## The Integrated Care Partnership Procedure Rules

What is the Integrated Care Partnership

* 1. The Integrated Care Partnership plans to meet wider health, public health and social care needs; develops and leads integrated care strategy but does not commission services. The Integrated Care Partnership membership is made up of representatives from local authorities, ICB, Healthwatch and other partners.

Meetings

|  |  |
| --- | --- |
| **What type of meeting** | **When** |
|  |  |
| **Ordinary Meetings** | **The ICP Committee will meet three times in its first year and twice a year thereafter** |
| **ExtraordinaryMeetings** | **Can be called by:**  **The Joint Chairs both agreeing to hold such an extraordinary meeting; or**   * **Any 6 partner representatives signing a request for such an extraordinary meeting and providing proof of such a request to the Joint Chairs** |

Business to be transacted at Meetings

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| **Business to be transacted** |
|  | **Ordinary Meeting** | **Extraordinary Meeting** |
| **Elect a person to preside if the Joint Chairs are not present** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** |
| **Receive any apologies for absence** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** |
| **Business required by statue to be done before other business** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** |  |
| **Receive any declarations of interest from Members** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** |
| **Approve the minutes of the previous meeting(s)** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf\*** |  |
| **Receive any announcements from the Chair, Vice Chair or ICB** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |
| **Agree the Integrated Care Partnership’s delegation scheme** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |
| **Receive the schedule of meetings** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |
| **Consider the business set out in the agenda** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf |
| **Receive reports from Place Partnership Boards, etc. and receive questions and answers on those reports and to determine recommendations made in those reports** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |
| **To consider questions raised by representatives or members of the Public** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |
| **To consider motions in the order in which they were received** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |  |

Notice of Meetings/ Attendance at meetings

* 1. The Proper Officer will give 5 clear working days’ notice of all Integrated Care Partnership meetings by way of summons which will include details of the date, time and place of the meeting as well as detailing the business to be transacted and copies of available reports. Summonses may be delivered by post, by hand or electronically.
  2. The Chair may, if he/ she considers it appropriate and after consulting with the Vice-Chair, alter the date or time of any meeting.
  3. The names of all representatives attending meetings will be recorded.
  4. Substitutes can be appointed as detailed below and have the same powers and duties as an ordinary member of the committee but cannot chair a meeting at which they are attending as a substitute. They must substitute for a whole meeting for a member who cannot attend the meeting and the Proper Officer must be notified by either the representative being substituted or the proposed substitute as soon as is reasonably practicable before the start of the meeting.

The role of the Chair

* 1. the Chair and Vice-Chair positions of the ICP will be the jointly held by the Leaders of Shropshire and Telford & Wrekin Local Authorities
  2. the Chair and Vice-Chair positions with alternate after each meeting.
  3. The Chair will:-
     1. Uphold the Terms of Reference and interpret it during Integrated Care Partnership meetings;
     2. Ensure that the business of the Integrated Care Partnership is carried out efficiently and with regard to the rights of all representatives and the community as a whole including the variation of the order of business (except those items marked with an asterisk in 3 above);
     3. Ensure that the meeting is a forum for debate of matters of concern to the local community and the place for members who are not on the Cabinet to hold the Cabinet to account.

Questions at Ordinary meetings

* 1. A member of the public or organisation may only ask one question per meeting which cannot be more than 50 words long except with the approval of the Speaker. A maximum of three speakers will be permitted at any one meeting.
  2. All questions pursuant to 6.1 above must be submitted to the ICB Director of Corporate Affairs by 5:00pm on the 8th working day before the meeting and will be included in the Agenda in the order in which they are received.
  3. The Chair may, in consultation with the Vice-Chair or the Proper Officer, rule any question out of order if in his/her opinion it would risk the defamation of any individual, relates to confidential or exempt information, relates to an individual or personal dealings with the Integrated Care System or is considered to be frivolous, vexatious or repetitious. The Proper Officer may require any person submitting a public question to amend their question so as to comply with these rules, failing which the question will not be considered at the meeting.
  4. An answer will be provided by the person to whom the question was put or his/ her nominee and can be either a direct oral answer, a reference to an already existing publication or, if the reply cannot be conveniently be given orally A written answer will be sent to the person who asked the question and circulated to all representatives via e-mail within five clear working days.
  5. A person may speak for no more than 3 minutes when either; asking a question/ supplementary question or providing an answer to a question

Motions

* 1. There are two types of Motion, those that can be moved during debate and those for which notice is required.

