Devon ICB Senior Executive Team
Terms of Reference

1. Constitutional Obligations

1.1 These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Senior Executive Team (SET)

1.2 These terms of reference set out the Membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the ICB Constitution and standing orders.

1.3 All management functions of the ICB (with the exception of those delegated to individuals or another committee or reserved to the Governing Body) are delegated to the SET for day to day management and delivery. The SET will make recommendations on delivery of strategy and commissioning plans and take day to day decisions on performance management and risk management to provide robust assurance to ICB Board

2. Purpose & Responsibilities

2.1 Promote the values of the ICB and create an organisation-wide culture, which enables clinicians, managers and staff to work, both in partnership and individually, to effectively deliver safe and high-quality services.

- Provide effective leadership and direction to the work of the ICB, coordinating and directing the operations of the ICB in accordance with the strategic direction set by the ICB Board, ensuring delivery on behalf of the ICB Board

- Deploy the resource of the organisation effectively and efficiently to deliver the strategies and plans of the organisation

- Oversee the operational commissioning and contracting of healthcare for the Devon population

- Ensure that the ICB takes appropriate steps to meet all its statutory duties and meets legislative requirements and regulatory guidance.

- Maintain oversight of programmes supporting the development and implementation of strategy, performance, quality and enabling work programmes such as workforce, digital and estate

- Maintain oversight of the governance and architecture arrangements for the ICB.
- Consider and prepare an appropriate response to external and internal reviews, making recommendations to the relevant committee or ICB Board
- Support robust clinical and corporate governance across the ICB
- Review and discuss the implications and implementation of key policy documentation issued by NHSE, DH and other statutory authorities and make recommendations to ICB Board or other committees.
- Ensure that the organisation has appropriate systems in place to support partnership working across the ICB and obtain the appropriate advice and professional expertise in healthcare and public health.
- Provide oversight and delivery of risk management arrangements including a review of the CCG's risk register, ensuring any agreed actions are completed.
- Oversee NHSE assurance planning and responses
- Take decisions and action on any other appropriate matter within the delegated authority of its individual members.

3. Membership

The meeting will be chaired weekly by the ICB Chief Executive and its membership includes:

Chief Executive Officer
Chief Medical Officer
Chief Finance Officer
Chief Nursing Officer
Chief Delivery Officer
Chief Transformation and Strategic Planning Officer
Chief Communications and Corporate Affairs Officer
Director of Workforce Strategy
Director of Commissioning, elective and urgent care
Director of Commissioning, primary, community and mental health care
Director of Finance Operations
Director of Digital
Chief of Staff

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The Chair of the Committee may co-opt any non-voting Clinicians, Executive or Managing Directors, nominated deputies and lead managers as appropriate and particularly, when the Committee is discussing areas of risk or operation that are the responsibility of that attendee.
Note: When a Committee Member is unable to attend, a nominated formal deputy with sufficient authority must attend in their place by approval from the Chair (CEO). Deputies will have the decision making and voting rights of the person he/she is representing.

4. Register of Interests

4.1 Executives and any attendees will be asked to declare any new interests at the beginning of each meeting. If a member feels compromised by any agenda item they should declare a conflict of interest and leave for that agenda item.

5. Frequency of Meetings

5.1 The Committee must consider the frequency and timing of meetings needed to allow it to discharge all of its responsibilities.

6. Reporting arrangements

6.1 The Chair shall report formally to the ICB on its proceedings after each meeting on all matters within its duties and responsibilities. The report shall be presented to the public meeting of the ICB. The Committee shall make recommendations to the ICB on any area within its remit where action or improvement is needed.

6.2 Accountable to the ICB and ICP

6.3 SET will report to the ICB and ICP on the performance of its duties as reflected within these ToRs at each meeting of these groups

6.4 Delegated decision making will be afforded through officer powers of individual members and any decisions documented and form part of the Chairs report for visibility to the ICB.

6.5 The Group Operates on the basis of consensus decision-making. The Chair will promote this model of working

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7. Statutory Functions, Committee Oversight and KPIs (Internal Monitoring)

7.1 The ICB has delegated the following authorities to the Committee:

• Consider and prepare an appropriate response to external and internal reviews, making recommendations to the relevant committee or ICB Board
• Ensure that the organisation has appropriate systems in place to support partnership working across the ICB and obtain the appropriate advice and professional expertise in healthcare and public health.
• Provide oversight and delivery of risk management arrangements including a review of the CCG's risk register, ensuring any agreed actions are completed
• Oversee NHSE assurance planning and responses
• Maintain oversight of the governance and architecture arrangements for the ICB

8. Administration

8.1 The committee and its sub group shall be supported administratively by its Administrator his or her duties in this respect will include:

- Agreement of agendas with the Chair and attendees
- Preparation, collation and circulation of papers in good time
- Ensuring that those invited to each meeting attend highlighting any concerns to Chair (including interests of members that may conflict with an agenda item)
- Taking the minutes and helping the Chair to prepare reports to the ICB
- Keeping a record of matters arising and issues to be carried forward
- Maintaining records of Members appointments and renewal dates
- Ensuring that action points are taken forward between meetings
- Ensuring that Committee Members receive the development and training they need.
- Providing appropriate support to the Chairperson and Members

9.2 Following each meeting, the Administrator will:

- Maintain an attendance log and follow up as appropriate after each meeting to ensure the Committee adheres to the required frequency of attendance by Members.
- Maintain a decisions log of reporting arrangements into each formal meeting of the Committee from sub-committees and follow up with chairs of sub-committees as appropriate.
- Maintain a log of summary written reports provided to ICB from formal meetings.

10. Review

SET will review its effectiveness at least annually.

These Terms of Reference will be reviewed at least annually and earlier if required. Any proposed amendments to the terms of references will be submitted to the Board for approval.

END