

BCF TASK AND FINISH GROUP

TERMS OF REFERENCE

1. OVERALL PURPOSE

A Time limited group (as yet undetermined) to support:

- Co-ordination of BCF related activity on behalf of the Joint Commissioning Board
- Compilation of the BCF Agreement Documentation – notably the required Section 75 agreement
- Response to any subsequent national requirements and issues identified by JCB/JDBs or the Health & Wellbeing Board

2. Governance

The BCF Task Group is accountable to the Joint Commissioning Board and beyond that to the Health and Wellbeing Board.

3. MEMBERSHIP

BCF Programme Director	Glen Garrod	Director of Adult Social Services, LCC
BCF Vice Programme Director	Allan Kitt	Chief Officer SWLCCG
JDB Programme Directors	Yee Cho Sarah Furley Justin Hackney Sally Savage Pete Sidgwick	PD Proactive Care JDB PD Operational Resilience JDB PD Specialist Adult Services JDB PD Women & Children's JDB Chief Commissioning Officer - LCC
Project Manager for 15/16 S(75) compilation	Paula Pilkington	Deputy CFO SWLCCG
BCF Finance Representation	Rob Croot David Laws Sandra Williamson	CFO LWCCG Strategy Financial Advisor LCC CFO LECCG
BCF Information Lead	Emma Scarth	Commissioning Manager LCC

4. KEY ROLES AND FUNCTIONS

The BCF Task and Finish Group is responsible for the following functions:

a. Supporting a co-ordinated approach on behalf of the Joint Commissioning Board utilising Joint Delivery Boards by:-

- Revision of BCF submission as required by December subject to grading at national level.
- Reviewing Projects Funded from BCF for 14/15 and 15/16 to assess delivery against the BCF key performance indicators and pooled budget ambition.
- Review delivery of the collective JDB planned financial savings against the Lincolnshire agreed savings plan

- Establishing a monthly BCF performance reporting process to JCB and maintain an overview of delivery to ensure a co-ordinated approach is taken.
- Ongoing reporting of budget position against pooled budget ambition and spend against BCF combined fund
- Production and oversight of required Section 75.

b. Support Compilation of BCF S(75) documentation by:-

- Satisfying national pre-conditions
- Maintaining a firm link with the aspirations of LHAC
- Keeping focus on the high level principles
- Ensuring appropriate action plans are produced and supporting delivery through JDBs

c. Supporting timely response to National Requirements and issues identified by JCB/JDBs by:-

- Discussing highlighted issues to reach a common understanding and agreement of solution or to make recommendations where appropriate
- Being the conduit for responses to national and regional requirements and ensuring a co-ordinated and targeted response to BCF related activity on behalf of the JCB.

5. REPORTING ARRANGEMENTS

The BCF Task and Finish Group is a working group for the Joint Commissioning Board

6. FREQUENCY OF MEETINGS

The meeting will be monthly (or more frequently as required)

7. CESSATION OF GROUP

It is anticipated that this group will cease once the policy direction of the new Government is made clear with respect to the BCF and subject to decision by JCB. The group will be reviewed at the February meeting and a recommendation for any iterations made to the JCB.