

Terms of Reference Review Log for Committees and Panels

Date Reviewed	Date approved by Board	Version Number	Details of amendments
Audit Committee			
17/05/2023	17/05/2023	1.1	<p>Clarified that the Committee's responsibilities only pertain to the ICB.</p> <p>Amended to state that the Committee will receive an annual programme of business for assurance at 6.2.</p> <p>Removed 'quality and performance' from 7.1.4e as not relevant.</p>
26/06/2023	Not applicable as format change.	1.2	Section 1.2 (Approved by) removed.
Strategic Commissioning and Population Health Committee (up until 19/07/2023 known as Commissioning, Planning and Population Health Committee)			
27/07/2022	21/09/2022	1.1	9.1.5 "Oversee the development of Population Health Management and its use in decision making regarding commissioning of services." was replaced with 9.1.5 "Oversee the Population Health, Inequalities and Prevention (PHIP) programme" and 9.1.6 "Oversee the development of core capabilities to enable Population Health Management maturity, to inform strategic planning at all levels.
15/03/2023	15/03/2023	1.2	3.1 and 3.7 amended to reflect the delegation of Primary Dental Services and Prescribed Dental Services, Primary Ophthalmic Services and Pharmaceutical Services and Local Pharmaceutical Services from NHS England on 1 April 2023.

17/05/2023	17/05/2023	1.3	<p>Sections 2-3, 4 (removed entirely), 5- 9 (as was amended to reflect change in responsibilities with regards to Schedule 2A of the Delegation Agreement.</p> <p>Amended to state that the Committee will receive an annual programme of business for assurance at 6.4.</p> <p>Reference to oversight of the delegation for the commissioning of primary dental services and prescribed dental services; primary ophthalmic services; pharmaceutical services and local pharmaceutical services removed at 9.1.5.</p> <p>Provide oversight of health inequalities added at 8.1.5.</p> <p>Assurance regarding the commissioning arrangements and management of Individual Funding Requests removed at 9.1.6.</p> <p>The two Care Collaborative Member roles removed from membership at 9.1.2.</p> <p>Frequency reduced from six to four at 10.1.</p> <p>Quoracy reduced from five to four at 11.1 to reflect the reduction to the membership total.</p> <p>Paragraph 10.2 relating to the Committee excluding the public from a meeting that is open to the public removed.</p>
26/06/2023	Not applicable as format change.	1.4	<p>Section 1.2 (Approved by table) removed.</p>
19/07/2023	19/07/2023	1.5	<p>Name of Committee changed from Commissioning, Planning and Population Health to Strategic Commissioning and Population Health Committee.</p> <p>11.1 Quoracy changed from 'This must include at least one Non-Executive member and at least the Chief Finance Officer or the Chief Delivery</p>

			and Performance Officer' to 'This must include at least one Non-Executive member and at least one <i>Executive member</i> .'
Finance and Performance Committee			
03/08/2022	21/09/2022	1.1	8.1.2 - the number of Local Authority Officers who are members of the Committee increased from one to two.
15/03/2023	15/03/2023	1.2	3.1 and 6.1 amended to reflect the delegation of Primary Dental Services and Prescribed Dental Services, Primary Ophthalmic Services and Pharmaceutical Services and Local Pharmaceutical Services from NHS England on 1 April 2023.
17/05/2023	17/05/2023	1.3	<p>6.3 amended to state that the Committee will receive an annual programme of business for assurance.</p> <p>7.1.2h - Clarified responsibilities with regards to approval of business cases in line with the Scheme of Delegation (Delegated Financial Limits).</p> <p>7.1.2j – Added that the Committee will have oversight of the duty to use monies designated for integration for that purpose (the Better Care Fund).</p> <p>7.1.3g – Clarified responsibilities with regards to approval of the Procurement Strategy.</p> <p>7.1.5b – Clarified responsibilities with regards to compliance with NHSE Guidance related to Climate Change, including UK net zero emissions target.</p> <p>7.1.5c – Added that the Committee will oversee the system-wide data and digital strategy and plan.</p> <p>7.1.7 – Added that the Committee will have oversight of the delivery of Schedule 2A of the Primary Care Delegation Agreement in accordance with the responsibilities of the Committee.</p>

			<p>8.1.2 – Removal of two Care Collaborative Members roles and ICB Chief Transformation Officer.</p> <p>10.1 – Reduced quoracy from five to four members to reflect the reduction to the membership total.</p>
26/06/2023	Not applicable as format change.	1.4	Section 1.2 (Approved by) removed.
26/07/2023	Not required as technical amendment.	1.5	<p>6.2 - Statement concerning system groups added, along with a list of groups in Appendix B.</p> <p>8.1.2 - Addition of a second Non-Executive Member (previously agreed by Board).</p>
10/08/2023	Not required as technical amendment.	1.6	'Primary Care Group' added to list in appendix B.
18/09/2023	Not required as technical amendment.	1.7	Sentence added 'Where deemed necessary, the Committee will include in this report recommendations regarding remedial action relating to any areas of its responsibilities.'
20/03/2024	20/03/2024	1.8	3.3 and 6.2 - Addition of statements regarding Specialised Services.
People Committee			
24/08/2022	21/09/2022	1.1	<p>7.1.3d - responsibilities added regarding receiving assurance on ICB workforce matters.</p> <p>8.1.2 - membership of the Committee corrected to include two non-Executive Member posts (one of the two posts had been omitted in error).</p>
17/05/2023	17/05/2023	1.2	<p>Clarified that the Committee is responsible for oversight of workforce matters relating to ICB staff at 6.2.</p> <p>Added that an annual programme of business will be received by the Committee for assurance at the beginning of the financial year at 6.3.</p>

