

BARNSELY INVOLVEMENT AND EQUALITY GROUP BARNSELY PLACE Terms of Reference	
Version	Final_v3
Implementation Date	November 2022 (1st meeting)
Review Date	Six months following implementation date
Approved By	Barnsley Place Partnership Board (including ICB Place Committee)
Approval Date	27 October 2010

VERSIONS			
Date	Version	Comments	Author
Jul '22	1	Initial draft taken from existing ToR of Barnsley engagement, experience and equality group	Kirsty Waknell
Sept '22	1	Went to current Barnsley partner engagement and equality working group at Sept '22 meeting for review.	Kirsty Waknell
October '22	2	Incorporates comments from the Sept meeting including name change to reflect 'involvement' rather than engagement as the overarching term.	Kirsty Waknell
December '22	3	Final, clean version with watermark removed	Richard Walker

1	Name of committee	The Barnsley Involvement and Equality group (BIEG) is established to bring the voice of Barnsley people, carers and communities to the work of the Barnsley Place Partnership Board to influence decisions and improve outcomes.
2	General	<p>These terms of reference set out the membership, remit, responsibilities, and reporting arrangements of BIEG. The BIEG has no executive powers and is an advisory and delivery group. The group will also carry out its role in line with Public Sector Equality Duty.</p> <p>The group operates within 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	<p>The group reports into the Barnsley Place Partnership Board.</p> <p>Any items for escalation relating specifically to patient experience will continue to be formally reported into the Barnsley Quality and Safety committee.</p> <p>Any items relating to the discharging of statutory duties of individual partners will be taken through their relevant governance process.</p>
4	Purpose	<p>The purpose of this group is to:</p> <ol style="list-style-type: none"> Ensure the voice of local people, carers and communities is embedded in the work of the Barnsley Place Partnership Board. Work in an integrated way with a shared ownership of a single overarching involvement and equality plan to support the Barnsley health and care plan. <p>To achieve this, the group will:</p> <ul style="list-style-type: none"> • Amplify what matters to local people, carers and communities in relation to their health and wellbeing through a range of methods to inform plans, policies and services/interventions. • Collectively agree, develop and deliver a shared Barnsley health and care involvement and equality plan. • Follow and champion the agreed involvement principles endorsed by the Barnsley Place Partnership Board. • Support delivery of the NHS South Yorkshire 'Start With People' people and communities strategy. • Work with programme boards to ensure there is a clear demonstration of the impact of involvement and equality work on policies and decisions made. • Provide involvement and equality guidance and advice to the partnership on any proposed changes to services in the Barnsley health and care plan to inform commissioning, planning and delivery decisions. • Work in line with engagement and equality, diversity and inclusion statutory requirements in relation to service developments and decisions. • Collectively discuss changes and challenges in a safe environment to enable the consideration of different responses or solutions.
5	Remit and responsibilities	BIEG is responsible for the development, delivery and oversight of the Barnsley health and care people, carers and communities involvement and equality plan.

		<p>Supporting principles</p> <p>The group will work to the principles agreed to by the Barnsley Partnership Board:</p> <ol style="list-style-type: none"> 1. Have a strong local focus and work on both strengths and solutions with local communities 2. Value equality and the diversity of local communities 3. Make sure information is accessible and jargon free 4. Ensure that everyone has a voice, and we listen and learn from our staff and communities 5. Involve the right people, at the right time and come to you 6. Keep it simple and be honest about what you can influence 7. Avoid repeating the same conversations 8. Be open and transparent with what we know and what we have done and why <p>Subgroups</p> <p>This group has been developed from the Barnsley engagement, equality and experience group. That group also has membership from Barnsley College and Berneslai Homes with extended invites to colleagues from the police, etc. This group meets on a monthly basis, with the exception of those months the BIEG meets.</p>
6	Members	<p>The members of BIEG shall comprise:</p> <ul style="list-style-type: none"> • Public Health Principal, Adults and Communities, BMBC (Current Chair) • Service Manager, Adult Social Care, BMBC • Voice and Participation Lead, Adult Social Care, BMBC • Head of Stronger Communities, BMBC • SEND Participation Officer, BMBC • Patient Experience and Engagement Manager, BHNFT • Head of Inclusion, BHNFT • Director of Strategic Commissioning and Partnerships, ICB (BPPB member) • Head of Communications, Engagement and Equality, ICB • Engagement Manager, ICB • Quality Lead, ICB • Marketing, Communication, Engagement and Inclusion Lead, SWYPFT • Equality and Involvement Manager, SWYPFT • Communications and Engagement Manager, BHF • BCVS (role TBC) • Barnsley Hospice (role TBC) • Manager, Healthwatch Barnsley (independent role) <p>Members of the group have a collective responsibility for directing and overseeing the subgroups work. They will bring their professional expertise and experience into the group and programme delivery.</p>

