

INTEGRATION COMMITTEE

Terms of Reference

1. CONSTITUTION

- 1.1 The Board hereby resolves to establish a Committee of the Board to be known as the Integration Committee (The Committee). The Committee has no executive powers, other than those specifically delegated in these Terms of Reference. Its terms of reference are set out below and can only be amended with the approval of the Trust Board.

2. AUTHORITY

- 2.1 The Committee is authorised by the Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 2.2 The Committee is authorised by the Board to instruct professional advisors and request the attendance of individuals and authorities from outside of the Trust with relevant experience and expertise if it considers this necessary or expedient to carrying out its functions.
- 2.3 The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

3. PURPOSE

- 3.1 The purpose of the Committee is to provide the Board with assurance concerning the strategy and delivery plans for the Trusts Population Strategic Objective.
- 3.2 As the Host provider for the Sandwell Place Based Partnership, the Integration Committee will be the assurance group connecting the Place governance to the Trust Board. (See the governance cascade in appendix 1). The committee will oversee the progress from the Place Based Partnership board in the two areas outline below and act as a critical friend as required.
- 3.2.1 The committee will ensure that the place-based partnership has a local strategy that is built on consensus and has the means for delivery
- 3.2.2 The committee will ensure assurance oversight of the services in scope for the Sandwell Place Based Partnership

- 3.3 As a key stake holder in the Ladywood and Perry Barr Place Based partnership, the committee will seek assurance of delivery plans that align with the Trust strategic direction.
- 3.4 The committee will seek assurance and oversight on the wider work in the population strategic objective relating to the following areas:
- Socio Economic development
 - Sustainability and the Green Strategic plan
 - Widening participation
 - Regeneration plans with partners
 - Anchor institution
- 3.5 The committee will work with the other board committees to ensure that full oversight of the areas of responsibility are covered.

4. MEMBERSHIP

- 4.1 The Committee will comprise of not less than three Non-Executive Directors, three Trust Executive Directors and will include the following members.
- Non-Executive Directors x 4 (one nominated as chair)
 - Managing Director / Deputy CEO – Core Organisation (Exec lead)
 - Managing Director, MMUH
 - Chief Strategy Officer
 - Programme Company Chief Strategy Officer
 - Deputy Chief Integration Officer
 - Chief Nursing Officer

The following partner members will be invited to join the committee at frequent intervals when business of the committee requires additional assurance.

- Managing Director of Clinical Commissioning Group
 - Director of Adult Social Care – Sandwell Metropolitan Borough Council
 - Director of Public Health - Sandwell Metropolitan Borough Council
- 4.2 The Chair of the Committee will be a Non-Executive Director and will be appointed by the Trust Chair. If the Chair is absent from the meeting then another Non-Executive Director shall preside. The lead Executive Director will be the Director of Integration.
- 4.3 A quorum will be 3 members, of which there must be at least one Non-Executive Director and one Executive Director.
- 4.4 Members should make every effort to attend all meetings of the Committee and are mandated to attend 80% as a minimum annually.

5 ATTENDANCE

- 5.1 All other Non-Executive Directors shall be welcome to attend, and all members of the Trust Board will receive papers to be considered by the Committee.
- 5.2 The Chair and Chief Executive will be given a standing invitation to the meetings.
- 5.3 Other Executive Directors or any other individuals deemed appropriate by the Committee may be invited to attend for specific items for which they have responsibility.
- 5.4 The Company Secretary shall be secretary to the Committee and will provide administrative support and advice. The duties of the Trust Secretary in this regard are:
- Agreement of the agenda with the Chair of the Committee and attendees with the collation of connected papers
 - Taking the minutes and keeping a record of matters arising and issues to be carried forward

6 FREQUENCY OF MEETINGS

- 6.1 Meetings will be held monthly, with additional meetings where necessary.

7 REPORTING AND ESCALATION

- 7.1 Following each committee meeting, the minutes shall be drawn up and submitted to the Chair of the committee in draft format. The draft minutes will then be presented at the next Committee meeting where the person presiding at it will sign them. A highlight report on committee business will be presented by the chair to the next Trust Board meeting
- 7.2 The Chair of the Committee shall draw to the attention of the Trust Board and issues that require disclosure to the full Board or require Executive action.
- 7.3 The Committee will provide an annual report to the Trust Board on the effectiveness of its work and its findings, which is to include an indication of its success with delivery of its work plan and key duties.
- 7.4 In the event that the Committee is not assured about the delivery of the work plan within its domain, it may choose to escalate or seek further assurance in one of five ways:
- insisting on an additional special meeting;
 - escalating a matter directly to the full Board;
 - requesting a chair's meeting with the Chief Executive, Lead Executive Director and Chair of the Trust Board;
 - asking the Audit Committee to direct internal, clinical or external audit to review the position

8 REVIEW

8.1 The terms of reference should be reviewed by the Committee and approved by the Trust Board annually.

9 DUTIES

- 9.1 The committee should seek assurance from both Place Based Partnership Boards on delivery of the Trust and Place Strategies. The committee should recognise that not all Place activities are exclusively under the direct management of the Trust and therefore differing levels of assurance will be required together with mitigation.
- 9.2 The Committee shall draw on the standing data set within the integrated place performance report that relates to long term strategic goals, addressing the wider determinants of health and health inequalities in the populations we serve.
- 9.3 To receive the transformation plans for the continued development of Place based partnerships over time supporting both Place and Trust strategies
- 9.6 To seek assurance on the robustness and delivery of plans to increase the range and scope of the Place Based Partnerships, Anchor Partner work and the Trusts role within them.
- 9.7 To seek assurance on the adequacy of the work with partners to integrate operational services with those that the Trust runs to improve quality, effectiveness and sustainability.
- 9.8 To seek assurance on the adequacy of plans to realise the Trust's ambition of addressing the wider determinants of health and health inequalities through the population strategic objective including the Green Strategic Plan and wider master planning and associated regeneration projects.
- 9.9 To seek assurance on the adequacy of plans to develop the Place Based partnership to work as a virtual organisation in Sandwell under the Trusts hosting arrangements, remove the barriers between organisations and developing a single operating framework
- 9.10 To seek assurance on the adequacy of plans to develop each Place Based partnerships ambition to host both provider and commissioner decisions in line with the Integrating Care White Paper
- 9.13 To seek assurance on any additional matter referred to the Committee from the Board

Sept 2023