

**REPRESENTATIVES ON OUTSIDE BODIES HISTORIC LIST
UPDATED APRIL 2022**

APPOINTMENTS FOR MAY 2022 ONWARDS:

2 X Adults and Health Select Committee (*representatives may not be members of their own council's executive or equivalent*) (Two positions available for three years to June 2025.)

1 X South East Reserve Forces And Cadets' Association (One position available for three years to June 2025.)

1 X Surrey Civilian-Military Partnership (One position available for three years to June 2025.)

1 X Integrated Care Partnership Board (One position available for three years to June 2025.)

1 x SCC Pension Fund (One position available for three years to June 2025.)

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ADULTS AND HEALTH SELECT COMMITTEE

(formerly the SCC Wellbeing and Health Scrutiny Board, prior to which it was the Health Scrutiny Select Committee)

(representatives may not be members of their own council's executive or equivalent)

The following services are included within the remit of the Adults and Health Select Committee:

- Statutory health scrutiny
- Adult Social Care (including safeguarding)
- Health integration and devolution
- Review and scrutiny of all health services commissioned or delivered within Surrey
- Public Health
- Review delivery of the Health and Wellbeing Strategy
- Health and Wellbeing Board
- Future local delivery model and strategic commissioning

Meets: Six times a year (approx.)

Time: 10am

Venue: Surrey County Council

Year	Authority	Rep.	Authority	Rep.	Authority	Rep.
2002/03	Epsom-Ewell	Ward	Woking	Landon	Runnymede	Meares
2003/04	Surrey Heath	Pitt	Woking	Landon	Runnymede	Meares
2004/05	Surrey Heath	Pitt	Waverley	Ferguson*	Runnymede	Meares
2005/06	Mole Valley	Cooksey	Reigate	Mearns	Runnymede	Meares
2006/07	Mole Valley	Cooksey	Reigate	Mearns	Elmbridge	Lyon
2007/08	Mole Valley	Cooksey	Reigate	Mearns	Elmbridge	Lyon
2008/09	Waverley	Lee	Woking	Sharpley	Elmbridge	Lyon
2009/10	Waverley	Lee	Woking	Sharpley	Elmbridge	Lyon
2010/11	Waverley	Lee	Runnymede	Meares	Elmbridge	Lyon
2011/12	Waverley	Lee	Runnymede	Meares	Elmbridge	Lyon
2012/13	Waverley	Lee	Runnymede	Meares	Reigate	Turner
2013/14	Waverley	Lee	Elmbridge	Randolph	Reigate	Turner

2014/15	Mole Valley	Botting	Elmbridge	Randolph	Reigate	Turner
2015/16	Mole Valley	Botting	Elmbridge	Randolph	Reigate	Turner
2016/17	Mole Valley	Wiltshire	Surrey Heath	Darryl Ratiram	Epsom & Ewell	Axelrod
2017/18	Guildford	Wright	Surrey Heath	Darryl Ratiram	Reigate	Turner
2018/19	Guildford	Wright	Surrey Heath	Darryl Ratiram	Reigate	Turner
2019/20	Elmbridge	Macleod	Surrey Heath	Darryl Ratiram	Reigate	Turner
2020/21	Elmbridge	Macleod	Surrey Heath	Darryl Ratiram	Elmbridge	Houston
2021/22	Embridge	Macleod	Surrey Heath	Darryl Ratiram	Elmbridge	Houston
2022/23					Elmbridge	Houston
2023/24						
2024/25						

COUNTRYSIDE ACCESS FORUM

The Forum is an independent body that advises the County Council and others on improving access to the countryside. It has a maximum of 22 members who represent a broad range of interests, including farmers, landowners and those who earn their living in the countryside; users who enjoy the countryside in many different ways; and other relevant interests, such as nature conservation.

Four meetings a year (approx.)

Year	Authority	Rep.
2003/04	Woking	Hayes-Allen
2004/05	Woking	Hayes-Allen
2005/06	Woking	Hayes-Allen
2006/07	Elmbridge	Sheldrick
2007/08	Elmbridge	Crowther
2008/09	Elmbridge	Crowther
2009/10	Surrey Heath	Dodds
2010/11	Surrey Heath	Dodds*
2011/12	Elmbridge	Robertson
2012/13	Elmbridge	Robertson
2013/14	Elmbridge	Robertson
2014/15	Guildford	Wright
2015/16	Guildford	Wright
2016/17	Guildford	Wright
2017/18	Guildford	Billington
2018/19	Guildford	Billington
2019/20	Guildford	Billington
2020/21	Runnymede	Hulley
2021/22	Runnymede	Hulley

2022/23	Runnymede	Hulley
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HIGH SHERIFF'S AWARD

The High Sheriff Youth Awards Scheme gives grants to projects for young people in Surrey - with the aim of helping young people make Surrey safer.

