

Lancashire and South Cumbria Clinical and Care Professional Leadership Framework

Assembly

Terms of Reference

1. Mandate

The Clinical and Care Professional Leadership Framework Assembly has been established by the Lancashire and South Cumbria Integrated Care Board (ICB) to oversee the implementation of objectives surrounding the Clinical Care Professional (CCP) Leadership Framework in line with national guidance.

2. Purpose and Roles and Responsibilities

The Assembly will aim to bring together a wide range of stakeholders, their insights, and professional discussions as part of the CCP Leadership Framework.

The Assembly itself is not responsible for the implementation of the CCP Leadership Framework. The Assembly will have an agreed programme of work and will be signed off by the ICB Chief Nurse and Medical Director to allow for widespread engagement activity to be conducted in advance of meetings to help bring wider insight to the membership as appropriate.

The focus of the Assembly is to create consensus across Places and provide information and intelligence to influence the strategic direction of the ICB.

3. Delegated Authority

This group is authorised by the ICB to provide strategic advice for the ICB and the workforce across all clinical and care professions.

4. Membership and Attendance

When determining the membership of the Assembly, active consideration will be made to equality, diversity, and inclusion.

Members:

- ICB Medical/Nursing Associate/Leads as required
- 1x DASS rep
- 1x DCS rep
- 1x DpH rep
- 1x acute medical director rep
- 1x DoN rep
- 1x midwifery rep
- 1x AHP rep
- 1x primary care rep
- 1x VCFSE rep

Members must declare any conflict of interest. Those in attendance must not be conflicted by decisions due to be made during the meeting.

Chair and vice chair:

To ensure all members of the Assembly receive due consideration and conflict of interest is kept to a minimum, a Chair external to the ICB will be appointed.

If the Chair has a conflict of interest, then the Vice-Chair will be responsible for deciding the appropriate course of action.

The Chair will be provided with leadership responsibility for the cohesion, reputation, and effectiveness of the Assembly.

Quorate

The Assembly will meet bi-monthly during the development and implementation of the CCP. The frequency will be reviewed once the CCP Leadership Framework is implemented.

There will be a minimum of 8 members present including the Chair or Vice Chair for the Assembly to be Quorate.

Where members of the Assembly are unable to attend, they should ensure that a named representative is in attendance, with the ability to participate in their absence.

5. Agreeing Recommendations

Recommendations will be made in accordance with the authority given by the ICB. The group will ordinarily reach conclusions on the recommendations by consensus, however where this is not possible, it is the Chair's responsibility to note that difference. Consensus and decisions will provide advice and guidance to the ICB, with which they will inform and implement the ICB Strategic Plan.

All advice will be recorded in the appropriate minutes and documentation.

If advice is needed which cannot wait for the next scheduled meeting, the Chair may conduct business virtually, through telephone, email or call an ad hoc meeting in order to progress any decision-making needs.

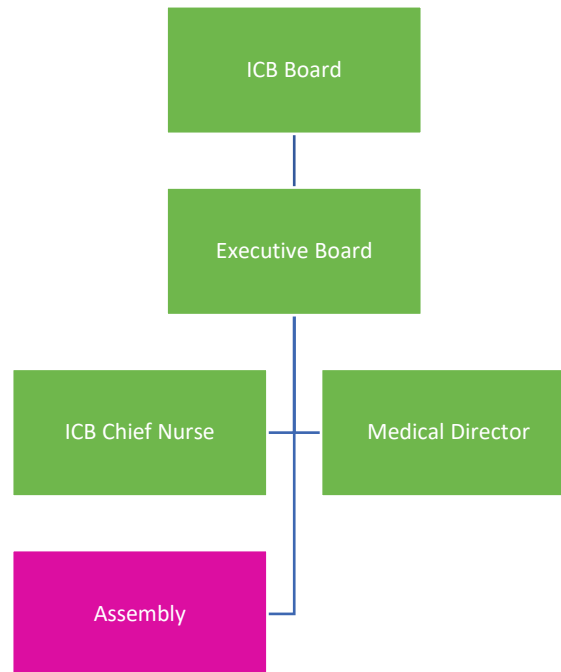
6. Responsibilities of the Group

The responsibilities of the Assembly group will be authorised by the ICB. The Assembly will ensure recommendations are inclusive, and will create improvement across health inequalities in the LSC ICB. It is anticipated that they will include:

- Providing clear advice for the ICB and ICP in line with national policies, to support the development and delivery of LSC strategy.
- Provide the voice of the Place into the development and delivery of the LSC ICB Strategic Plan.
- Advise the development of Clinical and Care Strategy for the System
- Early and continual engagement of and with clinical and professional care leaders to ensure intelligence led transformation and change

- Ensure the clinical and care teams voice is present in recommendations made to the ICB
- Ensure wider CCP Portfolio Leads and groups are kept updated, involved, and influential
- Connect to formal ICB structures via the ICB Medical Director and Director of Nursing

7. Governance



8. Behaviour and Conduct

Members are expected to conduct business in line with the ICB values and objectives. Member and those attending the Group shall behave in accordance with the ICB's Constitution, Standing Orders and Standards of Business Policy.

Members must demonstrably consider the equality and diversity implications of all decisions they make.

9. Declarations of Interest

All members and those in attendance must declare any actual or potential conflicts of interest which will be recorded in the minutes. Anyone with a relevant or material interest in a matter under consideration will be excluded from the discussion at the discretion of the Chair.

10. Administration

The Group will be supported by *******. This will include ensuring that:

The agenda and papers are prepared and distributed prior to the meeting as agreed with the Chair and any relevant leads.

Minutes will be agreed by the Chair and circulated no later than one week following the meeting.

Minutes will include a record of decisions taken, actions required, concerns and risks raised, and any assurance given or received.

The Chair will be supported to prepare and deliver reports to the ICB.

The Group is updated on relevant policy developments.

Action points are taken forward to the following meeting and progress monitored against all actions recorded.

11. Review

The Assembly will review its effectiveness at the end of each quarter as the CCP Leadership Framework is developed and implemented,

The Terms of Reference will be reviewed quarterly for the first twelve months, then annually or more frequently as required

The Assembly will utilise a continuous improvement approach in its delegation and all members will be encouraged to review the effectiveness of the meeting at each sitting.

Date of Approval

Date of Review