Terms of Reference: Bradford District and Craven Clinical Forum

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Bradford District and Craven Clinical Forum Terms of Reference

1. Introduction

The Bradford District and Craven Health and Care Partnership Clinical Forum ('the Forum) is established as a group of the NHS West Yorkshire Integrated Care Board (ICB), in accordance with the ICB's Constitution, Standing Orders and Scheme of Reservation and Delegation.

2. General

In these Terms of Reference the following capitalised terms are given the meaning set out in the NHS West Yorkshire Integrated Care Board Constitution as updated from time to time, unless the context otherwise requires:

- West Yorkshire ICB Conflict of Interest Policy
- West Yorkshire ICB Constitution
- West Yorkshire Standing Order or Standing Orders

Other capitalised terms have the meaning set out below:

- "Attendee" refers to a participant of this BD&C Committee as listed in paragraph 7
- "BD&C Forum" refers to this Forum.
- "Chair" means the chair of this BD&C Forum
- "ICB" means the NHS West Yorkshire Integrated Care Board, including any individual, organisation or committee to which its powers or responsibilities are delegated.

- “ICB Business” has the meaning given to it at paragraph 5 below - “ICB Committee” means a committee of the ICB.
- “ICB Policies” means any policy, process or procedure formally adopted by the ICB.
- “Member” refers to a member of this BD&C Forum as listed in paragraph 6.
- “NHS Foundation Trust Partner” means Airedale NHS Foundation Trust, Bradford District Care NHS Foundation Trust and/or Bradford Teaching Hospitals NHS Foundation Trust
- “Partner” refers to a partner organisation in the Place Partnership which is also a party to the SPA.
- “Partnership Business” has the meaning given to it at paragraph 5 below.
- “Partnership Board” means the Bradford District and Craven ICB Committee as described in the Constitution.
- “Place Lead” means that individual appointed by the ICB to oversee and help develop the Place Partnership
- “Place Partnership” means the partnership of organisations described in the SPA
- “SPA” means the Strategic Partnering Agreement entered into by the Partners for the transformation and better integration of health and care services for the population of Bradford District and Craven
- “Working Days” means a weekday that is not a bank holiday in England
- “Written Resolution Procedure” is the written resolution procedure described at paragraph 11 below.
- This BD&C Forum shall operate in accordance with the vision, objectives and principles set out in the terms of reference of the BD&C Partnership Board. When advising or making recommendations on behalf of the ICB, it will comply with relevant ICB policies.
- The ICB Standing Orders shall apply to this BD&C Forum unless these Terms of Reference expressly make alternative provision that they do not

3. Reports to

This BD&C Committee reports to BD&C Partnership Board and the ICB Clinical Forum. Members and attendees may also report back to their respective Partner organisations.

4. Purpose

This BD&C Forum has two roles.

The first is to support the ICB on issues within its remit. If this BD&C Forum makes recommendations on behalf of the ICB (see section 5 below) this is done in accordance with the authority delegated from the ICB to the Partnership Board, and from the Partnership Board to this BD&C Forum.

The second is to support the wider Place Partnership, which comprises the ICB and various other organisations, on issues within the BD&C Forum's remit. This support is provided by advising and working collaboratively with all members of the Partnership Board, who come from these other organisations.

If this BD&C Forum considers that there is or may be a conflict between these two roles, then the Chair shall notify the Place Lead.

In practice, this BD&C Forum carries out both roles by reporting to the Partnership Board, which comprises senior leaders from the Place Partnership and is a Forum of the ICB and the ICB Clinical Forum.

