

DRAFT: TERMS OF REFERENCE FOR YORK PLACE BASED  
IMPROVEMENT BOARD (11-1-18)

**York Place Based Improvement Board**

**DRAFT** Terms of Reference

January 2018

For The Attention of HWBB:

These DRAFT Terms of Reference have been compiled as a starting point to stimulate discussion and enable partners to consider some of the likely features of the Improvement Board. They are not intended to predetermine the eventual form of the Board.

**1 Vision and Purpose of the York Improvement Board (YIB)**

- 1.1 The overarching strategic vision is set out in York's Joint Health and Wellbeing Strategy 2017 – 2022.
- 1.2 YIB will translate this strategic vision into a single plan for York, and to lead rapid progress in its achievement, while recognising the leadership role of YorOK on Children and Young People.
- 1.3 YIB will bring together all partners, focusing on the delivery of specific actions within the single plan.
- 1.4 YIB will work to achieve transformational change across the York system, building a shared approach to system leadership and collaborative working relationships at all levels.

**2 Responsibilities of the York Improvement Board (YIB)**

- 2.1 The Board is accountable to the Health & Wellbeing Board for delivering certain Health & Wellbeing Strategy priorities and objectives. The Board has several specific responsibilities as follows:

- 2.2 To lead the development of integration in health and social care in York on behalf of the whole system.
- 2.3 To oversee the development and implementation of the CQC action plan, following the CQC Local System Review (December 2017).
- 2.4 To drive improvement in outcomes, including improved performance against the NHS and Social Care Dashboard.
- 2.5 To establish a whole system approach to performance management and evaluation.
- 2.6 To provide assurance to the Health and Wellbeing Board on the Better Care Fund, and receive reports from the BCF Performance and Delivery Group for this purpose.
- 2.7 To lead the development and delivery of joint commissioning. This includes a joint assessment of need in order to agree common priorities across the partnership. The YIB will explore the potential for pooled and aligned budgets.
- 2.8 To be an inclusive partnership, fostering collaboration and recognising the range of contributions from across the system, not limited to financial commitments.
- 2.9 To produce an annual report on its activities for the Health and Wellbeing Board.
- 2.10 **Membership:**  
 CYC, NHS VOY CCG, YTHFT, TEWV, York CVS  
 Others, including any service user or carer engagement to be considered.
- 2.11 Lead Officer – the Lead Officer will assist the Chair and Vice Chair in determining the forward plan, prioritising, scheduling and coordinating agenda items, is responsible for ensuring that appropriate reports, presentations and attendees are available for items tabled and acts as a contact point for enquiries.
- 2.12 Secretariat - Board meetings will be serviced by a secretariat. The secretariat is responsible for planning and coordinating meetings and

venues, maintaining an up to date register of Board members and their contact details, disseminating agendas and papers to Board members, taking minutes of Board meetings and acting as a contact point for enquiries.

2.13 Other support for the Board - The council and VOYCCG will ensure that the Board receives the necessary support to enable the Board to discharge its responsibilities effectively. This will include financial and legal advice and specific support to monitor and review performance.

2.14 Making decisions - The Board will not exceed its powers and will comply with any relevant obligations imposed by its members. Members will seek to achieve consensus through discussion. Any vote will be by a simple majority of members in attendance with the exception of proposals to alter or amend the Constitution. The Chair has a casting vote if needed.

2.15 Interests of Board members - Board members must declare any personal or organisational interest in connection with the work of the Board. Where there is a potential conflict of interest for individual Board members, this should be openly and explicitly declared. At the Chair's discretion the Board member may be excluded from the discussion and / or decision making related to that particular agenda item.

2.16 Leaving the Board - A person shall cease to be a member of the Board if s/he resigns or the relevant partner agency notifies the Board of the removal or change of representative.

2.17 Meetings - The Board will normally meet on a monthly basis i.e. 12 meetings per annum. The Board will be quorate when at least five members, including at least one representative from City of York Council, one representative from the Clinical Commissioning Group and one other partner are present. If the meeting is not quorate it may proceed at the discretion of the Chair but may not take any decisions that would require a vote.

### **3 Involving people in the work of the York Improvement Board**

- 3.1 The Board expects that the views and involvement of local people will influence the work of the Board and its sub groups at all stages. It will ensure their views inform planning, commissioning, design and delivery of service provision.
- 3.2 YIB will begin by using the opportunity provided by the CQC action plan to set out improvements to our communication and engagement arrangements, and to seek further means for involving people in developments. Reports to the board will be required to describe the way local people have been engaged in their preparation, and the Board will adopt the co-production principles accepted by the Health and Wellbeing Board in 2017.

#### **4 What the Board doesn't do**

- 4.1 The Board is not directly responsible for managing and running services but it does consider the quality and impact of service delivery across partner organisations. It does not have direct responsibility for budgets, except where these have been delegated to it.

#### **5 Accountability and reporting**

- 5.1 YIB is formally accountable to the Health and Wellbeing Board for York.
- 5.2 The Chair of the YIB will be confirmed upon the formal establishment of the Board.
- 5.3 YIB may establish subgroups, or “task and finish” groups as appropriate to deliver its agenda and priorities. These subgroups will be accountable to the Board and will report at least annually to the Board.
- 5.4 Initially, the following groups will report directly to YIB:
  - Better Care Fund Performance and Delivery Group
  - IT integration working group
  - CQC action plan working group

5.5 The Board will receive reports from any partnership forum where commissioning activity is undertaken. The Board will receive reports on the financial position of any pooled budget at meetings of the Board.

## **6 Expert advice and support for the Board**

6.1 Financial and legal advice will be available to the Board from within the Local Authority and the NHS Vale of York Clinical Commissioning Group to ensure that decisions taken are both permissible and in accordance with proper accounting procedures.

6.2 Specialist performance and management information support and advice will be provided by the Local Authority and the NHS Vale of York Clinical Commissioning Group to enable the Board to fulfil its performance and outcome monitoring role.

## **7 Culture and values: how the Board exercises its responsibilities and functions**

7.1 The Board will take into account the following behaviours and values in exercising its functions.

### **Board Members will:**

Participate on the basis of mutual trust and openness, respecting and maintaining confidentiality as appropriate;

Work collaboratively, ensuring clear lines of accountability and communication;

Share expertise and intelligence and use this synergy to provide creative solutions to complex issues;

Take account of any particular challenges, policies and guidance faced by individual partners;

Have regard to the policies and guidance which apply to each of the individual partners;

Adhere to and develop their work based on the vision statement approved by the Board;

Where decisions of the Board require ratification by other bodies the relevant Board Member shall seek such ratification in advance of any meeting of the Board or promptly following Boards recommendations;

The Board shall exercise its functions so as to secure the effective cooperation of partners and the provision of high quality integrated services.

7.2 Board members will adhere to the Nolan principles for the conduct of public life.

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

More information is available at:

[www.gov.uk/government/publications/the-7-principles-of-public-life](http://www.gov.uk/government/publications/the-7-principles-of-public-life)

## **8 Public participation**

The YIB is not a public forum. However, the work of the Board will be reported to the HWBB .

### **Relevant documents:**

- Health and Wellbeing Strategy
- Joint Strategic Needs Assessment
- CQC Local System Review of York
- CQC Action Plan