Each year in Surrey, the High Sheriff Youth Awards distributes some £40,000 to projects that are actively helping to reduce crime and bad behaviour – and to make their communities stronger and safer.

Applications can be for any amount from £100 up to £2,000 or, in exceptional circumstances, up to £5,000. The scheme is particularly keen to support a project where young people, normally between the ages of 9 and 18, are actively involved in planning and running it.

Year	Authority	Rep.
1993/94	Mole Valley	Mrs Oliver
1994/95	Mole Valley	Mrs Oliver
1995/96	Surrey Heath	Gimblett
1996/97	Reigate-Banstead	Mrs Fraser
1997/98	Reigate-Banstead	Mrs Fraser
1998/99	Reigate-Banstead	Mrs Fraser
1999/00	Reigate-Banstead	Mrs Fraser
2000/01	Reigate-Banstead	Mrs Fraser
2001/02	Elmbridge	Denyer
2002/03	Elmbridge	Denyer
2003/04	Elmbridge	Denyer
2004/05	Epsom-Ewell	Lucas
2005/06	Runnymede	Jones
2006/07	Mole Valley	Maltby
2007/08	Mole Valley	Walker
2008/09	Mole Valley	Walker
2009/10	Runnymede	Roberts

2010/11	Runnymede	Roberts
2011/12	Runnymede	Roberts
2012/13	Runnymede	Roberts
2013/14	Runnymede	Roberts
2014/15	Runnymede	Roberts
2015/16	Elmbridge	Cheyne
2016/17	Elmbridge	Cheyne
2017/18	Elmbridge	Cheyne
2018/19	Guildford	Parsons
2019/20	Guildford	Parsons
2020/21	Guildford	Parsons
2021/22	Surrey Heath	Garrett
2022/23	Surrey Heath	Garrett
2023/24	Surrey Heath	Garrett

SCC PENSION FUND – INVESTMENT ADVISORS GROUP

Surrey County Council is an administering authority for the Local Government Pension Scheme (LGPS) and has established a Pension Fund Committee with responsibility for the governance and administration of the Surrey County Council Pension Fund.

- a) To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice
- b) To determine policy for the investment, funding and administration of the pension fund
- c) To consider issues arising and make decisions to secure efficient and effective performance and service delivery
- d) To appoint and monitor all relevant external service providers: fund managers, custodian, corporate advisors, independent advisors, actuaries, governance advisors and all other professional services associated with the pension fund
- e) To monitor performance across all aspects of the service
- f) To ensure that arrangements are in place for consultation with stakeholders as necessary
- g) To consider and approve the annual statement of pension fund accounts
- h) To consider and approve the Surrey Pension Fund actuarial valuation and employer contributions

The 'standard' Committee diary provides for four meetings a year and additional meetings are occasionally required for a specific purpose

The Committee is made up of publicly elected Members as well as co-opted members who provide stakeholder membership. The co-opted members represent the members of the Fund (trade union representation), District and Borough Councils and other employers in the Fund. Co-opted Members have the same rights on access to information and voting as elected Members.

Year	Authority	Rep.	Authority	Rep.
1995/96	Tandridge	Simpson		
1996/97	Tandridge	Simpson		
1997/98	Tandridge	Simpson		
1998/99	Tandridge	Simpson	Mole Valley	Moore
1999/00	Tandridge	Simpson	Mole Valley	Moore
2000/01	Elmbridge	Whittaker	Mole Valley	Moore
2001/02	Elmbridge	Whittaker	Mole Valley	Moore
2002/03	Elmbridge	Whittaker	Mole Valley	Moore
2003/04	Elmbridge	Whittaker	Mole Valley	Moore

2004/05	Elmbridge	Whittaker	Reigate-Banstead	Harrison
2005/06	Elmbridge	Whittaker	Reigate-Banstead	Harrison
2006/07	Runnymede	Tuley	Reigate-Banstead	Harrison
2007/08	Runnymede	Tuley	Reigate-Banstead	Harrison
2008/09	Runnymede	Tuley	Reigate-Banstead	Harrison
2009/10	Runnymede	Tuley	Elmbridge	Selleck
2010/11	Runnymede	Tuley	Elmbridge	Selleck
2011/12	Runnymede	Tuley	Elmbridge	Selleck
2012/13	Tandridge	Elias	Elmbridge	Selleck
2013/14	Tandridge	Elias	Epsom&Ewell	Glover
2014/15	Tandridge	Elias	Epsom&Ewell	Glover
2015/16	Tandridge	Elias	Mole Valley	Sanyard
2016/17	Tandridge	Elias	Mole Valley	Sanyard
2017/18	Tandridge	Elias	Mole Valley	Sanyard
2018/19	Tandridge	Elias	Elmbridge	Mrs Mitchell
2019/20	Tandridge	Elias	Elmbridge	Mrs Mitchell
2020/21	Tandridge	Elias	Elmbridge	Mrs Mitchell
2021/22	Runnymede	Maddox	Waverley	Williams
2022/23			Waverley	Williams
2023/24			Waverley	Williams
2024/25				