5. Remit and responsibilities

The remit of this BD&C Forum is to:

a) Make the following decisions on behalf of the ICB, following delegation of this responsibility from the ICB to the Partnership Board and from the Partnership Board to this BD&C Forum: None currently delegated.
b) Provide advice and/or recommendations in the following areas to the Partnership Board, for the benefit of the ICB ((a) and (b) together "ICB Business"):

- Actively participating in the development of a clinical strategy and associated narrative for Bradford District and Craven
- Ensuring that all plans within the Bradford District and Craven are clinically led, evidence based, and configured to improve patient and population outcomes.
- Ensuring the voice of the patients, service users and citizens is heard and reflected in all clinical forum discussions.
- Maintaining and embedding clinical co-production as a core principle of the partnership.
- Supporting collaboration and strengthening partnerships between clinical colleagues.
- Exhibiting clinical leadership and galvanising professional colleagues and partner organisations to agree models of care which support delivery to close the three gaps (health, care and finance) in Bradford District and Craven.
- Championing change and evidence-based innovation within organisations and at Place.
- Supporting the transition to new models of care, where appropriate.
- Providing oversight and alignment of all clinical initiatives across Bradford District and Craven and across West Yorkshire ICS.

- Supporting regular communication and engagement with all stakeholders
- Supporting through review the evaluation and impact of all workstreams and plans
- Providing innovative solutions to system-wide challenges, particularly where there are interdependencies between workstreams (including enablers) and local plans.
- Providing input and support to the clinical representation on each of the workstreams.
- Providing a clinical lens on system performance on the quality of health and care services and providing a mechanism for partner organisations to hold each other to account on quality, making appropriate links with other committees in place to support the work of the partnership.

c) Provide advice to other members of the Partnership Board "Partnership Business":

6. Members

Members contribute to discussion, participate in making recommendations and are accountable for the dissemination of information back into their host organisation as required.

The Members of this Forum are:

Senior clinicians (normally clinical commissioners, GPs, medical directors, directors of nursing, senior allied health professionals) nominated by the relevant organisation or partnership group.

The membership will comprise:

- A Chair (nominated by members from the Forum and ratified by BDC Partnership Board)
- Medical Director/ Nursing Director from BTHFT
- Medical Director/ Nursing Director from ANHSFT
- Medical Director/ Nursing Director from BDCFT
- BDC HCP Clinical Representative
- One Allied Health Professional representative from each Trust
- 1-4 representatives of GP at scale practice (e.g., GP at scale practices/ federation /Locality CDs)
- One Director of Public Health
- One representative from Bradford Metropolitan District Council – Social Care
- One representative from North Yorkshire County Council – Social Care
- One representative from Community Pharmacy West Yorkshire & one pharmacist representing provider Trusts.

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- One representative from Local Medical Committee
- One representative from the Inequalities Alliance
- One representative from Optometry
- One representative Dental

A deputy Chair will be agreed from among nominated members.

There is no specific term of membership for this forum, any terms will be agreed on an individual basis.

7. Attendees

The following individuals will be invited to attend each meeting of this BD&C Forum as Attendees. Attendees attend meetings and may be invited by the Chair to participate in discussions from time to time. They do not vote.

The Attendees of this Forum are:

- Assistant Director Quality & SEND - BD&C Health and Care Partnership
- Head of Research – West Yorkshire Integrated Care System
- Governance Manager – West Yorkshire Integrated Care System

The Chair may invite other Attendees to attend any meeting of this BD&C Forum as the Chair considers appropriate.

Any individual wishing to attend a meeting of this BD&C Forum should make a request to the Chair by writing to Assistant Director Quality & SEND or member of the partnership administration team (administrators to the Forum) to be received at least three Working Days prior to the meeting. Attendance is at the Chair's discretion.

8. Deputies

In accordance with Standing Order [4.7], with the permission of the Chair, a member may nominate a deputy to attend a meeting of the Forum that the Member is unable to attend. The deputy may speak on their behalf. The decision of the meeting Chair regarding acceptance of nominated deputies is final.

Any requests for a deputy to be appointed should be made to the Chair at least five Working Days before the meeting. The Chair shall have discretion to accept requests made after this time if the Chair considers there is good reason for the late notification.

Any reference to Member in these terms of reference includes a deputy appointed in accordance with this paragraph.

