

Schedule 2 – GOVERNANCE

1 Partnership Board

1.1 The membership of the Partnership Board known as Wokingham Integrated Strategic Partnership Board (WISP) will be as follows:

1.1.1 CCG: Wokingham Clinical Commissioning Group

or a deputy to be notified to the other members in advance of any meeting;

1.1.2 the Council: Wokingham Borough Council

or a deputy to be notified in writing to Chair in advance of any meeting;

1.1.3 other partners as determined by the Terms of Reference for WISP

2 Role of Partnership Board

2.1 The Partnership Board shall:

2.1.1 Provide strategic direction on the Individual Schemes

2.1.2 receive the financial and activity information;

2.1.3 review the operation of this Agreement and performance manage the Individual Services;

2.1.4 agree such variations to this Agreement from time to time as it thinks fit;

2.1.5 review and agree annually a risk assessment and a Performance Payment protocol;

2.1.6 review and agree annually revised Schedules as necessary;

2.1.7 request such protocols and guidance as it may consider necessary in order to enable teach Pooled Fund Manager to approve expenditure from a Pooled Fund;

3 BW10 Partnership Board

3.1 The Partnership Board shall as part of a wider partnership voluntarily contribute to working towards an integrated system. As such it is expected that the Partnership Board will report to and seek recommendations from BW10 Partnership Board from time to time.

3.2 For those schemes which are being managed by a third party on behalf of the Partnership Board and where the oversight is properly at the BW10 Partnership Board then a Memo of Understanding (MoU) will be agreed between the parties.

3.3 The MoU will as a minimum include:

3.3.1 name of all parties,

3.3.2 lead organisation,

3.3.3 roles and responsibilities

3.3.4 governance structure and reporting

3.3.5 scheme objectives to be delivered,

3.3.6 timetable of delivery,

3.3.7 cost of scheme,

3.3.8 funding source(s),

3.3.9 review and evaluation

4 Partnership Board Support

4.1 The Partnership Board will be supported by officers from the Partners from time to time.

5 Meetings

5.1 The Partnership Board will meet Quarterly at a time to be agreed within following receipt of each Quarterly report of the Pooled Fund Manager.

5.2 The quorum for meetings of the Partnership Board shall be a minimum of [one representative from each of the Partner organisations].

5.3 Decisions of the Partnership Board shall be made unanimously. Where unanimity is not reached then the item in question will in the first instance be referred to the next meeting of the Partnership Board. If no unanimity is reached on the second occasion it is discussed then the matter shall be dealt with in accordance with the dispute resolution procedure set out in the Agreement.

5.4 Where a Partner is not present and has not given prior written notification of its intended position on a matter to be discussed, then those present may not make or record commitments on behalf of that Partner in any way.

5.5 Minutes of all decisions shall be kept and copied to the Authorised Officers within [seven (7)] days of every meeting.

6 Delegated Authority

6.1 The Partnership Board is authorised within the limited of delegated authority for its members (which is received through their respective organisation's own financial scheme of delegation) to:

6.1.1 to authorise commitments which exceed or are reasonably likely to lead to exceeding the contributions of the Partners to the aggregate contributions of the Partners to any Pooled Fund; and

6.1.2 to authorise a Lead Commissioner to enter into any contract for services necessary for the provision of Services under an Individual Scheme

7 Information and Reports

7.1 Each Pooled Fund Manager shall supply to the Partnership Board on a Quarterly basis the financial and activity information as required under the Agreement.

8 Post-termination

8.1 The Partnership Board shall continue to operate in accordance with this Schedule following any termination of this Agreement but shall endeavour to ensure that the benefits of any contracts are received by the Partners in the same proportions as their respective contributions at that time.