

## **WEST BERKSHIRE LOCALITY INTEGRATED CARE STEERING GROUP TERMS OF REFERENCE**

### **Governance**

This group functions as a sub group of the Berkshire West Partnership Board and the West Berkshire Health and Well Being Board and within the governance structures of;

West Berkshire Council  
Berkshire Healthcare Foundation Trust  
Newbury and District CCG  
North and West Reading CCG

### **Purpose**

To develop a strong and effective partnership between all those responsible for commissioning and the provision of health and social care service in the district of West Berkshire.

To define and then support the development of integration of services and commissioning where improved patient/service user experience and use of resources can be identified.

To maintain oversight of the strategic initiatives identified to improve services within the Council's and CCG's Commissioning Strategies and Health and Well Being Strategy for West Berkshire locality

To support the development and implementation of agreed strategic approaches to the commissioning of mental health, learning disability, physical disability and older people's services across health and social care.

### **Core business and responsibilities**

To actively contribute, and respond to developments in joint commissioning in partnership resulting from the Health and Social Care Act and the Joint Strategic Needs Assessment.

To inform business planning processes of partner organisations through a system wide understanding of risks and opportunities identified.

To understand each organisations' range of financial, performance and equalities targets, how these may be achieved within allocated resources and where more collaborative working may improve outcomes.

To support the effective use of resources through a specific focus on use of health transfer funds, investments to reduce avoidable admission and prompt discharge and the development of local personalised services.

To provide oversight of the development and implementation of integrated models of service provision.

To provide regular progress reports against agreed objectives to the Health and Well Being Board and the Berkshire West Joint Commissioning Board.

### **Membership**

Berkshire West CCG Federation – Director of Joint Commissioning (Chair)  
BHFT – Locality Director, Head of Adult Services, Head of Integrated Services  
West Berkshire Council – Head of Service and Service Manager  
Newbury and District CCG GP  
North and West Reading CCG GP  
GP – Provider representative  
Newbury and District CCG Director of Operations  
West Berkshire Council – Consultant in Public Health  
Members may delegate attendance as appropriate.

### **Responsibilities of the Chair and members**

The Chair will take responsibility for confirming the agenda of each meeting and ensuring the required administrative support is provided, as well as chairing each meeting.

The Chair will take responsibility for briefings to West Berkshire Health and Well Being Board and Berkshire West Partnership Board.

CCG and BHFT representatives to brief their Executive Team and Board and seek approval for decisions.

Council representatives to brief Lead Council Members and Director and seek approval for decisions.

### **Frequency of Meetings**

Meetings will be held every two months, with any changes to frequency to be agreed by the members.

### **Accountability**

The Group will be formally accountable to:

- West Berkshire Health and Well Being Board
- Berkshire West Partnership Board.
- Berkshire West CCG Federation Commissioning Committee
- West Berkshire Council's Executive.

Jan Evans  
Head of Adult Social Care  
March 2013.

