

# H&W Integrated Care Partnership (ICP) and Integrated Care Partnership Assembly (ICPA)

## Draft - Terms of Reference v1.1 (11<sup>th</sup> July 2022)

Last reviewed:

Next Review:

<b>Co-Chairs</b>	Chair, Herefordshire Health & Wellbeing Board Chair, Worcestershire Health & Wellbeing Board
<b>Vice Chair</b>	Chair, NHS Herefordshire and Worcestershire
<b>Joint Responsible Executives</b>	Executive Director of Strategy and Integration, NHS Herefordshire & Worcestershire Director of Public Health, Herefordshire Council Director of Public Health, Worcestershire County Council
<b>Administrator</b>	Senior Business Support Officer, NHS Herefordshire & Worcestershire
<b>Frequency of Meetings</b>	At least twice a year
<b>Core Purpose of the ICPA</b>	To oversee development and delivery of the System Integrated Care Strategy and its deployment across partner organisations.
<b>Reporting and Relationships</b>	There is a direct relationship with the Herefordshire Health and Wellbeing board and the Worcestershire Health and Wellbeing board.

### 1. INTRODUCTION

- a) The Integrated Care Partnership (**"The ICP"**) is a statutory committee jointly established between NHS Herefordshire and Worcestershire, Herefordshire Council and Worcestershire County Council (**"The statutory organisations"**) and is established in accordance with Section 116ZA of the Local Government and Public Involvement in Health Act 2007 (as amended by the Health and Care Act 2022).
- b) When the statutory committee meets, it will do so in public and will invite a wide range of local partners and stakeholders to participate in the discussions. For the purposes of clarity, this wider group will be called The Integrated Care Partnership Assembly (**"The ICPA"**).
- c) The work of the ICPA will not duplicate the work of the Herefordshire and Worcestershire health and Wellbeing Boards.

- d) These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the joint committee.

## **2. PURPOSE**

The ICPA is established to:

- a) Bring a broad alliance of partners together to develop an integrated care strategy that describes how the assessed health, care and wellbeing of the population of Herefordshire and Worcestershire will be met. Addressing integration of health, social care and health related services.

## **3. OBJECTIVES**

The objectives for the ICPA are to:

- a) Develop strong relationships and a collaborative culture across all partners, driving the strategic direction of the system, through setting the overarching strategy for integration at system and place.
- b) Create a system level forum to support and enhance the work programmes to improve population health outcomes and reduce health inequalities at Place by addressing complex, long term issues that require a system level integrated approach across stakeholders.
- c) Enable the engagement of people and communities in the development of the integrated care strategy and associated work programmes as well as drawing on insights from the existing work such as that undertaken to develop the Health and Wellbeing strategies.
- d) Identify areas where work undertaken by individual Health and Wellbeing Boards can be shared in the spirit of collective learning, economies of scale and to the benefit of the local people.
- e) Ensure that best available evidence and data is used to inform the development of the integrated care strategy through drawing upon the joint strategic needs assessments and other sources of rich data, insight and intelligence, with support of public health teams to ensure robust application of evidence to work programme design.
- f) Enable, encourage and support partners, places and collaboratives to improve and innovate, including advocating for new approaches and transformational ways of working.

#### 4. MEMBERSHIP AND ATTENDANCE

##### 4.1 – Core Members of the statutory committee

a) The proposed core membership of the statutory committee is:

Organisation	Role
<b>Herefordshire Council</b> (5 committee members)	Health and Wellbeing Board Chair
	Leader
	Director of Adult Social Care
	Director of Children’s Services
	Director of Public Health
<b>Worcestershire County Council</b> (5 committee members)	Health and Wellbeing Board Chair
	Cabinet member for Adult Social Care
	Strategic Director for People
	Director of Children’s Services
	Director of Public Health
<b>NHS Herefordshire and Worcestershire ICB</b> (5 committee members)	Chair
	Non-Executive Member
	Chief Executive
	Executive Director of Strategy and Integration
	Director of Partnerships, Prevention and Health Inequalities

b) The Core Members are accountable and responsible for decisions made by the ICP. In reaching these decisions they will listen to and have due regard to the advice and input of the wider assembly membership.

##### 4.2 – Additional members

a) To enable the opportunity to have open wide-ranging stakeholder input to the partnership, the following on the Assembly will be created:

Additional Members	Places
Healthwatch Herefordshire and Healthwatch Worcestershire	2
Chief Executive Leads for the two Place-based Partnerships	2
NHS England - Specialised commissioning	1
West Midlands Ambulance service	1
Worcestershire District Councils	6
Herefordshire and Worcestershire Fire and Rescue Service	1
Office of the Police and Crime Commissioner	1
West Mercia Police	1
Worcester University – 3 Counties medical school	1

<b>Representative Members</b>	<b>Places</b>
Local Medical, Dental and Optometry Committees	3
VCSE Sector across both counties	4
Domiciliary Care Providers	2
Care Home Providers representatives	2
Housing Provider / RSL representatives	2
Education Providers representatives	2
Carer's Representative	2
Youth Council Members	2
<b>Additional and Representative Members</b>	<b>35</b>
<b>Core Committee Members</b>	<b>15</b>
<b>Total Membership</b>	<b>50</b>

- b) Representative Members will be asked to make connections between the ICPA and the sector in which they are representing. The core focus of this role is not to champion the interests of any single organisation.

