

**INTEGRATED NHS HERTS VALLEYS CCG AND HERTFORDSHIRE COUNTY COUNCIL  
JOINT HV CCG AND HCS EXECUTIVE PROGRAMME GROUP**

**TERMS OF REFERENCE**

**Context**

Health and social care services have experienced major changes over the last decade. In the context of an ageing population and increased acuity of patient needs, the pace and scale of change is expected to increase.

There is a national and local commitment to integrate health and social care services to improve patient outcomes, reduce dependence on acute hospitals and primary care, and ensure that service work together to provide person-centred care. By integrating health and social care governance we can review current services provision and seek opportunities to coordinate services.

National Voices have undertaken significant engagement to establish what is important to people who use services, across a wide range of conditions, disabilities and needs. Our vision for integrated working is that patients and service users will receive person-centered coordinated care, which means:

***“I can plan my care with people who work together to understand me and my carer(s), allow me control, and bring together services to achieve the outcomes important to me.”***

The integrated programme will be used to monitor performance and review the impact of existing services. It also provides partners the opportunity to have honest dialogue on the strategic direction of services and the chance to consider how the different member organisations can work together to create and deliver a shared vision for services and joint agendas.

Programme Groups will ensure that service user, patient and carer views are embedded in all planning of future services, keeping the population of Herts Valleys at the centre of all commissioning plans.

**1. Role of the Joint HV CCG and HCS Executive Group**

1.1. The role of the Joint HV CCG and HCC HCS Executive Group (the ‘Joint Executive Group’) is to drive operational delivery of NHS HV CCG and HCS for the whole and wider population of West Hertfordshire.

**2. Duties**

2.1. The Group has responsibility for the following:

- a) Leading the development of the integrated health and social care vision, strategy and implementation plans;
- b) Provide joint strategic direction across health and social care commissioning and ensure coordination with partner agencies;
- c) Monitoring performance against implementation and commissioning plans;

- d) Interpreting the clinical impact of changes to the CCG's and social care's operating environment including changes to national policy, the provider landscape, demographic changes etc. and to make adjustments to policies and/or procedures accordingly;
- e) To take account of feedback and reports from Planned and Primary Care Programme Group, Children, Young People and Maternity Care Programme Group, and Mental Health and Learning Disability Programme Group;
- f) Endorse decisions regarding commissioning and local health and care service provision already agreed at HV CCG Commissioning Executive and HCC HSM Board or HCC Children's Services Board;
- g) Review any conflicting decisions between HV CCG Commissioning Executive and HCC HSM Board or HCC Children's Services Board and agree how these may be resolved;
- h) Review and manage strategic risks relating to the integration of health and social care. The BCF risk register will be reviewed on a quarterly basis to monitor shared risks.

### **3. Membership of the Programme Group**

3.1. The membership of the Programme Group will be as follows:

- Accountable Officer (chair)
- HCC Director for Health and Community Services (chair)
- HVCCG Chief Finance Officer
- HV CCG Director of Nursing and Quality
- HV CCG Director of Contracting and Resilience
- HV CCG Director of Strategy
- Assistant Director for Health Integration (ENH and HV)
- HCC Operations Director for Learning Disabilities and Mental Health
- HCC Operations Director for Older People and Physical Disabilities
- HCC Assistant Director for Health and Community Commissioning
- HCC Customer Service and Libraries
- HCC Director of Children's Services
- HCC Operations Director of Specialist Services (Children's)
- HCC Director of Public Health

3.2. The meetings will be chaired alternately by the Accountable Officer of the CCG and the Director for Health and Community Services of HCC. .

### **4. Secretary**

4.1. The Head of Corporate Governance or their nominee shall act as the Secretary of the Group.

### **5. Quorum**

5.1. In order for the meeting to be quorate one third of the total membership is required to attend.

- 5.2. The Group may invite other officers of the CCG and HCC and other individuals to attend and to present papers.
- 5.3. Where a recommendation to resolve conflicting opinions from organisations cannot be agreed, the matter shall be referred to the HV CCG Commissioners Executive, HCC Health and Community Services, or HCC Children’s Services Board, as appropriate.