9. Chair

The Chair of this BD&C Forum shall be selected as follows.

The first Chair of this BD&C Forum shall be appointed by the BD&C Partnership Board and shall be appointed for a term of eighteen months.

Subsequent Chairs shall be appointed for a term of eighteen months. Such Chairs shall be appointed by this BD&C Forum, for the avoidance of doubt candidates are permitted to vote in such selections.

One person may not serve more than three consecutive terms as Chair.

If the Chair is unable to attend a meeting or carry out the role of the Chair between meetings this shall be taken on by the Deputy Chair.

The Deputy Chair of this BD&C Forum shall be selected as follows.

The first Deputy Chair of this BD&C Forum shall be appointed by the BD&C Partnership Board and shall be appointed for a term of eighteen months.

Subsequent Deputy Chairs shall be appointed for a term of eighteen months. Such Chairs shall be appointed by this BD&C Forum, for the avoidance of doubt candidates are permitted to vote in such selections.

One person may not serve more than three consecutive terms as Deputy Chair.

If both the Chair and the Deputy Chair are absent then the Members present at the meeting shall appoint a temporary Chair for the purposes of that meeting and if they wish any preparation needed in advance of the next meeting.

10. Quoracy

No recommendations shall be made unless at least half the members are present. If a meeting is or becomes inquorate, this will be minuted. Members may discuss matters, but no formal recommendations will be made. Any discussions will be summarised at the start of the next meeting of this BD&C Forum.

The expectation of the Partners is that this BD&C Forum will meet regularly as scheduled. The Partners recognise that even if a meeting is not quorate, useful discussions may take place. However, if the Chair has received apologies for a meeting in advance that indicate that a quorum will not present, the Chair may cancel the meeting if they are satisfied that this is the more appropriate use of Members' time.

An individual who has been disqualified from participating in a discussion on any matter and/or from voting on any motion by reason of a declaration of a conflict of interest, shall no longer count towards the quorum.

11. Conduct of meetings

Meetings of this BD&C Forum will be run by the Chair.

The expectation is that Members will attend meetings in person or virtually as required. However, in accordance with Standing Order 4.8, the Chair shall have discretion to permit a Member or Attendee to participate in a meeting by telephone, video or by other electronic means where they are available and the Chair is satisfied that there is good reason for the request, such as clinical commitments. Participation by any of these means shall be constitute presence in person at the meeting provided all Members and Attendees in attendance can be heard and hear one another.

Any request to participate in a meeting by telephone, video or by other electronic means should be made to the Chair at least five working days before the meeting. The Chair shall have discretion to accept requests made after this time if the Chair considers there is good reason for the late notification.

The Chair may also require that a meeting take place entirely by telephone, video or by other electronic means where there is good reason to do so, for example the difficulties of managing hybrid meetings or public health concerns.

In line with the Standing Orders, it is expected that decisions will be reached by consensus. Should this not be possible, each Member will have one vote, the process for which is set out in the section below:

a. All Members of this BD&C Forum who are present at the meeting will be eligible to cast one vote each.
b. Absent members may not vote by proxy. Absence is defined as being present at the time of the vote but this does not preclude anyone attending by teleconference or other virtual mechanism from exercising their right to vote if eligible to do so. However, they are able to appoint a deputy in accordance with paragraph 8.

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c. A resolution will be passed if more votes are cast for the resolution than against it.
d. If an equal number of votes are cast for and against a resolution, then the Chair will have a second and casting vote.
e. Should a vote be taken, the outcome of the vote, and any dissenting views, must be recorded in the minutes of the meeting.