**Motions without notice**

* 1. The following motions can be moved without notice during the meeting:-
     1. to appoint a Chair
     2. in relation to the accuracy of the Minutes
     3. to change the order of business in the agenda
     4. to refer something to an appropriate body or individual
     5. to appoint a committee or representative arising from an item on the agenda for the meeting
     6. to receive reports or adoption of recommendations of Boards or officers and any recommendations following from them
     7. to extend the time limit for speeches
     8. to suspend a particular Integrated Care Partership meeting rule
     9. to adjourn the meeting
     10. to exclude the public and press
     11. to not hear further from a representative or to exclude them from the meeting
     12. to give the consent of the meeting where its consent is required by this Constitution to ask for a Recorded Vote
     13. to withdraw the motion
     14. to amend the motion
     15. to proceed to the next business
     16. that the question be now put
     17. to adjourn the debate
  2. The Chair may ask for a written version of a Motion or a proposed amendment to be provided to him/her before it is discussed.
  3. A representative may alter a Motion without notice which he/ she has moved with the consent of the Seconder and the meeting. This shall be given without discussion.

**Motions with notice**

* 1. Other Motions must be submitted to the Proper Officer by 5:00pm at least 7 clear working days before the meeting.
  2. Motions received will be published the day after the closing date for receipt and will be included in the Integrated Care Partnership agenda in the order in which they are received.
  3. Motions must relate to matters for which the Integrated Partnership has responsibility or which affect the Shropshire, Telford & Wrekin Integrated Care System.
  4. A representative may alter a Motion with notice which he/she has moved with the consent of the meeting. This shall be given without discussion.
  5. Where two motions are received in advance of a meeting, which cover substantially the same subject, the motion which was received first shall take precedence. The other motion(s) which are substantially the same shall not be put to the meeting.

**Special Motions with notice - Rescinding a previous decision**

* 1. A Motion or amendment to rescind a decision made at the Integrated Care Partnership in the last 6 months can only be considered once in the 6 months immediately following the date of the original decision if the notice of motion is signed by at least 10 representatives.
  2. A motion or amendment that is substantially similar to one that has been rejected by Integrated Care Partnership in the last 6 months can only be considered once in the 6 months immediately following the date of the original decision if the notice of motion is signed by at least 10 members.

Rules of Debate

* 1. Other than when asking questions or when these rules have been suspended representatives can speak once on the motion, any proposed amendment to the motion and on any further amended motion as detailed below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Substantive motion** | **Propose amendments** | **Proposed amendment** | **Right of reply** |
| **Proposer** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\ODMFSH2F\MC900432537[1].png** | **Right of Reply only** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** |
| **Seconder** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\ODMFSH2F\MC900432537[1].png** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\ODMFSH2F\MC900432537[1].png** |
| **All other members except the Chair/Vice Chair** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\5PL9I5PV\MCj04346650000[1].wmf** | **C:\Documents and Settings\legjoea\Local Settings\Temporary Internet Files\Content.IE5\ODMFSH2F\MC900432537[1].png** |

**Amendments to Motions or Recommendations**

9.3 Any proposed amendment to a motion or recommendation at the Integrated Care Partnership should be submitted to the Proper Officer no later than 4 hours before the meeting starts. The Proper Officer will ensure that representatives are notified by telephone or e-mail of any amendments received as soon as possible prior to the commencement of the meeting.

* 1. Unless the notice of motion has already been given the Chair may require it to be written down and handed to him/ her before it is discussed.
  2. Only one Motion can be moved and debated at any one time.
  3. No more than one amendment can be proposed to either the substantive Motion or the amended Motion at any one time.
  4. When seconding a motion or amendment a representative may reserve their speech until later in the debate.
  5. If an amendment is carried the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
  6. After an amendment has been carried the Chair may read out the amended motion before accepting any further amendments or, if there are one, continue the debate or put it to the vote.
  7. Amendments can be proposed that:-
     1. Refer the matter to an appropriate body or individual for consideration or reconsideration.
     2. Any combination of leaving out words and/or adding others as long as this does not negate or substantially alter the Motion.

**Withdrawal of Motions**

* 1. A representative may withdraw a Motion which he/she has moved with the consent of the seconder and the meeting. This shall be given without discussion.

