

East Sussex Better Together Strategic Commissioning Board Procedure Rules

Introduction

1. As part of the East Sussex Better Together (ESBT) Alliance arrangements, Eastbourne, Hailsham and Seaford Clinical Commissioning Group (EHS CCG), Hastings and Rother Clinical Commissioning Group (HR CCG), and East Sussex County Council (ESCC) have established committees in common known as the 'Strategic Commissioning Board' (referred to as 'the Board' within these rules).
2. A 'committees in common' approach ensures that two committees (one a joint committee, and the other a committee of the CCGs) ostensibly act as single committee, the 'Strategic Commissioning Board', with a sufficient mandate to consider the full range of issues covered by the ESBT Alliance without duplicating meetings. The membership of both committees is identical and they meet simultaneously to a common agenda.
3. It is recognised that EHS CCG, HR CCG and ESCC will continue to have their own regulatory and statutory responsibilities. The Board enables the sovereign organisations to undertake and align strategic commissioning activities within the current legislative framework whilst still operating as sovereign organisations as the regulatory framework requires.
4. These rules shall operate alongside the 'Terms of Reference for the ESBT Strategic Commissioning Board' document which has been agreed by the CCGs and ESCC. Any variations to the Terms of Reference would require agreement by both the CCGs and ESCC.

Membership of the Strategic Commissioning Board

5. The Board shall consist of:
 - two EHS CCG Governing Body representatives – one lay representative and one clinical representative
 - two HR CCG Governing Body representatives – one lay representative and one clinical representative
 - four ESCC elected Member representatives.
6. CCG representatives shall be appointed by the relevant Governing Body.
7. ESCC representatives shall be appointed by the Leader of the Council.
8. Constituent provider members of the ESBT Alliance shall have invited observer status (without automatic speaking rights) at all meetings. Representatives of other providers or other relevant NHS organisations may be invited to attend meetings as required.

Term of office

9. The term of office for each Board member shall be determined by their respective organisations. If a vacancy arises, a replacement member shall be appointed by the relevant organisation. Any organisation can remove or replace their respective Strategic Commissioning Board Members at any time by notice in writing to the Administering Authority which shall notify all other partners.

10. Any Board member who wishes to resign shall submit their resignation in writing to the Administering Authority.

Chairing Board meetings

11. ESCC shall nominate one of its Members as Board co-Chair and EHS and HR CCGs between them shall nominate one CCG member as Board co-Chair. The chairing of the Board shall rotate with the CCGs and ESCC chairing alternate meetings. If the relevant co-Chair for a meeting is either absent or unable to act as Chair, the other co-Chair shall preside. Where both co-Chairs are either absent or unable to act as Chair, the Board shall elect one of the members of the Board present at the meeting to preside.
12. It will be the role of the Chair to:
- manage the meetings effectively and efficiently
 - ensure that all members of the Board show due respect for process and that all views are fully heard and considered
 - strive as far as possible to achieve a consensus as an outcome
 - ensure that the actions and rationale for decisions taken are clear and properly recorded.

Support arrangements

13. ESCC shall be the Administering Authority. ESCC will provide secretariat, administrative and professional support to the Strategic Commissioning Board in liaison with CCG Governing Body support officers to ensure that both NHS and local authority governance requirements are met. ESCC shall ensure that:
- Board meetings are scheduled for at least four times per year to meet in public and that an annual schedule of meetings is produced
 - adequate facilities are available to hold meetings in an accessible venue
 - Board agenda items are decided in liaison with senior officers within the CCGs and ESCC
 - the agenda is published five clear working days before each meeting except in exceptional circumstances.

Expert advice and information

14. The Board will have access to professional advice and support provided by senior officers of ESCC and the CCGs. Officers normally in attendance (or their substitutes) shall be:
- Chief Officer, EHS and HR CCGs
 - Chief Finance Officer, EHS and HR CCGs
 - Director of Adult Social Care and Health, ESCC
 - Director of Public Health, ESCC
 - Director of Children's Services, ESCC
 - Chief Finance Officer/Head of Finance (Adult Social Care and Health), ESCC.

Publication of Board agendas and minutes

15. Agenda papers and minutes of Board meetings shall be published on the ESCC website. Links to the agenda shall be available on the CCG and ESBT websites with a clear placeholder on these sites giving meeting details.
16. Agenda papers and minutes shall be made publicly available in accordance with the Access to Information Procedure Rules in the ESCC Constitution.

Access by the Public to meetings

17. Members of the public may attend all Board meetings subject to the exceptions in these rules.
18. Members of the public may submit written questions for the Board no later than five clear working days ahead of a meeting, stating the questioner's name and address. Written answers will be circulated at the meeting. The questions and answers shall not be read out but the Chair may at his/her discretion allow the questioner one supplementary question to clarify the answer given.
19. The public *must* be excluded from Board meetings whenever it is likely in view of the nature of the business to be transacted or the nature of proceedings that confidential information would be disclosed. The public *may* be excluded from Board meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.
20. Up-to-date information shall be posted on the ESCC website showing:
 - the Strategic Commissioning Board's membership
 - the Board's responsibilities and Terms of Reference
 - dates of Board meetings
 - Board agenda, papers and minutes.

Expense reimbursement, remuneration and allowances

21. Strategic Commissioning Board members shall be eligible to claim any expenses incurred in line with the policies and procedures of their respective organisations.

Decision Making Process

22. Wherever possible decision-making will be discussion driven to arrive at a 'best for the whole system' consensus in accordance with principles set out in the ESBT Alliance Agreement. In the event that a vote is needed, each individual Strategic Commissioning Board member is entitled to one vote
23. In the event of a vote being required, each individual Board member is entitled to one vote. The Chair shall not have a casting vote. Decisions shall be taken by a majority of those present and voting.
24. In the event of an equal number of votes cast for and against a proposal, the proposal shall be considered to have been rejected.

Attendance and quorum

25. The quorum for Board meetings shall be three CCG Board members and three ESCC Board members.

26. Where a Member cannot attend a Board meeting they may appoint a substitute who shall have full voting rights.

Standards of Conduct and conflicts of interest

27. The ESCC Code of Conduct will apply to the ESCC members of the Board. CCG Constitutions, national guidance and relevant codes of practice (including the Nolan Principles, the National Health Service Constitution, CCG Standing Orders and the CCG Conflict of Interests policy) will apply to the CCG members of the Board.

Amendments to procedure rules

28. Any amendment to these procedure rules shall be by agreement of the Strategic Commissioning Board.

Conduct of the meeting

29. Any other matters relating to the conduct of the meeting shall be at the discretion of the Chair.