		<p>The Group will encourage a shared learning approach, which involves:</p> <ul style="list-style-type: none"> • Group discussions to share experiences and learning. • Topics for the agenda being generated by members of the group and guided by current and relevant topics. • All members would be encouraged to actively participate in meetings. • Between meetings the membership will be expected to contribute to and participate in the ongoing engagement and equality work. This will be conducted virtually or face to face to ensure momentum on agreed priority areas. <p>The participants shall ensure that each of their representatives has equivalent delegated authority.</p>
7	Attendees	<p>Other individuals may be invited to attend for all or part of any meeting as appropriate 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 BIEG as appropriate.</p> <p>Members are required to attend three out of four scheduled meetings. Attendance will be monitored throughout the year and any concerns raised by the Chair with the relevant Member.</p>
8	Deputies	<p>Members of BIEG 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. If the Chair is absent or is disqualified from participating by a conflict of interest, another member of BIEG shall be chosen by the members present, or by a majority of them, and shall preside.</p> <p>The Chair and vice chair shall be appointed by the Barnsley Place Partnership Board.</p>
10	Quoracy	<p>No business shall be transacted unless at least four individuals of the BIEG membership and including the following are present: BIEG Chair, or Vice Chair in the Chair's absence.</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>If a quorum has not been reached, then the meeting may proceed if those attending agree but any record of the meeting should be clearly indicated as notes rather than formal minutes, and no decisions may be taken by the non-quorate meeting of the Meeting.</p>

11	Conduct of meeting	<p>All Members are expected to adhere to the ICB Constitution and Standards of Business Conduct and Conflicts of Interest Policy.</p> <ul style="list-style-type: none"> The Meeting will conduct its business in accordance with any national guidance and relevant codes of conduct / good governance practice including the Nolan Principles.
12	Frequency of meetings	Formal meetings of BIEG will be held quarterly which will enable it to efficiently discharge its duties.
13	Urgent decisions	<p>In the case of urgent decisions and extraordinary circumstances, the Chair of BIEG in consultation with other members, may also act on urgent matters arising between meetings of BIEG.</p> <p>Any exercise of such powers shall be reported to the next formal meetings of BIEG for formal ratification, where the Chair will explain the reason for the action taken.</p>
14	Admission of the press and public	Meetings of BIEG 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, they 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 Board	Administrative support will be provided to BIEG by administrative officers of the ICB.
17	Authority	<p>BIEG is authorised to commission any reports or surveys it deems necessary to help it fulfil its obligations.</p> <p>BIEG 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>BIEG shall submit its minutes to the Barnsley Place Partnership Board</p> <p>Recommendations and decisions arising from the work of the meeting will be reported to the Barnsley Place Partnership Board as necessary.</p> <p>The meeting will review and assess its effectiveness at six months following implementation in year one, and annually thereafter and report its findings to the Barnsley Place Partnership Board. It will do this by:</p> <ul style="list-style-type: none"> Reviewing its terms of reference. Reviewing the attendance rate of group members.

		<ul style="list-style-type: none"> • Reviewing its work plan. • Reviewing its performance.
19	Conduct of the Partnership Board	<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 BIEG 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 Involvement and Equality Group and may only be changed with the approval of the Barnsley Place Partnership Board.</p>
21	Review date	<p>The Meeting will review its terms of reference at six months following implementation in year one, and annually thereafter. Any resulting changes to the terms of reference or membership shall be submitted to the Barnsley Place Partnership Board for approval.</p> <p>Last Reviewed: October 2022 Next Review Due: 6 months following implementation</p>