

Surrey Heath Borough Council

Executive

31 May 2022

Appointment to Surrey Leaders' Group Outside Bodies

Portfolio Holder:	Leader
Head of Service	Gavin Ramtohal – Head of Legal & Democratic Services
Report Author:	Rachel Whillis – Democratic Services Manager
Key Decision:	No
Date Portfolio Holder signed off the report	5 May 2022
Wards Affected:	n/a

Summary and purpose

To consider making nominations to vacancies on Surrey Leaders' Group outside bodies.

Recommendation

The Executive is advised to make any nominations to the Surrey Leaders' Group Outside Bodies, as listed at Annex A, as considered appropriate.

1. Background and Supporting Information

- 1.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 1.2 The Council has also been invited by the Surrey Leaders' Group, which consists of the eleven districts councils in Surrey and Surrey County Council, to nominate representatives to serve on various outside bodies. The Surrey Leaders' Group has advised that there will be five positions to be filled for 2022/23, as set out below.
 - **Adults and Health Select Committee** – 2 vacancies
 - **South East Reserve Forces And Cadets' Association** – 1 vacancy
 - **Surrey Civilian-Military Partnership** – 1 vacancy
 - **Integrated Care Partnership Board** – 1 vacancy

- 1.3 Each position is for a 3 year term. Further details about each of the Outside Bodies is set out at Annex A.
- 1.4 These vacant positions were previously held by the following councillors:
- **Adults and Health Select Committee** – Cllr Macleod (Elmbridge BC) and Cllr Ratiram (Surrey Heath BC)
 - **South East Reserve Forces And Cadets' Association** – Cllr Gracey (Runnymede BC)
 - **Surrey Civilian-Military Partnership** – Cllr Moyse (Mole Valley DC)
 - **Integrated Care Partnership Board** – n/a - new Outside Body
- 1.5 Nominations are required by 6 June 2022. A nomination application form is attached at Annex B.

2 Proposal and Alternative Options

- 2.1 The Executive has the option to make nominations to the Surrey Leaders' Group for the bodies as set out at Annex A or not to make nominations to some or any of the positions.

3 Resource Implications

- 3.1 The outside bodies referred to at Annex A meet the requirements of the Council's Members' Allowances Scheme in respect of approved duties for the payment of travelling expenses.

4 Section 151 Officer Comments:

- 4.2 No matters arising.

5 Legal and Governance Issues

- 5.2 No matters arising

6 Monitoring Officer Comments:

- 6.2 No matters arising.

Annexes

Annex A – list of outside bodies

Annex B – nomination form

Background Papers

None

Nominations to the Surrey Leaders' Group Outside Bodies

Adults and Health Select Committee

The following services are included within the remit of the Adults and Health Select Committee:

- Statutory health scrutiny
- Adult Social Care (including safeguarding)
- Health integration and devolution
- Review and scrutiny of all health services commissioned or delivered within Surrey
- Public Health
- Review delivery of the Health and Wellbeing Strategy
- Health and Wellbeing Board
- Future local delivery model and strategic commissioning

NOTE: Nominees cannot be a Member of the Council's Executive (or equivalent).

Meets: Six times a year (approx..)

Time: 10.am.

Venue: Surrey County Council

South East Reserve Forces and Cadets' Association

The South East Reserve Forces' and Cadets' Association (SE RFCA) is one of 13 RFCAs UK-wide, SERFCA is a Ministry of Defence (MOD) Crown body, responsible to the Defence Council, but separate from military chains-of-command. SE RFCA gives support to the Reserve Forces and Cadets from the Royal Navy, Army and Royal Air Force in the Counties of Berkshire, Buckinghamshire, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, East and West Sussex. The majority of the Association comprises volunteers, presided over by the Lord-Lieutenant of each County, ranging from high-ranking serving and retired military Officers, through local Councillors to enthusiastic locals, with no military experience, but with a will to support the Armed Forces and Cadets; so it can be seen that the Association has close links with the Community because it is part of that Community. In short, the main roles of SERFCA are:

Managing the volunteer estate (Reserve and Cadet Training Centres).

Encouraging support for the Reserves and Cadets through engagement events, briefings, awards evenings, social media and other publicity, allowing us to actively inform, influence, engage and create a positive but lasting change with gatekeepers and others who hold influence within their county.