If the Chair considers it appropriate, recommendations may also be made through the Written Resolution Procedure set out below:

a. The Chair will arrange for an email to be written that:
- confirms the resolution(s) that the Members are being asked to approve;
- includes, by way of an attachment, all of the relevant information to enable the Member to reach a decision on the proposal(s);
- contains the deadline (date and time) for response that shall be at least ten Working Days from the date of the email; and
- confirms the email address to which the Member's vote should be sent.

b. The Chair will arrange for the email and accompanying documents to be sent by e-mail to all Members on the same date.
c. Each Member shall reply to the designated email address by the deadline given setting out whether they accept, reject or abstain in relation to each resolution set out in the email. Once a Member has responded stating they accept, reject or abstain in relation to a resolution they may not amend or retract their vote.

Exceptions:

d. The following decisions may not be taken by way of the Written Resolution Procedure:
   None

Passing the written resolution:

a. In order for the written resolution to be passed the quorum rules must be complied with. If any Member does not respond to a resolution proposed by the Written Resolution Procedure by the deadline given they are not present for the purpose of the quorum. Responses received after the deadline will be disregarded.
b. Provided the quorum requirements have been complied with a resolution will be passed if the majority of Members responding or all Members who responded by the deadline approve the resolution.
c. The Chair will arrange for Members to be notified of the outcome of the Written Resolution Procedure within five Working Days of the deadline.
d. The outcome of all uses of the Written Resolution Procedure will be recorded in the papers for the next meeting. This will include details of votes approving or rejecting each resolution, any abstentions and details of any Member that did not respond by the deadline.

12. Frequency of meetings

This BD&C Forum will meet at least once in any three-month period.

The Chair may call an additional meeting at any time by giving not less than 10 Working Days' notice in writing to all Members and Attendees.

The Partnership Board may request or require that this BD&C Forum meet within a reasonable timeframe to discuss a particular matter. Such requests should be submitted to the Chair.

Members and Attendees shall be given at least ten Working Days' notice of any meeting save that in emergency situations the Chair may call a meeting with three Working Days' notice by setting out the reason for the urgency and the decision to be taken. Papers shall be circulated at least two Working Days before the meeting.

13. Urgent decisions

Not applicable.

14. Admissions of the press and public

Not applicable.

15. Declarations of interest

If any Member or Attendee has an interest, financial or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible before the meeting and act in accordance with the Conflicts of Interests Policy.

The Chair will determine how a conflict of interest should be managed in accordance with the Conflicts of Interests Policy, taking into account any previously agreed arrangements for managing a conflict of interest. The Chair may require the individual to withdraw from the meeting or part of it. The individual must comply with these arrangements, which must be recorded in the minutes of the meeting.

16. Support to the committee

Administrative support will be provided to this BD&C Forum by the Assistant Director Quality & SEND and a nominated member of the partnership administration team.

This will include:

- Agreement of the agenda with the Chair
- Sending out agendas and supporting papers to Members and Attendees at least five Working Days before the meeting.
- Taking minutes of the meetings, including an accurate record of attendance, key points of the discussion, matters arising and issues to be carried forward.
- Drafting minutes for comment and approval by the Chair within five Working Days of the meeting. Following Chair's approval, distributing the minutes to all Members and Attendees within five Working Days of the approval. Updating minutes in accordance with any amendments agreed at subsequent meetings
- Maintaining an on-going list of actions, specifying the Member(s) responsible for each action, due dates, progress and completion.
- Maintaining an annual work plan.
- Receiving notifications and requests on behalf of the Chair, including notifications relating to conflicts of interest, requests for meetings and/or nomination of deputies

Notifications and requests to the Chair must be sent to john.hartley@bradford.nhs.uk

It is the responsibility of Members and Attendees to ensure that they provide their contact details to the Chair (email and direct dial telephone number) and keep these up to date.

Papers will be circulated electronically. Members or Attendees wishing to receive the papers in a particular format (e.g. large print, hard copy) should make a request to the Chair. The Chair has discretion as to whether to meet the request.

17. Authority

This BD&C Forum is authorised to investigate any activity within these terms of reference. It is authorised to seek any information it requires within its remit, from any member of staff or a Place Partner and Place Partners will ensure that their staff are directed to co-operate with any such request made by this BD&C Forum.

