

## Nottingham City Health and Wellbeing Board Commissioning Sub-Committee

### Terms of Reference

#### Description

The Nottingham City Health and Wellbeing Board Commissioning Sub-Committee ('the Sub-Committee') is a sub-committee of the Nottingham City Health and Wellbeing Board ('the Board'), and is accountable to the Board.

The Sub-Committee is a non-executive committee, but it exercises certain executive functions.

#### Purpose

The purpose of the Sub-Committee is to support the Board in bringing together key local leaders to improve the health and wellbeing of the population of Nottingham and reduce health inequalities. Given that some members of the Board represent service provider organisations, strategic funding decisions are delegated by the Board to the Sub-Committee, which is a commissioner-only body.

#### Objectives

The Sub-Committee will:

- (a) provide advice and guidance to the Board in relation to strategic priorities, joint commissioning and subsequent action plans, and commissioned spend and strategic direction;
- (b) accept delegated actions from the Board and report back on progress and outcomes;
- (c) performance-manage the Board's commissioning plan, and to agree changes to that plan based on monitoring and performance management considerations. This includes the ability to request detailed analysis to enable greater focus on specific areas;
- (d) provide collective oversight, support and performance management to areas of work identified by the Sub-Committee as being of highest priority. Areas of focus will be jointly commissioned activity, or where there is significant system impact;
- (e) carry out the following roles in line with the requirements of every Section 75 Agreement for which responsibility has been delegated by the Board to the Sub-Committee:
  - (i) to take funding decisions (including Key Decisions) on pooled budgets;
  - (ii) to take decisions on commissioning arrangements for jointly commissioned services; and
  - (iii) to have oversight to ensure that arrangements are properly managed with, as a minimum, annual reports from the relevant Agreement lead;
- (f) have oversight of any other Council and NHS Nottingham and Nottinghamshire Integrated Care Board joint funding and joint commissioning arrangements, either in place now or in development for the future;
- (g) establish one or more time-limited task and finish groups to carry out work on behalf of the Sub-Committee;
- (h) delegate any of its functions to an officer; and
- (i) carry out any other functions delegated to it by the Board.

The Sub-Committee's executive decisions are subject to the Council's normal call-in procedure, in accordance with the Overview and Scrutiny Procedure Rules.

The Board will be informed of the Sub-Committee's decisions by the inclusion on its agenda of the minutes of the Sub-Committee's meetings.

## **Membership and Chairing**

### **Voting Members (5)**

- Nottingham City Council's Portfolio Holder with a remit covering Health
- Nottingham City Council's Portfolio Holder with a remit covering Adult Social Care
- Director for Procurement and Commissioning, Nottingham City Council
- Head of Joint Commissioning, NHS Nottingham and Nottinghamshire Integrated Care Board
- Clinical Representative, NHS Nottingham and Nottinghamshire Integrated Care Board

### **Non-Voting Members (5)**

- Director for Public Health, Nottingham City Council
- Director for Adult Health and Social Care, Nottingham City Council
- Head of Commercial Finance, Nottingham City Council
- Director for Children's Integrated Services, Nottingham City Council
- Representative of Healthwatch Nottingham and Nottinghamshire

The meeting will be chaired in rotation by the Director for Procurement and Commissioning (Nottingham City Council) and the Head of Joint Commissioning (NHS Nottingham and Nottinghamshire Integrated Care Board). In the absence of both of these members, the Chair will pass to a voting member present from the body due to chair the meeting.

The Council and the Integrated Care Board have one vote each, shared between their voting members. The Chair does not have a casting vote. In the event that consensus cannot be reached on a decision to be taken by the Sub-Committee, the decision will be referred for resolution to a further meeting of the Sub-Committee that will be convened within the next ten working days by the Council's Director for Legal and Governance.

Members of the Sub-Committee who are not an elected councillor are known as 'co-opted' members, and must abide by the requirements of the Council's Co-opted Members Code of Conduct. There is a requirement upon the Council to hold an up-to-date record of the Disclosable Pecuniary Interests of elected councillors and co-opted members, and their spouses or civil partners, on a Register of Interests, and for them to declare any relevant Disclosable Pecuniary Interests or Other Interests at meetings. In addition, Sub-Committee members may also be bound by a code of conduct or professional standards of the organisation or sector that they represent.

### **Substitutes**

Substitute voting members are permitted for the Sub-Committee, provided that the Chair is notified of the substitution in advance of the meeting, and that the

substitution is to a named substitute. Substitutes must be from the same organisation or sector as the Sub-Committee member and be of sufficient seniority to be empowered by the relevant organisation or sector to represent its views to the Sub-Committee, so that they may be in a position to contribute to decision-making.

### **Quorum**

The quorum for Sub-Committee meetings is two voting members, which must include at least one representative of the Council and at least one representative of the Integrated Care Board.

### **Frequency of Meetings**

The Sub-Committee will meet six times per municipal year. An extraordinary meeting of the Sub-Committee may be called by the agreement of two voting members (one of whom must represent the Council and one of whom must represent the Integrated Care Board), if a decision is required urgently.

If an urgent decision is required that cannot wait for an extraordinary meeting to be called, then the Director for Procurement and Commissioning (Nottingham City Council) and the Head of Joint Commissioning (NHS Nottingham and Nottinghamshire Integrated Care Board), as the two Sub-Committee Chairs, can act through the following process:

- (i) circulation of details of the proposed decision to all Sub-Committee members for consultation; and
- (ii) there being clear reasons why the decision is urgent and should not wait until the next full Sub-Committee meeting.

Any such decisions will be recorded and reported, along with the reasons for urgency, to the next full Sub-Committee meeting.

### **Duration**

There is no limit on the lifespan of the Sub-Committee.