SOUTH EAST RESERVE FORCES' AND CADETS' ASSOCIATION

The South East Reserve Forces' and Cadets' Association (SE RFCA) is one of 13 RFCAs UK-wide, SERFCA is a Ministry of Defence (MOD) Crown body, responsible to the Defence Council, but separate from military chains-of-command. SE RFCA gives support to the Reserve Forces and Cadets from the Royal Navy, Army and Royal Air Force in the Counties of Berkshire, Buckinghamshire, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, East and West Sussex. The majority of the Association comprises volunteers, presided over by the Lord-Lieutenant of each County, ranging from high-ranking serving and retired military Officers, through local Councillors to enthusiastic locals, with no military experience, but with a will to support the Armed Forces and Cadets; so it can be seen that the Association has close links with the Community because it is part of that Community. In short, the main roles of SERFCA are:

Managing the volunteer estate (Reserve and Cadet Training Centres).

Encouraging support for the Reserves and Cadets through engagement events, briefings, awards evenings, social media and other publicity, allowing us to actively inform, influence, engage and create a positive but lasting change with gatekeepers and others who hold influence within their county.

Supporting Cadets Each year the Combined Cadet Force, Volunteer Cadet Corps, Sea Cadet Corps, Army Cadet Force and Royal Air Force Air Cadets encourage thousands of Cadets and Cadet Force Adult Volunteer's develop qualifications, soft skill's, a good work ethic and a positive outlook on both life and work.

The Reservists and Cadets are under command of their respective military chains-of-command, but the Reserve Forces' and Cadets' Associations support the MOD by providing an independent view on the state of the Reserves and Cadets, and their issues, recommending solutions through annual statutory reports to Ministers.

Year	Authority	Rep.
1991/92	Surrey Heath	Chipperfield
1992/93	Mole Valley	Wilkie
1993/94	Reigate-Banstead	Chiles
1994/95	Reigate-Banstead	Chiles
1995/96	Woking	Pescodd
1995/96	Reigate-Banstead*	Chiles
1996/97	Reigate-Banstead	Chiles
1997/98	Reigate-Banstead	Chiles
1998/99	Reigate-Banstead	Chiles
1999/00	Reigate-Banstead	Gibbs
2000/01	Reigate-Banstead	Gibbs
2001/02	Mole Valley	Seabrook

2002/03	Mole Valley	Seabrook
2003/04	Mole Valley	Seabrook
2004/05	Elmbridge	Vickers
2005/06	Elmbridge	Vickers
2006/07	Spelthorne	Sider
2007/08	Reigate-Banstead	Crome
2008/09	Reigate-Banstead	Crome
2009/10	Elmbridge	Cole
2010/11	Elmbridge	Cole
2011/12	Elmbridge	Cole
2012/13	Waverley	O'Grady
2013/14	Waverley	O'Grady
2014/15	Waverley	O'Grady
2015/16	Guildford	Elms
2016/17	Guildford	Elms
2017/18	Guildford	Elms
2018/19	Guildford	Elms
2019/20	Runnymede	Gracey
2020/21	Runnymede	Gracey
2021/22	Runnymede	Gracey
2022/23		
2023/24		
2024/25		

**SURREY AND BORDERS PARTNERSHIP NHS FOUNDATION TRUST
(MENTAL HEALTH FOUNDATION TRUST)**

Surrey and Borders Partnership NHS Trust provides health and social care services for people with mental health illness, drug and alcohol addictions and learning disabilities across Surrey and North East Hampshire. As one of the largest mental health and learning disability Trusts in the country the Trust employs over 3,400 people who work across 127 sites serving 1.3 million people of all ages. The overall aspiration of the Surrey and Borders Partnership NHS Trust is to ensure that people living within its catchment area enjoy consistently good mental health and well being.