			<p>Added reference to the People Plan at 7.1.1 and 7.1.3b.</p> <p>Added that the Committee will have oversight of the delivery of Schedule 2A of the Primary Care Delegation Agreement in accordance with the responsibilities of the Committee at 7.1.5.</p> <p>Removal of the following member roles at 8.1.2:</p> <ul style="list-style-type: none"> • A Local Authority Director responsible for workforce. • An Academic Institution sector Member. • A Health Education England Member. • A Provider Trust/Foundation Trust Chair of a workforce committee. • A Provider Trust/Foundation Trust Director responsible for workforce. • A Voluntary, Community and Social Enterprise sector Member. <p>Meeting frequency reduced from six to four times per annum at 9.1.</p> <p>Quoracy reduced from five to three members at 10.1 to reflect the reduction to the membership total.</p>
26/06/2023	Not applicable as format change.	1.3	Section 1.2 (Approved by) removed.
19/07/2023	19/07/2023	1.4	Membership increased to include "1 x Trust Chair of People/Workforce Committee".
Quality, Experience and Safety Committee			
26/07/2022	Not required as technical amendments	1.1	<p>8.1.2 – Correction in the form of the role of Chair of System Quality Group being removed from the membership of the Committee as the role is performed by the ICB's Chief Nursing Officer who is already a member of the Quality, Safety and Experience Committee.</p> <p>10.1 - Reduction of the quoracy number from five to four to reflect the technical removal of the</p>

			Chair of System Quality Group from the membership.
25/10/2022	16/11/2022	1.2	7.2.7 - "Have oversight of and approve the Terms of Reference and work programmes for the groups reporting into the Quality, Safety and Experience Committee (e.g. System Quality Groups, Infection Prevention and Control, Safeguarding Boards / Hubs etc)" removed as a responsibility as whilst a number of existing system groups, such as the System Quality Group, will provide assurance to the Committee via reports they do not hold a direct reporting line to the Committee.
15/03/2023	15/03/2023	1.3	3.1, 6.1 and 6.2 amended to reflect the delegation of Primary Dental Services and Prescribed Dental Services, Primary Ophthalmic Services and Pharmaceutical Services and Local Pharmaceutical Services from NHS England on 1 April 2023.
17/05/2023	17/05/2023	1.4	<p>Added (at 6.8) that an annual programme of business will be received by the Committee for assurance at the beginning of the financial year; however, this will be flexible to new and emerging priorities and risks.</p> <p>Added (at 7.2.12) that the committee will seek assurance that appropriate patient and public engagement and involvement is in place and best meets the needs of the population.</p> <p>Added (at 7.2.13) that the committee will receive assurance regarding the commissioning arrangements and management of Individual Funding Requests.</p> <p>Added (at 7.2.14) that the Committee will have oversight of the delivery of Schedule 2A of the Primary Care Delegation Agreement in accordance with the responsibilities of the Committee.</p> <p>Removal of the two Care Collaborative Member roles from membership of the Committee at 8.1.2.</p>

			Reduction of the quoracy number from four to three at 10.1 to reflect the reduction to the membership total as a result of the removal of the Care Collaborative Member roles.
26/06/2023	Not applicable as format change.	1.5	Section 1.2 (Approved by) removed.
20/03/2024	20/03/2024	1.6	3.3 and 6.2 - Addition of statements regarding Specialised Services.
West Midlands ICB Joint Committee			
20/03/2024	20/03/2024	2.0	To incorporate the delegation of Specialised Services.
Remuneration Committee			
17/05/2023	17/05/2023	1.1	6.3 Added to state that an annual programme of business will be received by the Committee for assurance at the beginning of the financial year. 7.1.3b Amended to clarify the Committee's responsibility.
26/06/2023	Not applicable as format change.	1.2	Section 1.2 (Approved by) removed.
Integrated Care Partnership			
23/08/2022	Not required	1.1	Membership increased to include "1 x Housing Representative".
04/07/2023	04/07/2023 (Integrated Care Partnership)	1.2	Updated sections: 6. Responsibilities updated to remove establishment activities 8. Membership updated to include Fire Service and OPCC 11. Updated to reflect confidential matters 14. New section 17. New section
Individual Funding Request Panel			
27/06/2023	Not required	2.0	Membership changed from '2 GPs drawn from Practices within the Coventry and Warwickshire footprint' to '2 Clinicians working in the Coventry and Warwickshire health economy'.

Individual Funding Request Review Panel			
27/06/2023	Not required	2.0	Membership changed from a clinical member of the ICB Board to any ICB Executive Officer but with the Chief Delivery and Performance Officer as the preferred choice.
Non-Executive Member Remuneration Panel			
17/05/2023	17/05/2023	1.1	Added at 6.3 that an annual programme of business will be received by the Committee for assurance at the beginning of the financial year. Removed reference to Board performance at 7.1.2 as this is performed by the Chair of the ICB.
26/06/2023	Not applicable as format change.	1.2	Section 1.2 (Approved by) removed.