officer (Barnsley), plus at least one other member of SMT, subject to every effort having made to consult with as many members as possible in the given circumstances. b) The exercise of such powers shall be reported to the next formal meeting of SMT for formal ratification, where the Chair will explain the reason for the action taken.
14	Admission of the press and public	Meetings of SMT will be held in private.
15	Declarations of interest	<p>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.</p>

16	Support to SMT	<p>Administrative support will be provided to SMT by administrative officers of the ICB. For formal monthly meetings 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>SMT is authorised to investigate any activity within its terms of reference.</p> <p>SMT is authorised to commission any reports or surveys it deems necessary to help it fulfil its obligations.</p> <p>SMT 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. In doing, so, the SMT must follow procedures put in place by the ICB for obtaining legal or professional advice.</p> <p>SMT 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> <p>In accordance with the Place Committee's Terms of Reference no powers are formally delegated from the Committee to SMT, however the individual officers comprising the Membership of SMT are authorised to take decisions within their remit and in accordance with the ICB's operational scheme of delegation and associated budgetary limits. Any decisions taken outwith these limits (eg decisions with a financial consequence not covered by an existing budget) will be reported to the Place Committee for ratification.</p>

18	Reporting	<p>SMT shall submit a log of any decisions taken with a financial consequence or with implications for service provision to each ICB Barnsley Place Committee meeting.</p> <p>The Chair shall draw to the attention of the ICB Barnsley Place Committee any significant issues or risks relevant to the ICB.</p> <p>SMT will also:</p> <ul style="list-style-type: none"> • Provide assurance reports to the ICB Barnsley Place Committee regarding the delivery of the tasks and functions delegated to it • Seek decisions and approvals from the ICB Barnsley Place Committee on all matters not delegated to SMT • Communicate matters requiring a coordinated response from partners to the Barnsley Place Partnership Delivery Group or its workstreams
19	Conduct of SMT	<p>All Members will have due regard to and operate within the Constitution of the ICB, standing orders, standing financial instructions and other financial procedures.</p> <p>Members of SMT will abide by the 'Principles of Public Life' (The Nolan Principles) and the NHS Code of Conduct.</p>
20	Amendments	<p>These terms of reference set out the remit, responsibilities, membership and reporting arrangements of Barnsley Place ICB Senior Management Team and may only be changed with the approval of the ICB Barnsley Place Committee.</p>
21	Review date	<p>These terms of reference shall be reviewed annually.</p>