

TERMS OF REFERENCE

NAME OF GROUP:	STP Elected Members and Non-Executive Directors Advisory and Oversight Group
PURPOSE	<p>The Group has been established in order to:</p> <ul style="list-style-type: none"> • Ensure early engagement and involvement of key senior leaders across the health and care system in the development of the Nottingham and Nottinghamshire STP • Seek advice on specific development proposals before formal consultation with the STP's constituent organisations • The Board has been established as an advisory group to the STP Leadership Board and to provide oversight of STP delivery. • Fulfil an assurance function such that statutory organisations receive common and shared assurance about the development of the Nottingham and Nottinghamshire STP. • Fulfil a governance function, enabling non-executive directors and elected members to have input into discussions that affect the strategic development of the STP. • Build collective understanding of important strategic issues so as to take such knowledge and insight into statutory organisations at the highest level.
MEMBERSHIP	<p>Chair Nominated from within the membership of the Group by its members and approved by the Group</p> <p>Vice Chair Nominated from within the membership of the Group by its members and approved by the Group</p> <p>Members The membership is drawn from organisations within the area of the STP footprint, and ensures involvement from a range of organisations and groups operating within the communities served by the STP. It is the role of Group members to represent fairly and fully the interests and views of those organisations and groups.</p> <p>The membership will be made up, as a minimum of representatives from the following organisations:</p> <p>Nottingham City Council Nottinghamshire County Council Nottingham University Hospitals NHS Trust Sherwood Forest Hospitals NHS Foundation Trust Nottinghamshire Healthcare NHS Foundation Trust NHS Mansfield and Ashfield CCG NHS Newark and Sherwood CCG NHS Nottingham City CCG NHS Nottingham North and East CCG</p>



	<p>NHS Nottingham West CCG NHS Rushcliffe CCG</p> <p>In addition, the STP will be represented by either or both of</p> <p>STP Lead, David Pearson STP Managing Director, Wendy Saviour</p> <p>Initial Membership will be reviewed by the Chair and STP SRO after the 3 months and again every 6 months</p> <p>In attendance The chair may determine that designated individuals may be in attendance to support the work of the Group</p>
PROGRAMME STRUCTURE	See Annex 1.
RESPONSIBILITIES	<ul style="list-style-type: none"> To provide advice to the STP Leadership Board on the STP's overall strategic direction To consider specific proposals or work from the STP Leadership Board and to provide advice and feedback To ensure the operation and effectiveness of the STPs governance arrangements; To provide feedback to the STP Leadership Board on the impact of the STP on individual organisations and the populations they serve To request from the STP Leadership Board additional work and briefings as required. To receive updates and highlight reports at each meeting on progress in the delivery of the STP and its key work-streams Take insight and understanding back into statutory organisations to facilitate smooth decision making within statutory organisations
FREQUENCY OF MEETINGS	The Board will meet monthly to conduct its business.
REQUIRED ATTENDANCE:	It is expected that members will prioritise these meetings and make themselves available. Exceptionally, where this is not possible, a Deputy may attend if of sufficient seniority to perform their role in accordance with the objectives set out in the Terms of Reference for this Group. For Local Authority representatives this will be in accordance with the due political process.
QUORUM:	<p>A meeting will be quorate with</p> <ul style="list-style-type: none"> half the number of the membership expected to be in attendance
REPORTING PROCEDURES:	Notes and recommendations/requests from the meeting will be sent to the STP Leadership Board.



<p>SERVICING:</p>	<p>The Group will be serviced by the STP Leadership Team.</p> <ul style="list-style-type: none"> • Draft agendas will be agreed with the Chair and circulated to Group members to contribute items; • Agreed items for the agenda, to be sent to the STP Team, with the relevant paperwork, up to 5 working days before each meeting; • The Chair agreeing the final agenda; • Papers will be circulated 5 working days before each meeting; • Additional items for the agenda will be taken by exception with the knowledge and agreement of the Chair in advance of the meeting commencing; • The draft minutes of each meeting will be circulated within 5 working days of the meeting being held and will be approved at the following meeting. • It will be the responsibility of the individual Group Members to make such reports to their 'host' organisations as are appropriate concerning the work of the Group. In doing so, Group Members must have appropriate regard to the confidential nature of Group discussions or information shared with the Group. As appropriate the Group may agree the content, form or timing of such reporting.
<p>DECLARATION OF INTERESTS:</p>	<p>Where matters to be considered by the Group give rise to an actual or perceived conflict of interest, Group Members should declare such a potential conflict of interest to the Chair. As circumstances require, the Chair may determine that such Group Member(s) should not take part in the Group discussion or meeting concerning that matter about which there is a declared conflict of interest.</p>
<p>REVIEW DATE :</p>	<p>These Terms of Reference will be reviewed no later than in September 2018 to ensure continued fitness for purpose in the light of potential changes to the expectations of national requirements or local issue.</p>
<p>DATE APPROVED :</p>	<p>9 March 2018 STP Elected Members and Non-Executive Directors Advisory and Oversight Group</p> <p>29 June STP Leadership Board</p>

Nottinghamshire Health and Care Sustainability and Transformation Partnership governance structure

29 June 2018