Supporting Cadets Each year the Combined Cadet Force, Volunteer Cadet Corps, Sea Cadet Corps, Army Cadet Force and Royal Air Force Air Cadets encourage

thousands of Cadets and Cadet Force Adult Volunteer's develop qualifications, soft skill's, a good work ethic and a positive outlook on both life and work.

The Reservists and Cadets are under command of their respective military chains-of-command, but the Reserve Forces' and Cadets' Associations support the MOD by providing an independent view on the state of the Reserves and Cadets, and their issues, recommending solutions through annual statutory reports to Ministers.

Surrey Civilian Military Partnership

The Surrey Civilian Military Partnership Board (SCMPB) support the commitment made in the Armed Forces Covenant to help ensure that the armed forces community in Surrey, made up of serving and ex-service personnel and veterans as well as their families are treated fairly and not disadvantaged by their service. The SCMPB fosters closer working relationships with the armed forces and is chaired by Surrey County Council. It comprises 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities, the Diocese of Guildford and partners in health, education and business.

The SCMPB meets twice a year usually in March/April and September/October. In addition the Board hosts an annual conference, usually held in March each year. The board is supported in its work by the Recognise and Remember Task Group which looks at commemoration events including VE Day, VJ Day, Armed Forces Day and Remembrance Sunday as well as helping to support veteran hubs across the county.

The appointed councillor would be asked to represent the Surrey Leaders at the meetings of the SCMPB to represent their views as well as feeding back any issues. In addition they would be invited to attend the annual conference.

The district and borough councillors who have been appointed as Armed Forces Champions for their authority are invited to attend the Recognise and Remember Task Group. If the Leaders nominee is also an Armed Forces Champion (as has been the case previously) they will also be invited to attend the Recognise and Remember Task Group which meets 3 times a year, usually in March, June and September.

Integrated Care Partnership Board

The position cannot be held by the same Councillor who is appointed to Health and Wellbeing Board.

The ICP will bring together NHS Leaders and Local Authorities, while also including stakeholders from the system and community. The meeting time commitment is one hour per month, plus any additional time required to read papers in advance of the meeting. Public meetings will be held quarterly, with the remainder of the monthly meetings being held informally. The recently published Adult Social Care Paper outlines that the ICP will lead the integration of housing with health and care, by developing local strategies and delivering services. Therefore, membership of the ICP

might be of particular interest for someone interested in housing and supported living arrangements.

A copy of the 2022 **Draft** Terms of Reference is attached at Appendix 1.

Surrey Heartlands Health and Care Partnership ICS

Integrated Care Partnership

Terms of Reference

Approved: *(Date)*

Next review due: *(Terms of Reference should be approved annually as a minimum)*

1. Background and Context *(why and how does the committee exist)*

- 1.1 Surrey Heartlands Integrated Care System (ICS) and Surrey County Council have resolved to establish a committee known as the Integrated Care Partnership (known as the ICP) in accordance with Schedule 1A of the National Health Service Act 2006 (as amended) ("the NHS Act").
- 1.2 The ICP is established in accordance with the NHS Surrey Heartlands Integrated Care Board (ICB) Constitution and, where agreed, the delegation by NHS under section 13Z of the NHS Act (set out in schedule 1 to these Terms of Reference). These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the ICP and shall have effect as if incorporated into the ICB Constitution. The ICP comprises membership including Surrey County Council, Healthwatch, representatives from the voluntary sector and community organisations and representatives of District and Borough Councils within Surrey and a representative of the ICB. The ICP is not incorporated into any local government or other partner constitutions.
- 1.3 Statutory Framework
 - 1.3.1 Details of any applicable Statutory Requirements that affect the delegation of functions to this Committee.

