



<u>Committee and date</u> Council
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<u>Item No</u>
13
Public

JOINT MEMBER BOARD – TERMS OF REFERENCE

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Summary

This report asks Council to approve the Terms of Reference for the Joint Member Board. These were recently reviewed to ensure that the Board was effective at discharging the responsibilities of the Council and PCT in line with the emergence of other partnerships and newly emerging performance regimes across Local Government and the National Health Service. The Terms of Reference are attached as appendix A

Recommendations

- A. The Council are asked to endorse the Terms of Reference of the Joint Member Board of the Council and of Shropshire County PCT.

Report

1. A Joint Member Board has been in operation in Shropshire since 2002. It serves as a partnership forum to optimise opportunities for partnership working and maximise the health and well being of individuals and communities resident in Shropshire or registered with a Shropshire GP. The Board is established under Section 2 of the Local Government Act 2000 and National Health Service Act 2006.
2. The Joint Member Board oversees the work of the Directorate of Joint Commissioning and joint publications such as the Joint Strategic Needs Assessment and the Joint Commissioning Action Plan.

3. The approved terms of reference will also expand scrutiny over the functions of the Directorate of Public Health to ensure that health needs assessment, health surveillance as well as the joint commissioning of services is pursued in a joint way.
4. The Board will also consider opportunities to optimise sources of joint funding.
5. These revised terms of reference were discussed and approved by the Joint Member Board at its meeting on 30 October 2009.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Human Rights Act Appraisal

The recommendations contained in this report are compatible with the provisions of the Human Rights act 1998

Environmental Appraisal

N/A

Risk Management Appraisal

These revised Terms of Reference ensure that, whilst the governance arrangements for the PCT and Council remain unchanged, appropriate oversight is given to matters of mutual interest in particular Joint Commissioning Arrangements

Community / Consultations Appraisal

Cabinet Member

Cllr Simon P Jones

Local Member

N/A

Appendices

Terms of Reference for the Joint Members Board



TERMS OF REFERENCE FOR THE JOINT MEMBER BOARD FOR HEALTH AND WELLBEING IN SHROPSHIRE BETWEEN SHROPSHIRE COUNCIL AND SHROPSHIRE COUNTY PRIMARY CARE TRUST

1 TERMS OF REFERENCE

- 1.1 Shropshire County PCT (PCT) and Shropshire Council (Council) have agreed to establish a joint member board to be called the Joint Member Board for Health and Wellbeing in Shropshire (JMB). The JMB is established under Section 2 of the Local Government Act 2000 and through provisions under the National Health Service Act 2006.
- 1.2 The PCT and Council will retain responsibility for its statutory functions.
- 1.3 The PCT and Council's own governance and accountability arrangements remain unchanged in terms of their continuing statutory responsibility for the functions they may have delegated pursuant to the JMB. The JMB will have the status of a Committee of the Board of the PCT and will comply with PCT Governance relating to Board Committees.

2 AIMS

- 2.1 To agree the overall integrated Commissioning direction for the development of health and social care services and health improving initiatives in Shropshire taking into account local needs, national direction and Shropshire Partnership, Local Area Arrangement priorities, Comprehensive Area Assessment and World Class Commissioning priorities.
- 2.2 To ensure the implementation of the strategy by a variety of partnership structures including the Shropshire Partnership, Local Area Committees, Local Joint Committees and LAA Steering blocks.
- 2.3 To support the generation of whole-system solutions to problems within the health and social care system, whether these problems present with single or multi-agency symptoms.
- 2.4 To provide a platform for the development of joint commissioning and public health work with the voluntary sector and to facilitate the planning of services based on needs assessment and gap analysis.

3 OBJECTIVES

- 3.1 To oversee the development and monitoring of current and future Section 75 National Health Service Act 2006 and proposals for joint services and pooled budgets.
- 3.2 To oversee the development of the joint strategic needs assessment.

- 3.3 To monitor performance of jointly commissioned arrangements and services, including reviewing outcomes of external inspections.
- 3.4 To deliver health improvement programmes on a joint basis.
- 3.5 To share financial information on an ongoing basis.
- 3.6 To optimise sources of joint funding.
- 3.7 Consider extending the delegation to Joint Commissioning of budgets to include Social Care Services.

4 MEMBERSHIP

- 4.1 In order to ensure equal membership from the PCT and Council, it is proposed that membership will be as follows from the respective partners:

From the Council: 3 Cabinet Members to be appointed by the Leader of the Council; as well as the Directors of Community Services and Children and Young Peoples Services.

From the PCT: The Chair of the PCT Board and two other PCT Non Executive Board members; as well as the PCT Chief Executive and Deputy Chief Executive.

The Director of Public Health and Director of Joint Commissioning will also attend JMB.

5 ALTERNATE MEMBERS

- 5.1 Members shall have the power to appoint substitutes from their own organisation who meet the criteria for membership of the JMB, for any meeting of the JMB and shall notify the board administrator prior to the meeting.

6 MEETINGS

- 6.1 The JMB will meet quarterly in each year.
- 6.2 JMB will be chaired on an alternating basis by the Leader of the Council and by the Chair of the Board of the PCT. The Vice-chair will be the Leader of the Council or the Chair of the Board of the PCT whoever is not chair of JMB. Decisions of the JMB will be reached by consensus.
- 6.3 The JMB will be quorate if at least 4 members are present, with a minimum of two from each agency.
- 6.4 Meetings of the JMB shall take place on a minimum notice of 14 days, with a full agenda.

7 REPORTING

- 7.1 The JMB will report its minutes to the PCT and the Council, it will also present an overview report to the Council and PCT Board at least annually it may, at the Joint Chairs discretion, reserve some reports and decisions which may be confidential and taken in private in accordance with rules of Local Government Act and NHS regulations.

8 RECORD OF MEETINGS

- 8.1 The names of the members present at a JMB meeting must be recorded with the minutes of the meeting.
- 8.2 The chair must sign written minutes of a JMB meeting at the next meeting to confirm that they are accurate.
- 8.3 Copies of the agenda, the approved minutes and papers for each meeting shall be made publicly available within the Committee Services Division in Shirehall and the Chief Executive's Office of the PCT. The only exception will be for items that the JMB has decided should be confidential.
- 8.4 The chair or vice-chair when agreeing the agenda for each meeting shall determine items to be considered in private session and shall have regard to Schedule 12A of the Local Government Act 1972.
- 8.5 The minutes of any part of a meeting that are confidential should be kept separate and not available for inspection.
- 8.6 Members on the JMB shall respect the confidentiality of items of business which the JMB decide are confidential.