Time: Afternoons

Venue: Various venues around central Surrey

Year	Authority	Representative
2008/09	Woking	Smith
2009/10	Mole Valley	Freeman
2010/11	Mole Valley	Freeman
2011/12	Woking	Smith
2012/13	Woking	Smith
2013/14	Woking	Smith
2014/15	Woking	Smith
2015/16	Woking	Smith
2016/17	Guildford	Roche
2017/18	Guildford	Roche
2018/19	Guildford	Roche
2019/20	Surrey Heath	Sharon Galliford
2020/21	Mole Valley	Malcomson
2021/22	Mole Valley	Malcomson
2022/23	Mole Valley	Malcomson

ACTIVE SURREY SPORTS PARTNER FORUM
(from 2015 – previously Active Surrey Sports Partnership Board)

As founding members and core funders of the Partnership, Surrey's local borough and district councils have one nominated position on the Board. Board Members must currently work at a senior level for one of the eleven borough or district councils within Surrey (as defined by the Surrey County Council area). They will be appointed following a vote by members of the Surrey Senior Leisure Officers Group (SSLOG).

These are non-salaried positions. Travel and other reasonable expenses will be reimbursed. Partnership meetings and events will be held throughout Surrey.

The term is three years with the opportunity to be considered for reappointment for a second term. As a minimum, attendance and preparation for:

- An induction training event.
- Four meetings of the Board annually.
- Two Partnership events annually.
- Chair, or represent the Partnership, on time limited working groups or at conferences
- and launch events, etc.
- Other appropriate contributions will be considered and agreed following appointment.

The main duties of Board Members should include:

- Providing strategic leadership and being a visible role model for the Partnership.
- Contributing towards making the Board a high performing team.
- Championing a discrete portfolio, thematic area or aspect of the business plan.
- Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
- Supporting the Partnership's Chair, Director and management team.

The main responsibilities of the Board Members include:

- Strategy development: Actively and constructively contributing to and challenging development of the Partnership's strategy and business plans.
- Decision-making: Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
- Delegated authority: Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
- Financial scrutiny: Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
- Risk management: Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
- Policy setting and endorsement: Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.

- Overseeing results: Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
- • Contributing to the work of the Board: Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
- Supporting the Chair, other Board Members, Director and other management staff.
- Being an advocate for Active Surrey: encourage member agencies to support, and invest in, the Partnership.
- Planning and monitoring: Read and respond to the Partnership's policies, plans, reports and proposals.
- Code of conduct, duties and personal liability: Abide by the code of conduct for all Active Surrey Board Members.
- Sharing views: The SSLOG-nominated representative will also be responsible for gathering views and intelligence from their SSLOG peers which can assist the Partnership develop its offer and services, and to also report back to SSLOG on the work of the Partnership.

Experience

- Proven track record (and currently active) in a senior management role in one of Surrey's borough or district councils.
- Proven track record of being involved in a multi-agency partnership or business.
- Involvement in the development of sport and physical activity.
- Networked with "movers and shakers" and capable and willing to use influence to benefit the Partnership.
- Experience of involvement with Board and committees and the governance role of non-executive directors.
- Experience of strategic and business planning and review mechanisms.
- Experience of generating income and business growth.
- Experience of directing operations and gaining consensus.
- Proven track record of working at a high level in one or more of the following:

Commercial / business development	Youth sector / children's services
Voluntary sector sport	Health / physical activity
Professional / performance sport	Equity / social inclusion
Marketing / communications	HR / workforce development
Ageing and living well	Finance / sponsorship / fundraising
Education	Governance / board development

Year	Authority	Representative
2009/10	Runnymede	Kingerley
2010/11	Runnymede	Kingerley
2011/12	Runnymede	Kingerley
2012/13	Waverley	James
2013/14	Waverley	James

2014/15	Waverley	James
2015/16	Surrey Heath	Jennings-Evans
2016/17	Surrey Heath	Jennings-Evans
2017/18	Surrey Heath	Jennings-Evans
2018/19	Guildford	Sarti
2019/20	Guildford	Sarti
2020/21	Guildford	Sarti
2021/22	Surrey Heath	Jennings-Evans
2022/23	Surrey Heath	Jennings-Evans
2023/24	Surrey Heath	Jennings-Evans

SURREY CIVILIAN-MILITARY PARTNERSHIP BOARD – *established 2012*

Two reps from 2015

The Surrey Civilian Military Partnership Board (SCMPB) supports the commitment made in the Armed Forces Covenant to help ensure that the armed forces community in Surrey, made up of serving and ex-service personnel and veterans as well as their families are treated fairly and not disadvantaged by their service. The SCMPB fosters closer working relationships with the armed forces and is chaired by Surrey County Council. It comprises 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities, the Diocese of Guildford and partners in health, education and business