#### **4.3 – Attendance**

- a) It is expected that Core Members will make themselves available, by exception, where this is not possible a deputy of sufficient authority may attend.
- b) Additional and Representative Members are welcome to nominate a substitute for the Assembly Meetings if these leaves the sector un-represented.

#### **4.4 – Quorum**

- a) The quorum is set at two thirds of the Core Membership, with at least 2 members from each statutory partner. If a quorum has not been reached, then the meeting may proceed, but no decisions may be taken.
- b) There is no Quorum requirement governing the wider Assembly Membership.

### **5. DECLARATIONS OF CONFLICTS OF INTEREST**

- a) All members of the ICPA will be asked to declare any conflicts of interest. Any substitutes nominated to attend on behalf of core members or wider assembly members must provide declarations of interest in relation to agenda items in advance of the meeting.
- b) The Chair will have an extract of members conflicts of interest declarations available for reference. Where a member/attendee is aware of an interest, conflict or potential conflict of interest in relation to the scheduled or likely business of the meeting, they will bring this to the attention of the Chair of the meeting as soon as possible, and before the meeting where possible.
- c) Members of the ICPA will adopt the following approaches to managing and mitigating conflicts or potential conflicts of interest:

- i. To operate in line with their own sovereign organisational governance frameworks and sector specific guidance for probity and decision making and managing conflicts.
  - ii. To work in line with the ICS behaviours, values and priorities.
- a) Conflicts of interest will be included as a standing agenda item at the beginning of each meeting, where the Chair will invite any members to declare any interests in connection to the business of the meeting.
  - b) The Chair will determine how this should be managed and inform the member of their decision. The Chair may require the individual to withdraw from the whole of the meeting or part of it. Where the Chair is aware that they themselves have such an interest, conflict or potential conflict of interests they will bring it to the attention of the meeting, and the Vice Chair will act as Chair for the relevant part of the meeting
  - c) Any declarations of interests, conflicts and potential conflicts, and arrangements to manage those agreed in any meeting will be recorded in the minutes. This will be subsequently recorded within the “Conflicts of Interest Declared During a Meeting” register.
  - d) Failure to disclose an interest, whether intentional or otherwise, will be treated in line with the Managing Conflicts of Interest: Revised Statutory Guidance and may result in suspension from the meeting

## **6. MEETINGS AND VOTING**

- a) The Chair will always actively seek to facilitate discussions that reach consensus amongst the core members. Decisions are expected to relate, in the main to the approval and oversight of the Integrated Care Strategy.
- b) In the event of needing to vote on a decision, the following approach will be taken:
  - a. One vote per core member who is in attendance at the meeting.
  - b. Core member deputies are able to vote.
- c) Voting requirements do not apply to wider assembly members.
- d) If a decision is needed which cannot wait for the next scheduled meeting or it is not considered necessary to call a full meeting, the joint committee may choose to convene a special meeting to conduct its business.

## **7. SECRETARIAT AND ADMINISTRATION**

- a) The Committee will be supported by an officer from NHS Herefordshire and Worcestershire, who will work closely with the joint responsible executives supporting the Health and Wellbeing Boards. The overarching aim of ensuring that the joint committee receives relevant and timely information and that key documents such as the agendas, reports, minutes, the forward plan and action log are effectively maintained and circulated in a timely manner. This will include ensuring that:
  - i. Papers will be circulated at least 5 working days prior to meetings
  - ii. Additional agenda items will be by exception and agreed by the Chair in advance
  - iii. Draft minutes will be circulated within 5 working days of the meeting being held and will be ratified at the following meeting

- iv. Ratified minutes will be published on the ICS website

## **8. FREQUENCY**

- a) In normal years ICPA meetings shall take place bi-annually in September/October and May/June.
- b) In the first year of formation ICPA meetings will take place in July (inaugural meeting to form the Joint Committee), September (to review progress on the creation of the Draft Integrated Care Strategy and December (to approve the Draft Integrated Care Strategy for publication).
- c) A minimum of 7 day's notice for calling a special meeting shall be given unless the meeting is being called due to urgent circumstances. If a discussion is needed which cannot wait for the next scheduled meeting, the Chair may choose to convene an ad hoc virtual meeting to conduct the discussion.
- d) During the year the two Health and Well-being boards will undertake the remit for overseeing the delivery of integration at place through their normal meeting cycle.

## **9. AUTHORITY**

The ICP is a Statutory Joint Committee, convened under the Health & Care Act 2022. It operates on a partnership and collaborative basis. Each of the constituent statutory partner members organisations remains responsible for discharging their sovereign statutory duties.

- a) The meetings will be Co-Chaired by the two Health and Wellbeing Board chairs on a rotating basis, with the specific arrangements to be agreed as part of the agenda setting process for each meeting. Where one HWBB chair is not available, the meeting will be chaired by the other. Where both HWBB chairs are not available, the meeting will be chaired by the ICB Chair.

## **10. REPORTING**

- a) Outputs from the ICPA (in particular the Integrated Care Strategy) will be reported to:
  - a. Herefordshire Health and Wellbeing Board
  - b. Worcestershire Health and Wellbeing Board
  - c. NHS Herefordshire and Worcestershire Integrated Care Board

## **11. CONDUCT OF THE MEETING**

- a) The joint committee shall conduct its business in accordance with any national guidance. The seven Nolan principles of public life shall underpin the committee and its members.

## **12. REVIEW OF TERMS OF REFERENCE**

- a) Under normal circumstances the joint committee shall review its terms of reference annually. In the first year these will be reviewed after 6 months

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