**Alteration of motion**

* 1. A representative may alter a motion of which he/she has given notice with the consent of the meeting. The meeting’s consent will be signified without discussion.
  2. A representative may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting’s consent will be signified without discussion.
  3. Only alterations which could be made as an amendment may be made.

**Closure motions**

* 1. A representative may move, without comment, the following motions at the end of a speech of another member:
     1. to proceed to the next business;
     2. that the question be now put;
     3. to adjourn a debate; or
     4. to adjourn a meeting.
  2. If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
  3. If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
  4. If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Speeches

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| --- | --- | --- |
| **Purpose of speech** | **Who can make the speech** | **Duration** |
| **Presenting a report** | **Representative presenting a report** | **5 minutes** |
| **Proposing a motion or moving an amendment to a motion** | **Any Representative** | **5 minutes** |
| **The adoption of minutes** | **Representative moving the adoption of minutes** | **5 minutes** |
| **Speeches at meetings:** | **Chair**  **Vice Chair**  **ICB**  **Healthwatch**  **Other Partners** | **20 minutes**  **10 minutes**  **minutes**  **10 minutes** |
| **Substantive motion** | **Any representative** | **3 minutes** |
| **Point of Order** | **Any representative** | **3 minutes** |
| **Personal Explanation** | **Any representative** | **3 minutes** |
| **Right of Reply** | **Mover of Motion** | **3 minutes** |

* 1. No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.
  2. The Proposer of the substantive motion (or his/ her nominee) has a right of reply at the end of the debate but the Proposer of an amendment has no right of reply at the end of the debate on the proposed amendment.

**Point of Order**

* 1. A point of order can be raised at any time and will be heard by the Chair as soon as it is raised. It must allege a breach of the Integrated Care Partnership Rules or the law and the representative must indicate the rule or the law and the way in which he/she considers it has been broken. The decision of the Chair in respect of the matter is final.

**Personal Explanation**

* 1. A representative can make a personal explanation at any time. It can only relate to a material part of an earlier speech made during the current debate which relates to them and appears to have been misunderstood during the debate. The ruling of the Chair in respect of the personal explanation is final.

**Speaking**

* 1. Except with the leave of the Chair all representative must stand and address the meeting through the Chair. When more than one member is standing up the Chair will invite one of them to speak and the remaining representatives must sit down and remain seated.
  2. When a representative is speaking all representatives must remain seated unless they wish to make a Point of Order or a Point of Personal Explanation.
  3. The Chair may allow officers to give advice to the Integrated Care Partnership as and when appropriate in which case the rules on speaking for representatives apply.

Voting

* 1. Subject to any other rules below, any matter is decided by a simple majority of those present and voting in the room. This can be done either by a show of hands or, if there is no dissent, by the affirmation of the meeting.
  2. A representative may, before the vote is taken, ask for a Recorded Vote which would record in the minutes the way in which individual representatives voted.
  3. After a vote is taken any representative can ask for the way that they voted to be recorded in the minutes.
  4. In the interests of probity, no representative may vote on a particular item if they have not been present for the entirety of the debate on said item.

Suspending Rules

* 1. These Integrated Care Partnership Rules, can be suspended by Motion on notice or without notice if at least 50% of the representatives present agree. Any suspension under this rule will last only for the duration of that Integrated Care Partnership Meeting.

Conduct

**Representatives**

* 1. When the Chair stands up or indicates in some other manner the representative speaking must stop speaking and sit down and the meeting must be silent.
  2. Any representative can move that another representative be not heard further if that representative is persistently disregarding the ruling of the Chair or behaving improperly or offensively or deliberately obstructing business. Any such Motion will, if seconded, be voted on without debate.
  3. If, after such a Motion is carried, the representative continues to behave improperly then the Chair may move that the representative leaves the meeting and/or that the meeting is adjourned for as long and/or to such a place as he/she considers appropriate. Any such Motion will, if seconded, be voted on without debate.

**Public**

* 1. If a member of the public interrupts proceedings or continually interrupts proceedings then the Chair may either warn them about their behaviour or order their removal from the meeting room as he/she considers appropriate.

**General Provisions**

* 1. If there is general disturbance which, in the opinion of the Chair, makes orderly business impossible then the Chair may adjourn the meeting for as long and to such a place as he/she thinks appropriate or call for all or any part of the meeting room to be cleared.