


C&M ICB Executive

Terms of Reference



Document revision history



Date	Version	Revision	Comment	Author / Editor
XX	1.0	Initial ToRs		Ben Vinter

Review due

Xxx xxx 2022/3

1. Introduction

NHS C&M has been established to

- 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

2. Purpose

The ICB Executive is established in accordance with NHS Cheshire & Merseyside's Constitution. These terms of reference set out the membership, remit, responsibilities, and reporting arrangements of the ICB Executive and shall have effect as if incorporated into the Constitution.

All management functions of NHS C&M (with the exception of those delegated to individuals or to another committee of the Integrated Care Board (the Board) or reserved to the ICB as detailed in the Scheme of Reservation and Delegation) are delegated to the ICB Executive for day-to-day management and delivery. The ICB Executive will make recommendations on delivery of strategy and commissioning plans and take day to day decisions on performance management and risk management to provide robust assurance to the Board.

3. Responsibilities / duties

The scope of ICB Executive is to support the Board in undertaking its statutory duties as NHS Cheshire & Merseyside. The Committee will fulfil its purpose by fulfilling its responsibilities:

3.1 Overarching responsibilities:

- Ensure the effective operational management of NHS C&M, through providing effective leadership and direction to the work of the organisation
- Support NHS C&M to deliver its plans, strategies, and statutory duties
- Promote robust clinical and corporate governance across the organisation
- Support the Board in setting the vision and delivering the organisation's strategic objectives
- Provide support to the development of its nine places across Cheshire & Merseyside, and the wider Integrated Care System (ICS) and all of its parts and partner interactions

3.2 Other responsibilities:

- Provide direction (as a Category 1 responder) in the event of emergency planning, preparedness, and response, and ensure NHS C&M supports its Partners with system, and as appropriate, with borough wide planning and activity
- Make decisions in respect of system QIPP and financial recovery, any such decision shall be reported to the next meeting of the Board for ratification
- Act in accordance with the NHS C&M Constitution, Standing Orders, Prime Financial Policies and Scheme of Reservation & Delegation
- Oversee NHSE assurance planning and responses

- Ensure that all NHS C&M strategies/ plans are fully aligned and integrated enabling effective delivery
- Co-ordinate its business with the ICS wide partners, as appropriate, on matters relevant to the partnership
- Approve, or recommend for approval (dependent on SoRD), a wide range of policies and procedures, ensuring effective implementation of all such policies
- Monitor the implementation of the Organisational Development Strategy
- Will provide support to ensure that the ICB, its committees and the ICP function optimally

Specific Duties of the ICB Executive:

3.3 Governance

The ICB Executive will

- commission reports and audit/surveys it deems necessary to help fulfil its obligations as authorised by the Board
- when a steady state has been achieved the executive will review and ratify minor policy changes, recommending to the Board for approval any new policies or policies requiring significant updates/ changes
- oversee the development of key governance, assurance and risk systems; ensuring processes are in place so that NHS C&M is compliant with its statutory requirements and has sound internal control arrangements
- ensure appropriate arrangements in respect of information governance are in place
- ensure NHS C&M is compliant with Health and Safety legislation including the Corporate Manslaughter Act and Local Security Management Services (LSMS) requirements
- ensure NHS C&M is compliant with its statutory duties under the Civil Contingencies Act
- monitor all workforce performance targets and recommend remedial action plans when performance is below target.
- consider and review workforce plans in line with management costs

3.4 Risk

The ICB Executive will

- promote good risk management and ensure effective corporate governance systems and processes are embedded across the organisation that also promote effective partnership working and integration
- scrutinise and challenge risk assessment and risk assurances provided by the Corporate Risk Register (CRR) and Body Assurance Framework (BAF) to ensure that robust controls are evident across the organisation. This should include scrutiny of entries contained in all areas of the BAF and CRR
- develop and implement the NHS C&M Risk Management Strategy

4. Sub-groups & Administration

The ICB Executive is authorised to create sub-groups or working groups as are necessary to fulfil its responsibilities within its terms of reference

Appropriate secretarial support will be provided to ensure appropriate support to the Chair in relation to the organisation and conduct of meetings. The Secretary's duties will include:

- Agreement of agendas with the Chair and attendees and collation of papers
- Keeping a record of minutes/ actions, key issues, matters arising and issues to be carried forward

Key action points may also be taken by any attendee, and any executive decision made in respect of Quality, Innovation, Productivity & Innovation (QIPP) or financial recovery will be submitted to the Board for ratification via an accountability report.

5. Delegated Powers and Authority

The ICB Executive will act with the authority of the C&M Integrated Care Board covering the scope of its remit through regular reporting, discussions, investigation and action.

6. Membership & Attendance

6.1 Members

Chief Executive (Chair) and direct reports as relevant

Notified, named deputies to support attendance and participation is encouraged.

6.2 In attendance

The group may invite representatives from the wider system, ICB, ICS, NHSE/I region or supporting staff such as secretariat, governance, performance, direct commissioning, local authority or transformation colleagues as required to support discussions.

7. Meetings

7.1 Leadership

The ICB Executive is Chaired by the Chief Executive. In the absence of the Chief Executive the committee will be chaired by a designated deputy relevant for each occasion, as appropriate.

7.2 Quorum

Quorum will be three members, which must include the Chief Executive (or nominated deputy) and Executive Director of Finance (or nominated deputy).

It is not envisaged that voting will be either necessary or encouraged.

7.3 Frequency

ICB Executive meetings will be held weekly. It will be necessary for ICB Executive quoracy to be maintained for any decisions relating to QIPP and financial recovery in this instance.

Meetings will not, usually, be open to the public and will have the ability to schedule meetings as either face to face or electronically.

Papers for the meeting will be issued ideally one week in advance of the date the meeting is due to take place and no later than 4 working days.

7.4 Emergency Powers & Urgent Decisions

In the case of urgent decisions and extraordinary circumstances, every attempt will be made for the team to meet virtually. Where this is not possible the most senior or appropriate decision maker may exercise their powers in lieu with delegations.

7.5 Format

An agenda for each meeting will be agreed with the Chair. Calls for items supporting discussion will also be made from the membership.

It is anticipated that the meeting may initially have both a business and developmental focus as it established and defines its role. Sufficient time will be allocated to items to enable full exploration of issues, constructive challenge and reflection.

Advice, opinion and engagement may be sought from amongst the membership outside of the regular meetings, either as a group or on an individual basis.


7.6 Reporting

The outputs of the group will be reported to the Board.

8. Behaviours and Conduct

Members will be expected to conduct business in line with the ICB values and objectives and the principles set out by the ICB.

Members shall behave in accordance with the ICB's constitution, Standing Orders, and Standards of Business Conduct Policy.

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All members are required to make open and honest declarations of the interest at the commencement of each meeting or to notify the Chair of any actual, potential or perceived conflict in advance of the meeting.

All members are required to uphold the Nolan Principles and all other relevant NHS Code of Conduct requirements.

9. Review

The ICB Executive will review its effectiveness at least annually

These terms of reference will be reviewed at least annually and earlier if required. Any proposed amendments to the terms of reference will be submitted to the Board for approval.