2. Purpose & Objectives

- 2.1 The purpose of the Integrated Care Partnership, as described by NHS guidance is to:
 - Align purpose and ambitions with plans to integrate care and improve health and wellbeing outcomes.
 - Facilitate joint action to improve health and care services and to influence the wider determinants of health and broader social and economic development
 - To develop an 'integrated care strategy' (NB: the health and wellbeing strategy and integrated care strategy can be one and the same)

- Built bottom up from an assessment of needs and assets at place
- Based on JSNAs
- Focused on improving health and care outcomes, reducing inequalities, and addressing the consequences of the pandemic for communities.
- - Champion inclusion and transparency
 - Support place based and neighbourhood level engagement
 - Ensure system is connected to communities

3. Accountability/ Delegated Authority (If system meeting between multiple organisations, list organisations here and detail how or if any delegation has been given and under what authority for each organisation.)

- 3.1 The ICP is jointly accountable to the Integrated Care System and to Surrey County Council.
- 3.2 The minutes of ICP meetings shall be formally recorded and submitted to the ICB and the Health and Wellbeing Board. The Chair shall draw to the attention of the ICB and Health and Wellbeing Board any issues that require consideration by the full ICB and/or HWB or require executive action. (For clarity – Any minutes from the confidential part of a meeting (Part II) will be considered in the Part II ICB meeting.)
- 3.3 The ICP is authorised by the ICS to investigate any activity within these Terms of Reference. It is authorised to seek any information it requires from any member, officer or employee who are directed to co-operate with any request made by the ICP. The ICP is authorised by the ICS to obtain outside legal or other independent professional advice and to secure the attendance of other individuals with relevant experience and expertise if it considers necessary.

4. Sub Committees & Delegation

- 4.1 The ICP may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by Terms of Reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.
- 4.2 The ICP has established the following sub-committees and approved their Terms of Reference, with a remit to report and make recommendations.

• TBC after ICP has met

5. Responsibilities

- 5.1 Description of the functions and responsibilities that have been delegated to the committee. Ensure aligns with the Scheme of Reservation and Delegation, if applicable.

The statutory responsibilities of the Integrated Care Partnership are to:

- Develop an integrated care strategy for the ICS setting out how the assessed needs in relation to Surrey Heartlands are to be met by the ICB, NHSE or SCC
- Champion inclusion and transparency
- Support place based and neighbourhood level engagement
- Ensure system is connected to communities

Local priorities for the ICP (**IN DEVELOPMENT**)

- Thriving and empowered communities that create health and wellbeing and shape health and care service design and delivery
- Personalised care, integrated care pathways and equitable experience and outcomes from care
- A well-resourced, diverse and vibrant market for services to promote emotional health and wellbeing and meet the care needs of Surrey's residents
- A healthy, resilient workforce (housing, transport and wellbeing)
- Integrated digital architecture
- Place shaping: estate and asset management, housing and transport, net zero.

6. Membership

- 6.1 The membership of the ICP shall consist of:

- The Leader of Surrey County Council (Chair Designate)
- Joint Executive Director for Adult Social Care and Integrated Commissioning, Surrey County Council/Surrey Heartlands ICS
- Director for Children's Services, Surrey County Council
- Director for Public Health, Surrey County Council
- Representative of Healthwatch Surrey
- Chief Executive Officer of Surrey Heartlands Integrated Care Board
- Joint Executive Director for Public Service Reform (Surrey Heartlands ICS/Surrey County Council)
- Lead Primary Care Network Clinical Director,
- Representative of the District/Borough Councils (Elected)
 - Representative of the District/Borough Councils (Officer)
 - Representative of the Voluntary, Community and Faith Sector (standing)
 - Representative of the Voluntary, Community and Faith Sector (selected each meeting)

- Representative of the Voluntary, Community and Faith Sector (selected each meeting)
- Representative of G&W place-based partnership
- Representative of NW Surrey place-based partnership
- Representative of Surrey Downs place-based partnership
- Representative of East Surrey place-based partnership

6.2 Voting members (or nominated deputies):

- TBC once the ICP has met

6.3 6.3 Appointment of Members

6.3.1 The members of the ICP shall be jointly appointed with approval from the ICB and Surrey County Council.

6.4 Members of the ICP should aim to attend all scheduled meetings. The Chair of the ICP will review with the Chair of the ICS any circumstances in which a Member's attendance falls below 75% attendance.

7. Co-opted members / deputies / attendees

7.1 The ICP may co-opt additional members subject to the following terms:

- They have subject matter expertise required to support the ICP in meeting its responsibilities
- They represent a community, place, or organisation required to support the ICP in meeting its responsibilities.

