

TERMS OF REFERENCE – INTEGRATED COMMISSIONING EXECUTIVE

1 Integrated Commissioning Executive

The membership of the Integrated Commissioning Executive will be as follows:

CCG:

- Mandy Ansell (Chief Operating Officer(CCG)) or her successor
- Ade Olarinde (Chief Finance Officer) or his successor
- Mark Tebbs (Head of Integrated Commissioning) or his successor

or a deputy to be notified to the other members in advance of any meeting;

the Council:

- Roger Harris (Director of Adult Health and Commissioning) or his successor
- Sean Clark (Head of Finance) or his successor
- Catherine Wilson (Strategic Lead for Commissioning) or her successor

or a deputy to be notified in writing to Chair in advance of any meeting;

2 Role of Integrated Commissioning Executive

3 The Integrated Commissioning Executive shall:

Provide strategic direction on the Individual Schemes

receive the financial and activity information;

review the operation of this Agreement, including by way of formal Annual Review, and performance manage the Individual Services;

agree such variations to this Agreement from time to time as it thinks fit;

review risks Quarterly and agree annually a risk assessment and a Performance Payment protocol;

review and agree annually revised Schedules as necessary; and

request such protocols and guidance as it may consider necessary in order to enable the Pooled Fund Manager to approve expenditure from the Pooled Fund;

4 Integrated Commissioning Executive Support

The Integrated Commissioning Executive will be supported by officers from the Partners from time to time.

5 Meetings

The Integrated Commissioning Executive will meet at least Quarterly at a time to be agreed within following receipt of each Quarterly report or other reports of the Pooled Fund Manager.

The quorum for meetings of the Integrated Commissioning Executive shall be a minimum of two representatives from each of the Partner organisations. Attendees may attend meetings via telephone or teleconference facility.

Decisions of the Integrated Commissioning Executive shall be made unanimously. Where unanimity is not reached then the item in question will in the first instance be referred to the next meeting of the Integrated Commissioning Executive. If no unanimity is reached on the second occasion it is discussed then the matter shall be dealt with in accordance with the dispute resolution procedure set out in the Agreement.

Minutes of all decisions shall be kept and copied to the Authorised Officers within seven (7) days of every meeting.

6 Delegated Authority

The Integrated Commissioning Executive is authorised within the limit of delegated authority for its members (which is received through their respective organisation's own financial scheme of delegation) to authorise an officer of the Host Partner to enter into any contract for services necessary for the provision of Services under an Individual Scheme.

7 Information and Reports

The Pooled Fund Manager shall supply to the Integrated Commissioning Executive on a Quarterly basis the financial and activity information as required under the Agreement.

8 Post-termination

The Integrated Commissioning Executive shall continue to operate in accordance with this Schedule following any termination of this Agreement but shall endeavour to ensure that the benefits of any contracts are received by the Partners in the same proportions as their respective contributions at that time.

9 Extra-Ordinary or Urgent Meetings

If there are urgent or extra-ordinary matters to be considered the Integrated Commissioning Executive may choose to meet between the Quarterly interval in order to take decisions on urgent issues.

10. Annual Governance Statement

The Integrated Commissioning Executive will prepare an annual governance statement, which will be included in a report to the Health and Wellbeing Board, on an annual basis.