The SCMPB meets twice a year usually in March/April and September/October. In addition the Board hosts an annual conference, usually held in March each year. The board is supported in its work by the Recognise and Remember Task Group which looks at commemoration events including VE Day, VJ Day, Armed Forces Day and Remembrance Sunday as well as helping to support veteran hubs across the county

The appointed councillor would be asked to represent the Surrey Leaders at the meetings of the SCMPB to represent their views as well as feeding back any issues. In addition they would be invited to attend the annual conference

The district and borough councillors who have been appointed as Armed Forces Champions for their authority are invited to attend the Recognise and Remember Task Group. If the Leaders nominee is also an Armed Forces Champion (as has been the case previously) they will also be invited to attend the Recognise and Remember Task Group which meets 3 times a year, usually in March, June and September.

Year	Authority	Representative	Authority	Representative	Authority	Representative
2012/2013	Woking	Kingsbury	Waverley	Gates	Mansbridge	Guildford
2013/2014	Woking	Kingsbury	Waverley	Gates	Mansbridge	Guildford
2014/2015	Woking	Kingsbury	Waverley	Gates	Mansbridge	Guildford
2015/16	Woking	Kingsbury	Mole Valley	Michael	n/a	n/a
2016/17	Woking	Kingsbury	Mole Valley	Michael	n/a	n/a
2017/18	Woking	Kingsbury	Mole Valley	Michael	n/a	n/a
2018/19	Tandridge	Cannon	Runnymede	Gracey	n/a	n/a
2019/20	Mole Valley	Moyse	Runnymede	Gracey	n/a	n/a
2020/21	Mole Valley	Moyse	Runnymede	Gracey	n/a	n/a
2021/22	Mole Valley	Moyse	Runnymede	Gracey		
2022/23			Runnymede	Gracey		

2023/24			Runnymede	Gracey
2024/25				

MENTAL HEALTH PARTNERSHIP BOARD **(Established 2021)**

This work was prompted by a wide recognition in mid-2020, across many partners in Surrey that the emotional wellbeing and mental health system and services were not coping nor serving the people of Surrey well, resulting in poor outcomes and experiences. This significant and urgent cause for concern was matched by a strong and shared commitment to address the situation as a matter of urgency. 1.2 A Surrey Mental Health Summit in November 2020, convened by the County Council, highlighted these issues and poor service user experiences, as well as best practice and alternative models from elsewhere. The collective commitment and energy to address these issues was evident initially in the establishment by the Surrey Heartlands Integrated Care System Board of an independently chaired Mental Health Partnership Board and the subsequent peer-led diagnostic review, with the objective of identifying the priority actions needed to drive the required improvements and developments across the mental health system.

Year	Authority	Representative
2021/22	Reigate	Brunt
2022/23	Reigate	Brunt
2023/24	Reigate	Brunt

HEALTH AND WELLBEING BOARD
(Appointed from the Leaders at the AGM annually)

The Surrey Health and Wellbeing Board is the place for the NHS, public health, social care, local councillors and user representatives to work together to improve the health and wellbeing of the people of Surrey. This partnership will identify opportunities for collaboration and integration across agencies, and will develop direct links to services users, patients and local stakeholders.

Year	Authority	Representative	Authority	Representative
2019/20	Guildford	Spooner	Mole Valley	Michael
2020/21	Guildford	Reeves	Waverley	Ward
2021/22	Runnymede	Prescot	Epsom	Dalton
2022/23				

INTEGRATED CARE PARTNERSHIP BOARD (established 2022)

The position cannot be held by the same Councillor who is appointed to Health and Wellbeing Board.

The ICP will bring together NHS Leaders and Local Authorities, while also including stakeholders from the system and community. The meeting time commitment is one hour per month, plus any additional time required to read papers in advance of the meeting. Public meetings will be held quarterly, with the remainder of the monthly meetings being held informally. The recently published Adult Social Care Paper outlines that the ICP will lead the integration of housing with health and care, by developing local strategies and delivering services. Therefore, membership of the ICP might be of particular interest for someone interested in housing and supported living arrangements.

A copy of the 2022 **Draft** Terms of Reference is attached at Appendix 1.

Year	Authority	Rep.
2022/23		
2024/25		
2015/26		

Surrey Heartlands Health and Care Partnership ICS

Integrated Care Partnership

Terms of Reference

Approved: (Date)

Next review due: (Terms of Reference should be approved annually as a minimum)

1. Background and Context (why and how does the committee exist)

1.1 Surrey Heartlands Integrated Care System (ICS) and Surrey County Council have resolved to establish a committee known as the Integrated Care Partnership (known as the ICP) in accordance with Schedule 1A of the National Health Service Act 2006 (as amended) ("the NHS Act").