7.2 ICP members may nominate a suitable deputy when necessary and subject to the approval of the Chair. All deputies should be fully briefed and the secretariat informed of any agreement to deputise so that quoracy can be maintained.

7.3 No person attending the meeting in one role can additionally act on behalf of another person as their deputy.

7.4 People from a range of areas may be invited to attend based on the needs of the agenda as follows:

At the discretion of the Chair observers may be permitted to attend the meetings of the ICP

- *List people here who are regularly in attendance*
- Chair of Surrey Heartlands Integrated Care System

- Additional attendees TBC

8. Quorum

8.1 A quorum shall be XXX [Number or percentage] [TBC Once ICP has met] ICP members, which must include:

- TBC once the ICP has met

8.2 At the start of the meeting, the Chair will confirm that the ICP is quorate, after any actions have been taken to manage any declared conflicts of interest.

8.3 Nominated deputies attending ICP meetings, on behalf of substantive members, will count towards quorum.

8.4 If a meeting is not quorate, the Chair may adjourn the meeting to permit the appointment or co-option of additional members if necessary. The Chair will have the final decision as to their suitability.

8.5 Any decisions put to a vote at a ICP meeting shall be determined by a majority of the votes of members present. (For clarity: members may be physically attending the meeting or participating by an agreed telecommunications link).

8.6 In the case of an equal vote, the Chair shall have a second and casting vote. The Chair will declare the result of the vote.

9. Meetings

9.1 The ICP will meet on a monthly basis and have an annual rolling programme of meeting dates and agenda items.

9.2 The ICP will operate in accordance with NHS Surrey Heartlands Standing Orders. Surrey County Council will be responsible for ensuring administrative support to the ICP. This will include:

- Giving notice of meetings (including, when the Chair of the ICP deems it necessary in light of the urgent circumstances, calling a meeting at short notice)
- Issuing an agenda and supporting papers to each member and attendee no later than 5 days before the date of the meeting; and
- Ensuring an accurate record (minutes) of the meeting

9.3 The ICP will meet in public and private. Agendas and papers for public meetings will be published at least seven working days in advance of the meeting except where confidential or sensitive information is likely to be disclosed. This may include:

- information given to any of the partners in confidence,

- information about an individual that it would be a breach of the Data Protection Act to disclose, or
- information the disclosure of which could prejudice the commercial interests of any of the partners or third parties.

9.4 Meetings may be held by conference call or by electronic means, so long as the technology provides live and uninterrupted conferencing facilities.

9.5 With the agreement of the Chair, and by exception, one or more Members/ Attendees of the ICP may participate in meetings in person or virtually by using video or telephone or web link or other live and uninterrupted conferencing facilities.

9.6 An extra meeting of the ICP can be called at the request of the Chair.

9.7 Where an extra meeting needs to be scheduled, every endeavour will be made to give at least 10 working days' notice. Notification will be given by email.

9.8 The ICP may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.

9.9 Non-voting people may be required to withdraw from the confidential part of the meeting

9.10 Members of the ICP have a collective responsibility for the operation of the ICP. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

10. Agenda Preparation

10.1 The ICP will develop the forward-looking rolling agenda programme, maintained by the secretariat.

10.2 The Chair will work with the secretariat on the preparation of the next meeting agenda and consult with the other participating Chairs.

11. Managing Conflicts of Interest

11.1 The members of the ICP must comply fully with NHS England Guidance and the Policy regarding Conflict of Interest¹. Officers and Members of Surrey County Council are expected to adhere to Surrey County Council's code of conduct in the performance of their duties.

11.2 Any conflicts or potential conflicts and mitigating actions should be identified in advance of the meeting, with advice from the Corporate Governance Team, the Director Governance and Corporate Affairs and/ or the Conflicts of Interest Guardian as appropriate, however there may be exceptional circumstances where these have to be decided at a meeting. In these circumstances, the Chair is responsible for managing conflicts of interest at a meeting of the ICP. In these cases:

- If the Chair has a conflict of interest then the Vice Chair is responsible for deciding the appropriate course of action.
- If both the Chair and the Vice Chair have a conflict, then the remaining non-conflicted members decide on how any conflicts should be managed.

