

NORTH EAST LINCOLNSHIRE BETTER CARE FUND (BCF) STEERING GROUP TERMS OF REFERENCE

1. PURPOSE

The BCF Steering Group ('the Steering Group') is a joint meeting between key senior members of the Council and Humber and North Yorkshire Integrated Care Board at North East Lincolnshire place (ICB). It has been established to oversee development and delivery of the BCF plan and accompanying funding streams (including the iBCF (improved Better Care Fund) and discharge fund), and to support achievement of nationally defined outcomes.

Steering Group members will provide assurance to the Portfolio Holder, the Place Board (discharging the functions of the Health and Wellbeing Board) and Scrutiny and/ or Cabinet (as required) that all aspects of the BCF plan and accompanying funding streams are being adhered to and delivered within appropriate timescales.

2. TERMS OF REFERENCE

The Steering Group will:

- 2.1 Develop and refresh the BCF plans, and plans for its accompanying funding streams, for sign off via the Place Board (discharging the functions of the Health and Wellbeing Board) in accordance with national timescales.
- 2.2 Collate and submit local and national reports for sign off via the Place Board (discharging the functions of the Health and Wellbeing Board) in accordance with relevant timescales.
- 2.3 Provide assurance to the Place Board (discharging the functions of the Health and Wellbeing Board) that all aspects of the BCF and accompanying funding streams are being adhered to; this could include but is not limited to issues relating to resources, policy, risk and communication.
- 2.4 Provide assurance to the Place Board (discharging the functions of the Health and Wellbeing Board) that due process is being followed with regard to BCF plan/ accompanying funding stream developments and decision making.

- 2.5 Ensure that the BCF plan/ accompanying funding streams are delivering against the strategies agreed by the ICB and Council, and that it is operating efficiently to deliver planned outcomes and value for money.
- 2.6 Receive and agree proposals for BCF spend/ spend of accompanying funding streams, and ensure appropriate communication to all necessary parties regarding agreement on spend.
- 2.7 Consider areas of significant over or underspend in BCF monies/ accompanying funding streams and agree further actions arising from identified over or underspend.
- 2.8 Review risks, issues and exceptions (as reported via any member of the Steering Group) and determine the appropriate course of action. This will include instructing actions from outside of the Steering Group membership where necessary.

3. MEMBERSHIP & CHAIR

Place Director of Finance (Northern Lincolnshire), ICB (chair)

Director of Adult Services, NELC (deputy chair)

Head of Finance – Planning & Adult Social Care, ICB

Place Director, ICB

Assistant Director for Strategic Planning, ICB

Strategic Business Intelligence Lead, ICB

Service Lead – Carers and Communities, ICB

Mental Capacity Act Strategic Lead, ICB

Service Manager - unplanned care, ICB

Policy and Practice Development Lead, Care & Independence Team, ICB

The Steering Group may request the attendance of any member of staff from the Council, ICB or outside organisations as and when appropriate.

4. QUORUM

The Steering Group will be quorate providing that there are at least three members present. The Steering Group will not be quorate where there are no members present from social care, or no members present from health.

5. FREQUENCY OF MEETINGS

The Steering Group will meet on a quarterly basis, unless further considerations arise which dictate more regular or additional ad hoc meetings.

Meetings will be planned for the calendar year ahead and will continue until BCF programme closure or graduation from it (whichever is the sooner).

6. REPORTING ARRANGEMENTS

The Steering Group is the BCF programme's "voice" to senior stakeholders (the Portfolio Holder, the Place Board (discharging the functions of the Health and Wellbeing Board), and Scrutiny and/ or Cabinet) and is responsible for informing them about BCF/ its accompanying funding streams plans and progress.

Reporting lines & relationships are as shown at Appendix A

7. DATE OF AGREEMENT FOR TERMS OF REFERENCE/ DATE OF NEXT REVIEW

These Terms of Reference were agreed by the Steering Group 26th June 2023 and ratified by the Place Board on [10th July 2023].

APPENDIX A

STEERING GROUP REPORTING AND RELATIONSHIP MATRIX

