

## **Health and Wellbeing Board Commissioning Sub-Committee Terms of Reference**

The role of the Health and Wellbeing Board Commissioning Sub Committee is:

- a) To provide advice and guidance to the Health and Wellbeing Board in relation to strategic priorities, joint commissioning and subsequent action plans and commissioned spend and strategic direction;
- b) To accept delegated actions from the Health and Wellbeing Board and report back on progress and outcomes;
- c) To performance manage the Health and Wellbeing Board commissioning plan and to agree changes to that plan based on monitoring and performance management considerations. This includes the ability to request deep dives to enable greater focus on specific areas;
- d) To 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) For every Section 75 Agreement, where responsibility has been delegated to the Sub-Committee, to carry out the following roles in line with requirements of the relevant Agreement:
  - i. take funding decisions, including Key Decisions, on pooled budgets;
  - ii. take decisions on commissioning arrangements for jointly commissioned services; and
  - iii. have oversight to ensure that arrangements are properly managed with, as a minimum, annual reports from the relevant Agreement lead(s)

*A record of which Section 75 Agreements have been delegated to the Sub-Committee and reporting arrangements can be found in the 'Health and Wellbeing Board Commissioning Sub Committee role in relation to Section 75 Agreements' document*
- f) To have oversight of any other Nottingham City Council/ Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality 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;
- i) Carry out any other functions delegated to it by the Health and Wellbeing Board.

## **Meeting Arrangements**

The Health and Wellbeing Board Commissioning Sub-Committee will meet on a bi-monthly basis following directly on from Health and Wellbeing Board meetings.

Extraordinary meetings of the Health and Wellbeing Board Commissioning Sub-Committee may be called by the agreement of 2 voting members (one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Group – Nottingham City Locality) 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 Commissioning and Procurement (Nottingham City Council) and the Chief Operating Officer (Greater Nottingham City Clinical Commissioning Group), as the two Sub-Committee Chairs, can act through the following process:

- Circulation of details of the proposed decision to all Sub-Committee members for consultation; and
- There being clear reasons why the decision could not have waited until a full Sub-Committee meeting.

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

Executive decisions are subject to the Nottingham City Council call-in procedure in accordance with the Overview and Scrutiny Procedure Rules. In accordance with those rules, the call-in procedure does not apply where a decision is urgent and the Chair of the Overview and Scrutiny Committee agrees both that the decision proposed is reasonable in all the circumstances and that it must be treated as a matter of urgency. The reasons for urgency will be reported alongside the decision.

The quorum for the meeting is 2 voting members, one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality.

The meeting will be chaired in rotation by the Director for Commissioning and Procurement (Nottingham City Council) and the Chief Operating Officer (Greater Nottingham City Clinical Commissioning Group – Nottingham City Locality). In the absence of both of these members, the Chair will pass to the voting member present from the body due to chair the meeting.

Nottingham City Council and Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality have one vote each, shared between its voting members.

The chair of the meeting will not have a casting vote. In the event that agreement cannot be reached on a decision to be taken by the Sub-Committee, the matter will be referred to a meeting of the Sub-Committee which will be convened within the next 10 working days for this purpose by the Corporate Director of Strategy and Resources (Nottingham City Council).

## Membership

| <b>Voting Members</b>                         | <b>Organisation</b>   |
|---|---|
| Portfolio Holder with a remit covering Health | Nottingham City Council   |
| Director of Commissioning and Procurement     | Nottingham City Council   |
| Chief Operating Officer*                      | Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality |
| GP Lead                                       | Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality |

Substitution for voting members is permissible provided that the Chair is notified of the substitution in advance of the meeting and the substitution is to a named substitute. Substitutes must be of sufficient seniority and empowered by their organisation to represent its views and to contribute to decision making in line with Sub-Committee's terms of reference.

| <b>Non-Voting Members</b>   | <b>Organisation</b>   |
|---|---|
| Director of Public Health   | Nottingham City Council   |
| Director of Adult Social Care   | Nottingham City Council   |
| Head of Commissioning   | Nottingham City Council   |
| Head of Commercial Finance  | Nottingham City Council   |
| Director of Children's Integrated Services                                  | Nottingham City Council   |
| Assistant Director of Commissioning – Mental Health, Children and Families* | Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality |
| Representative  | Healthwatch Nottingham  |

All voting members are required to comply with the requirements of the Nottingham City Council Code of Conduct and, as a matter of best practice, it is also expected that all non-voting members will also observe the principles contained in the Code and comply with its requirements.

*\*NB: Clinical Commissioning Group voting and non-voting representatives will be updated following organisational changes.*

### **Minutes of Sub –Committee Meetings**

The Health and Wellbeing 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.