11.3 At the start of the meeting, the Chair will:

11.3.1 Invite members to declare if they have any conflicts of interest with the business to be conducted, including previously declared interests. Any declared conflicts of interest will be recorded in the minutes along with any action taken, in a form as advised by the Conflict of Interest Policy. In summary the information recorded is

- the name of the person noting the interest;
- the nature of the interest and why it gives rise to the conflict;
- the item of the agenda to which the interest related;
- how it was agreed that the conflict should be managed;
- evidence that the conflict was managed as intended.

11.3.2 Invite members to confirm that their current declarations are up to date and accurate and highlight any new declarations made since the last ICP meeting. If any changes are made to existing declarations, any If new declarations are made, the following information is recorded:

- the name of the person making the declaration;
- the nature of the interest;

¹ The Management of Conflicts of Interest is included in the Standards of Business Conduct Policy.

- the type of interest, e.g. financial, in line with policy;
- the date from which this interest started/ or ceased.

12. Decision-making

- 12.1 The aim of the ICP is to achieve consensus decision-making wherever possible.
- 12.2 Each voting member of the ICP shall have one vote.
- 12.3 If the Chair determines that there is no consensus or one member disputes that consensus has been achieved, a vote will be taken by the ICP members. The vote will be passed with a simple majority the votes of members present. In the case of an equal vote, the Chair shall have a second and casting vote.
- 12.4 The result of the vote will be recorded in the minutes and a record will also be made of the outcome of the voting for the other ICB committees.
- 12.5 All decisions taken in good faith at a meeting of the ICP shall be valid even if there is any vacancy in its membership or, it is discovered subsequently, that there was a defect in the calling of the meeting, or the appointment of a member attending the meeting

13. Emergency/ Chair's action

- 13.1 The ICP will delegate responsibility for emergency powers and urgent decisions to the Chair and Vice Chair of the ICP
- 13.2 In the event of an urgent decision being required, this shall be taken by the Chair or the Vice Chair of the ICP; who must consult with at least one other member of the ICP
- 13.3 Urgent decisions must be reported to the next ICP meeting following the urgent decision for ratification by the full meeting together with a report detailing the grounds on which it was decided to take the decision on an urgent basis and the efforts made to contact the relevant other members of the ICP prior to taking the decision.

14. Governance support

- 14.1 Surrey County Council will ensure the provision of a Secretary to the meeting who shall attend to take minutes of the meetings and provide appropriate administrative support to the ICP Chair and ICP members.
- 14.2 The Secretary will be responsible for supporting the Chair in the management of the ICP's business and for drawing the ICP's attention to best practice, national guidance and other relevant documents as appropriate.
- 14.3 The Secretary will ensure minutes of the ICP will be presented to the next meeting for formal sign off and made available on the website (by inclusion in

the ICB papers). Minutes or sections of minutes which are of a confidential nature which would not be disclosed under a Freedom of Information Act request will not be made available on the website.

15. Policy and Best Practice

15.1 The ICP will apply best corporate governance practice in its decision-making processes, covering a clear ethical basis to the business being considered; aligned business goals; an effective strategy incorporating stakeholder values; a well governed organisation and reporting systems to provide transparency and accountability.

16. Conduct of the ICP

16.1 The ICB has a code of conduct in place which defines required standards of behaviour for individuals working within this organisation, and those performing or authorising activities or advisory duties on our behalf. The ICP and its membership will conduct itself in accordance with these standards and principles.

16.2 The code of conduct specifically covers an employee/ member's responsibility in relation to hospitality and gifts, and has regard to:

- Professional Standards Authority Standards for Members of NHS Boards and Clinical Commissioning Group Governing Bodies in England;
- NHS Business Services Authority Standards of Business Conduct Procedure; and
- Nolan seven principles of public life.

17. Review of Terms of Reference

17.1 The ICP will also self-assess its performance on an annual basis (normally starting each November) referencing its work plan to ensure that the business transacted in meetings has effectively discharged the duties as set out in the Terms of Reference.

17.2 to the Terms of Reference and responsibilities will be presented to the ICP for approval.

18. Review History

Date	Version no.	Reviewed by (Job Title or Committee Name)	Status (Draft or Final)	Comments/ Changes since last version
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