This BD&C Forum is authorised to commission any reports or surveys it considers necessary to help it fulfil its obligations. In doing, so, this BD&C Forum must follow procedures put in place by the ICB and the Partnership Board for obtaining legal or professional advice.

This BD&C Forum is authorised to obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary. In doing, so, this BD&C Forum must follow procedures put in place by the ICB and the Partnership Board for obtaining legal or professional advice.

This BD&C Forum is authorised to create and dissolve time limited task and finish groups as are necessary to fulfil its responsibilities. When doing so, this BD&C Forum must set clear a clear scope of work and deadline for completion for such groups. Such groups shall not be able to take decisions on behalf of this BD&C Forum.

This BD&C Forum has no working groups, which report to it. Should specific working groups be required to support this BD&C Forum they will not be time-limited. This BD&C Forum shall determine their membership, scope and work programme and ensure that these are recorded in writing, regularly reviewed and understood by all participants. A working group may be dissolved by the BD&C Forum but permanent working groups cannot be created by this BD&C Forum without the agreement of the Partnership Board, as outlined below.

This BD&C Forum may not create any formal sub-Forums, delegate any of its responsibilities or establish any permanent working groups unless expressly authorised by the Partnership Board. Even if any delegation is approved, this BD&C Forum remains accountable for the work that is delegated.

18. Reporting

This BD&C Forum shall provide an update as required to agreed Partnership Board meetings. These shall be published by the Partnership Board as part of its meeting. The Chair shall draw to the attention of the Partnership Board any significant issues or risks relevant to the Place Partnership or the ICB.

This BD&C Forum shall submit an annual report to the Partnership Board.

This BD&C Forum shall propose an annual work plan to the Partnership Board for approval by the Partnership Board. The Partnership Board may make such changes to the annual work plan as it considers appropriate in consultation with the Chair.

This BD&C Forum will receive for information the minutes of other meetings which are captured in the Forum's work plan e.g. minutes of its working groups.

19. Conduct of the Forum

All Members and Attendees will operate within the Constitution of the ICB, standing orders, standing financial instructions, other financial procedures and ICB Policies provided always that this requirement may be disapplied by the Partnership Board in relation to Partnership Business, such authorisation to be given in advance and in writing.

All Members and Attendees will operate in accordance with the SPA and any other relevant policies or documents agreed by the Place Board.

All Members and Attendees will attend and complete any training required by the Chair or the Partnership Board.

Members and Attendees must demonstrably consider the equality and diversity implications of recommendations they make and consider whether any new recommended approach achieves positive change around inclusion, equality and diversity.

Members and Attendees will abide by the 'Principles of Public Life' (The Nolan Principles).

The requirements listed above in relation to conduct of Members and Attendees shall also apply to members of any working groups or task and finish groups reporting to this BD&C Forum.

The Forum shall undertake an annual self-assessment of its own performance against the annual work plan, these terms of reference and the SPA. This self-assessment shall form the basis of the annual report from this BD&C Forum to the Partnership Board.

The Partnership Board may remove an individual Member from this BD&C Forum if:

- That individual fails to comply with these terms of reference;
- That individual has behaved in a way, or is threatening to behave in a way, that is likely to bring this BD&C Forum, the Partnership Board and/or the ICB into disrepute;
- That individual has attended less than 75% of the meetings of this BD&C Forum in any 12 month period;
- The individual no longer meets the relevant membership requirement set out at paragraph 6, for example because they no longer hold a particular post or work for a particular organisation; or

- They qualify for membership of this BD&C Forum through their host organisation and that host organisation leaves the Place Partnership

20. Amendments

This BD&C Forum may propose changes to its terms of reference to the Partnership Board.

Any changes to these terms of reference must be approved by the Partnership Board.

21. Review date

These terms of reference shall be reviewed annually.

22. Implementation

These terms of reference come into effect on 01 August 2022.

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