

**To:** Future Oxfordshire Partnership

**Title of Report:** Updates to the Future Oxfordshire Partnership Terms of Reference, Memorandum of Understanding and advisory sub group Terms of Reference

**Date:** 13 June 2022

**Report of:** Andrew Down, Future Oxfordshire Partnership Director

**Status:** Open

**Executive Summary and Purpose:**

This report proposes minor technical changes to the Future Oxfordshire Partnership Terms of Reference, Memorandum of Understanding and the Terms of Reference of the Future Oxfordshire Partnership advisory sub groups.

**How this report contributes to the Oxfordshire Strategic Vision Outcomes:**

It is important that the Future Oxfordshire Partnership's governance documents are kept up to date.

**Recommendations:**

That the Future Oxfordshire Partnership approves:

1. The amendment of para 2.2 of the Partnership's Terms of Reference by the replacement of a representative from the Oxfordshire Clinical Commissioning Group with a representative from the Buckinghamshire, Oxfordshire, and West Berkshire Integrated Care Board as set out in Appendix 1.
2. An updated Memorandum of Understanding to reflect the name change from Oxfordshire Growth Board to Future Oxfordshire Partnership as set out in Appendix 2.
3. The amendment of para 2.3 of the Terms of Reference of the Housing Advisory sub group, Infrastructure Advisory sub group and Environment Advisory sub group and para 2.4 of the Oxfordshire Plan 2050 Advisory sub group in respect of the appointment of substitute members, as set out in Appendices 3-6.

**Appendices:**

Appendix 1 – Future Oxfordshire Partnership Terms of Reference

Appendix 2 – Future Oxfordshire Partnership Memorandum of Association

Appendix 3 – Environment Advisory Sub-Group Terms of Reference

Appendix 4 – Housing Advisory Group Sub-Group Terms of Reference

Appendix 5 – Infrastructure Advisory Sub-Group Terms of Reference

Appendix 6 – Oxfordshire Plan 2050 Sub-Group Terms of Reference

## **Introduction**

1. This report provides a summary of draft minor changes to the Future Oxfordshire Partnership's Terms of Reference, Memorandum of Understanding and the Terms of Reference of the Future Oxfordshire Partnership's advisory sub groups.

## **Future Oxfordshire Partnership Terms of Reference Terms of Reference**

2. The membership of the Partnership under para 2.2 of the Terms of Reference includes a representative of the Oxford Clinical Commissioning Group, (OCCG) as a non-voting co-opted associate member. In July 2022, as part of changes arising from the Health and Care Act 2022, an Integrated Care System, (ICS) will be established covering Buckinghamshire, Oxfordshire and Berkshire West, (BOB ICS) and Clinical Commissioning Groups will cease to exist. It is proposed to invite a representative from the new BOB Integrated Care Board to join the Partnership to replace the former CCG representative and consequently a change is required to the Partnership's Terms of Reference to accommodate this, (Appendix 1).
3. No other changes to the Partnership's Terms of Reference are proposed as part of this report

## **Future Oxfordshire Partnership Memorandum of Understanding**

4. The Memorandum of Understanding, (MoU) was last updated and endorsed by the then Oxfordshire Growth Board and subsequently approved by council cabinets in summer 2020. In light of the change in name from the Oxfordshire Growth Board to Future Oxfordshire Partnership in July it is proposed to update references in the document to the Future Oxfordshire Partnership, (Appendix 2). This was a recommendation from a recent audit of the Future Oxfordshire Partnership accountable body role. No other changes to the MoU are proposed, but the Partnership may wish to take the opportunity to review the document at this meeting.

## **Amendments to rules around appointment of substitutes to advisory sub group meetings**

5. The Terms of Reference membership provisions of the four advisory sub groups currently include provision for the appointment of one named executive member and one named executive substitute member. In the light of operational experience, it is proposed to allow the Chair of the advisory sub group discretion to agree to another executive member substitute member for that meeting only, should both named executive member and named substitute executive member be unavailable. No other changes to the advisory group terms of reference are proposed at this time.

## **Financial Implications**

6. No known financial implications arising from this report.

### **Legal Implications**

7. On occasions where decisions are made by the Future Oxfordshire Partnership, they should be made by a majority voting amongst the six local authority representatives with a quorum requirement of four. Officers consider that a formal decision by each member council is not required to update the list of non-voting associate members, to change the name shown in the Memorandum of Association or update the advisory sub group Terms of Reference. This is because, under the Terms of Reference for the Future Oxfordshire Partnership, these proposals do not constitute a change of the Joint Committee's powers or functions which if that was the case, would require each constituent authority to agree (General Principles Para 14.1). Officers therefore consider that a change of name is a matter which can be resolved by the Partnership itself at its meeting on 13 June.

### **Other Implications**

8. These proposals are designed to help update the Partnership's suite of governance documents and improve the operational flexibility of the advisory sub groups.

### **Conclusion**

9. The Future Oxfordshire Partnership is asked to consider whether to approve the proposed changes.

### **Background Papers**

10. None

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