1.2 The ICP is established in accordance with the NHS Surrey Heartlands Integrated Care Board (ICB) Constitution and, where agreed, the delegation by NHS under section 13Z of the NHS Act (set out in schedule 1 to these Terms of Reference). These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the ICP and shall have effect as if incorporated into the ICB Constitution. The ICP comprises membership including Surrey County Council, Healthwatch, representatives from the voluntary sector and community organisations and representatives of District and Borough Councils within Surrey and a representative of the ICB. The ICP is not incorporated into any local government or other partner constitutions.

1.3 Statutory Framework

1.3.1 Details of any applicable Statutory Requirements that affect the delegation of functions to this Committee.

2.0 Purpose & Objectives

2.1 The purpose of the Integrated Care Partnership, as described by NHS guidance is to:

- Align purpose and ambitions with plans to integrate care and improve health and wellbeing outcomes.
- Facilitate joint action to improve health and care services and to influence the wider determinants of health and broader social and economic development
- To develop an 'integrated care strategy' (NB: the health and wellbeing strategy and integrated care strategy can be one and the same)
 - Built bottom up from an assessment of needs and assets at place
 - Based on JSNAs
 - Focused on improving health and care outcomes, reducing inequalities, and addressing the consequences of the pandemic for communities.
- Champion inclusion and transparency
- Support place based and neighbourhood level engagement
- Ensure system is connected to communities

3.0 **Accountability/ Delegated Authority** (If system meeting between multiple organisations, list organisations here and detail how or if any delegation has been given and under what authority for each organisation.)

3.1 The ICP is jointly accountable to the Integrated Care System and to Surrey County Council.

3.2 The minutes of ICP meetings shall be formally recorded and submitted to the ICB and the Health and Wellbeing Board. The Chair shall draw to the attention of the ICB and Health and Wellbeing Board any issues that require consideration by the full ICB and/or HWB or require executive action. (For clarity – Any minutes from the confidential part of a meeting (Part II) will be considered in the Part II ICB meeting.)

3.3 The ICP is authorised by the ICS to investigate any activity within these Terms of Reference. It is authorised to seek any information it requires from any member, officer or employee who are directed to co-operate with any request made by the ICP. The ICP is authorised by the ICS to obtain outside legal or other independent professional advice and to secure the attendance of other individuals with relevant experience and expertise if it considers necessary.

4. **Sub Committees & Delegation**

4.1 The ICP may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by Terms of Reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.

4.2 The ICP has established the following sub-committees and approved their Terms of Reference, with a remit to report and make recommendations.

- TBC after ICP has met

5.0 **Responsibilities**

5.1 **Description of the functions and responsibilities that have been delegated to the committee. Ensure aligns with the Scheme of Reservation and Delegation, if applicable.**

The statutory responsibilities of the Integrated Care Partnership are to:

- Develop an integrated care strategy for the ICS setting out how the assessed needs in relation to Surrey Heartlands are to be met by the ICB, NHSE or SCC
- Champion inclusion and transparency
- Support place based and neighbourhood level engagement
- Ensure system is connected to communities

Local priorities for the ICP (**IN DEVELOPMENT**)

- Thriving and empowered communities that create health and wellbeing and shape health and care service design and delivery
- Personalised care, integrated care pathways and equitable experience and outcomes from care
- A well-resourced, diverse and vibrant market for services to promote emotional health and wellbeing and meet the care needs of Surrey's residents
- A healthy, resilient workforce (housing, transport and wellbeing)
- Integrated digital architecture
- Place shaping: estate and asset management, housing and transport, net zero.

6.0 Membership

6.1 The membership of the ICP shall consist of:

- The Leader of Surrey County Council (Chair Designate)
- Joint Executive Director for Adult Social Care and Integrated Commissioning, Surrey County Council/Surrey Heartlands ICS
- Director for Children's Services, Surrey County Council
- Director for Public Health, Surrey County Council
- Representative of Healthwatch Surrey
- Chief Executive Officer of Surrey Heartlands Integrated Care Board
- Joint Executive Director for Public Service Reform (Surrey Heartlands ICS/Surrey County Council)
- Lead Primary Care Network Clinical Director,
- Representative of the District/Borough Councils (Elected)
 - Representative of the District/Borough Councils (Officer)
 - Representative of the Voluntary, Community and Faith Sector (standing)
 - Representative of the Voluntary, Community and Faith Sector (selected each meeting)
 - Representative of the Voluntary, Community and Faith Sector (selected each meeting)
 - Representative of G&W place-based partnership
 - Representative of NW Surrey place-based partnership
 - Representative of Surrey Downs place-based partnership
 - Representative of East Surrey place-based partnership

6.2 Voting members (or nominated deputies):

- TBC once the ICP has met

6.3 Appointment of Members

6.3.1 The members of the ICP shall be jointly appointed with approval from the ICB and Surrey County Council.

6.4 Members of the ICP should aim to attend all scheduled meetings. The Chair of the ICP will review with the Chair of the ICS any circumstances in which a Member's attendance falls below 75% attendance.