**6. Frequency of Meetings and Attendance Requirements**

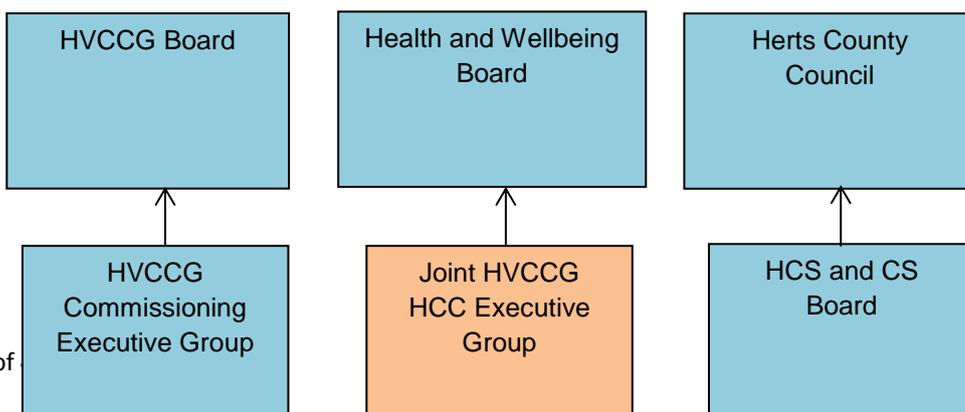
- 6.1. The Group will meet monthly with additional meetings arranged as required.
- 6.2. The Secretary of the Group shall maintain a register of attendance.
- 6.3. The Programme Group agenda and papers will be circulated 7 days prior to the meeting.
- 6.4. Meetings will normally be set at least three months in advance. Additional meetings may be called by the Secretary of the Group at the request of the Chair.

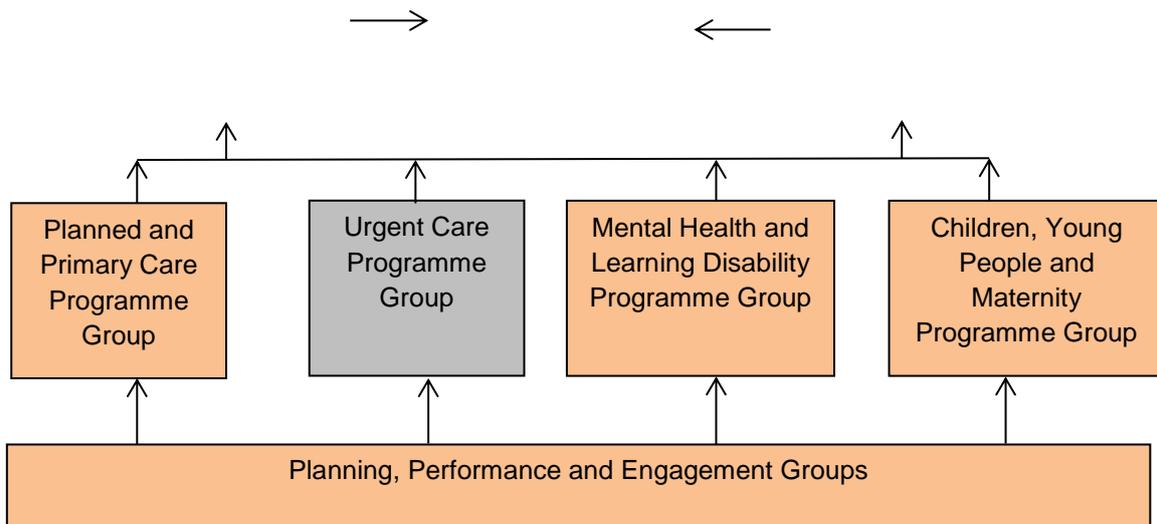
**7. Minutes of Meetings**

- 7.1. Minutes of all recommendations **will be recorded and maintained**. Minutes will be circulated to the Programme Group membership in a timely manner (no more than 10 working days following the meeting). When relevant, the Chairs of the Joint HVCCG and HCC Executive Group and wider Partners may also receive a copy.
- 7.2. Members and those present should state any conflicts of interest in relation to open agenda items to the Chair of the Group prior to the meeting. Where there is a conflict of interest the Chair will notify the member whether they should withdraw from the meeting, the discussion and/or voting.
- 7.3. If the Chairs have a conflict of interest in relation to any item on the agenda they will withdraw from the meeting, the discussion and/or voting and the remaining members present shall elect another member to Chair the meeting for the item(s)
- 7.4. Conflicts of interest must be minuted at each meeting.

**8. Reporting Responsibilities**

- 8.1. The Joint Executive Group is accountable to Health and Wellbeing Board. They may provide advice to HV CCG Commissioning Executive and HCC Children’s Board or HCS Board as appropriate.
- 8.2. A diagram of governance is shown below:





**Key:**

Blue shaded: decision-making

Orange shaded: partnership group

Grey shaded: partnership group which reports into the System Resilience Group

8.3. The Urgent Care Programme Group reports to the System Resilience Group (SRG) but this is not shown on the diagram below for clarity for these Terms of Reference.

8.4. The Group members shall inform the Joint Executive Group of their own organisation's strategic decisions in order to share developments which may have system-wide implications. Any feedback from the Group members should be taken back to member organisations so that Hertfordshire strategies are informed by partner feedback wherever possible.

8.5. Any changes to the Group's delegated authority for financial, performance or services decisions will be agreed through member's respective organisation scheme of delegation.

**9. Review**

9.1. The Group will review the Terms of Reference in October 2015, [and at least annually thereafter.](#)

**10. Other Matters**

10.1. The group will have access to sufficient resources in order to carry out its duties, including access to the CCG secretariat for assistance as required;

10.2.