7.0 Co-opted members / deputies / attendees

7.1 The ICP may co-opt additional members subject to the following terms:

- They have subject matter expertise required to support the ICP in meeting its responsibilities
- They represent a community, place, or organisation required to support the ICP in meeting its responsibilities.

- 7.2 ICP members may nominate a suitable deputy when necessary and subject to the approval of the Chair. All deputies should be fully briefed and the secretariat informed of any agreement to deputise so that quoracy can be maintained.
- 7.3 No person attending the meeting in one role can additionally act on behalf of another person as their deputy.

- 7.4 People from a range of areas may be invited to attend based on the needs of the agenda as follows:

At the discretion of the Chair observers may be permitted to attend the meetings of the ICP

- *List people here who are regularly in attendance*
- Chair of Surrey Heartlands Integrated Care System

- **Additional attendees TBC**

8.0 Quorum

- 8.1 A quorum shall be XXX [Number or percentage] **TBC Once ICP has met** ICP members, which must include:

- **TBC once the ICP has met**

- 8.2 At the start of the meeting, the Chair will confirm that the ICP is quorate, after any actions have been taken to manage any declared conflicts of interest.
- 8.3 Nominated deputies attending ICP meetings, on behalf of substantive members, will count towards quorum.
- 8.4 If a meeting is not quorate, the Chair may adjourn the meeting to permit the appointment or co-option of additional members if necessary. The Chair will have the final decision as to their suitability.
- 8.5 Any decisions put to a vote at a ICP meeting shall be determined by a majority of the votes of members present. (For clarity: members may be physically attending the meeting or participating by an agreed telecommunications link).
- 8.6 In the case of an equal vote, the Chair shall have a second and casting vote. The Chair will declare the result of the vote.

9.0 Meetings

- 9.1 The ICP will meet on a monthly basis and have an annual rolling programme of meeting dates and agenda items.
- 9.2 The ICP will operate in accordance with NHS Surrey Heartlands Standing Orders. Surrey County Council will be responsible for ensuring administrative support to the ICP. This will include:
- Giving notice of meetings (including, when the Chair of the ICP deems it necessary in light of the urgent circumstances, calling a meeting at short notice)
 - Issuing an agenda and supporting papers to each member and attendee no later than 5 days before the date of the meeting; and
 - Ensuring an accurate record (minutes) of the meeting
- 9.3 The ICP will meet in public and private. Agendas and papers for public meetings will be published at least seven working days in advance of the meeting except where confidential or sensitive information is likely to be disclosed. This may include:
- information given to any of the partners in confidence,

- information about an individual that it would be a breach of the Data Protection Act to disclose, or
 - information the disclosure of which could prejudice the commercial interests of any of the partners or third parties.
- 9.4 Meetings may be held by conference call or by electronic means, so long as the technology provides live and uninterrupted conferencing facilities.
- 9.5 With the agreement of the Chair, and by exception, one or more Members/ Attendees of the ICP may participate in meetings in person or virtually by using video or telephone or web link or other live and uninterrupted conferencing facilities.
- 9.6 An extra meeting of the ICP can be called at the request of the Chair.
- 9.7 Where an extra meeting needs to be scheduled, every endeavour will be made to give at least 10 working days' notice. Notification will be given by email.
- 9.8 The ICP may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.
- 9.9 Non-voting people may be required to withdraw from the confidential part of the meeting
- 9.10 Members of the ICP have a collective responsibility for the operation of the ICP. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

10.0 Agenda Preparation

- 10.1 The ICP will develop the forward-looking rolling agenda programme, maintained by the secretariat.
- 10.2 The Chair will work with the secretariat on the preparation of the next meeting agenda and consult with the other participating Chairs.

11.0 Managing Conflicts of Interest

- 11.1 The members of the ICP must comply fully with NHS England Guidance and the Policy regarding Conflict of Interest¹. Officers and Members of Surrey County Council are expected to adhere to Surrey County Council's code of conduct in the performance of their duties.
- 11.2 Any conflicts or potential conflicts and mitigating actions should be identified in advance of the meeting, with advice from the Corporate Governance Team, the Director Governance and Corporate Affairs and/ or the Conflicts of Interest Guardian as appropriate, however there may be exceptional circumstances where these have to be decided at a meeting. In these circumstances, the Chair is responsible for managing conflicts of interest at a meeting of the ICP. In these cases:
- If the Chair has a conflict of interest then the Vice Chair is responsible for deciding the appropriate course of action.
 - If both the Chair and the Vice Chair have a conflict, then the remaining non-conflicted members decide on how any conflicts should be managed.

11.3 At the start of the meeting, the Chair will:

- 11.3.1 Invite members to declare if they have any conflicts of interest with the business to be conducted, including previously declared interests. Any declared conflicts of interest will be recorded in the minutes along with

¹ The Management of Conflicts of Interest is included in the Standards of Business Conduct Policy.

any action taken, in a form as advised by the Conflict of Interest Policy. In summary the information recorded is

- the name of the person noting the interest;
- the nature of the interest and why it gives rise to the conflict;
- the item of the agenda to which the interest related;
- how it was agreed that the conflict should be managed;
- evidence that the conflict was managed as intended.

11.3.2 Invite members to confirm that their current declarations are up to date and accurate and highlight any new declarations made since the last ICP meeting. If any changes are made to existing declarations, any new declarations are made, the following information is recorded:

- the name of the person making the declaration;
- the nature of the interest;
- the type of interest, e.g. financial, in line with policy;
- the date from which this interest started/ or ceased.

12.0 Decision-making

12.1 The aim of the ICP is to achieve consensus decision-making wherever possible.

12.2 Each voting member of the ICP shall have one vote.

12.3 If the Chair determines that there is no consensus or one member disputes that consensus has been achieved, a vote will be taken by the ICP members. The vote will be passed with a simple majority the votes of members present. In the case of an equal vote, the Chair shall have a second and casting vote.

12.4 The result of the vote will be recorded in the minutes and a record will also be made of the outcome of the voting for the other ICB committees.

12.5 All decisions taken in good faith at a meeting of the ICP shall be valid even if there is any vacancy in its membership or, it is discovered subsequently, that there was a defect in the calling of the meeting, or the appointment of a member attending the meeting

13.0 Emergency/ Chair's action

13.1 The ICP will delegate responsibility for emergency powers and urgent decisions to the Chair and Vice Chair of the ICP

13.2 In the event of an urgent decision being required, this shall be taken by the Chair or the Vice Chair of the ICP; who must consult with at least one other member of the ICP

13.3 Urgent decisions must be reported to the next ICP meeting following the urgent decision for ratification by the full meeting together with a report detailing the grounds on which it was decided to take the decision on an urgent basis and the efforts made to contact the relevant other members of the ICP prior to taking the decision.

14.0 Governance support

14.1 Surrey County Council will ensure the provision of a Secretary to the meeting who shall attend to take minutes of the meetings and provide appropriate administrative support to the ICP Chair and ICP members.

- 14.2 The Secretary will be responsible for supporting the Chair in the management of the ICP's business and for drawing the ICP's attention to best practice, national guidance and other relevant documents as appropriate.
- 14.3 The Secretary will ensure minutes of the ICP will be presented to the next meeting for formal sign off and made available on the website (by inclusion in the ICB papers). Minutes or sections of minutes which are of a confidential nature which would not be disclosed under a Freedom of Information Act request will not be made available on the website.

15.0 Policy and Best Practice

- 15.1 The ICP will apply best corporate governance practice in its decision-making processes, covering a clear ethical basis to the business being considered; aligned business goals; an effective strategy incorporating stakeholder values; a well governed organisation and reporting systems to provide transparency and accountability.

16.0 Conduct of the ICP

- 16.1 The ICB has a code of conduct in place which defines required standards of behaviour for individuals working within this organisation, and those performing or authorising activities or advisory duties on our behalf. The ICP and its membership will conduct itself in accordance with these standards and principles.

- 16.2 The code of conduct specifically covers an employee/ member's responsibility in relation to hospitality and gifts, and has regard to:

- Professional Standards Authority Standards for Members of NHS Boards and Clinical Commissioning Group Governing Bodies in England;
- NHS Business Services Authority Standards of Business Conduct Procedure; and
- Nolan seven principles of public life.

17.0 Review of Terms of Reference

- 17.1 The ICP will also self-assess its performance on an annual basis (normally starting each November) referencing its work plan to ensure that the business transacted in meetings has effectively discharged the duties as set out in the Terms of Reference.

- 17.2 to the Terms of Reference and responsibilities will be presented to the ICP for approval.

18.0 Review History

Date	Version no.	Reviewed by	Status	Comments/ Changes since last version
		(Job Title or Committee Name)	(Draft or Final)	
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