

One Halton Integrated Care Partnership Board Draft Terms of Reference

Introduction

The Halton Health and Wellbeing Board has delegated the function of overseeing the local health and care system in Halton to this multi-agency board, established as the **One Halton ICP Board**.

The One Halton Integrated Care Partnership (**ICP**) Board will be responsible for the delivery of an Integrated Health and Social Care system through effective stakeholder collaboration and improved health and social care services to deliver better outcomes for the population of Halton.

It will adopt the definition of integration from the perspective of the patient / service user which is based upon the National Voices Coalition definition:
“Integrated care is not about structures, organisations or pathways – it is about better outcomes and experiences for citizens and service users”

Purpose

The purpose of the One Halton ICP Board is to provide strategic oversight and management of the One Halton ICP model of delivery to achieve the objectives of the Health and Wellbeing Board Strategy in line with the ICP Delivery Plan to improve the health and wellbeing of the Halton population.

The ICP Board will work within existing contractual frameworks and the existing Section 75 Agreement and Joint Working Agreement between the NHS and the Local Authority to transform the way in which health and care services are delivered.

The priorities and work plan for the ICP Board will be set out in the ICP Delivery Plan and aligned with the strategic direction for the Borough agreed by the Health and Wellbeing Board.

Accountability

The One Halton ICP Board will report into/be accountable to the Health and Wellbeing Board and the emerging Cheshire and Merseyside NHS ICS Body

A formal Memorandum of Understanding (MOU) between all partners and constituent members will regulate the operating arrangements.

The One Halton ICP Board is not a separate legal entity, and as such is unable to take decisions separately from its constituent members or bind any one of them; nor can one organisation ‘overrule’ the other on any matter.

The One Halton ICP Board is accountable for the alignment of planning, performance, and transformation of local services within the regulatory frameworks.

Key Responsibilities

Act as a multi-agency group of lead officers and key representatives, which takes strategic decisions aimed at: -

- Providing strategic and collective leadership to identify the transformational priorities for the One Halton ICP Board, in line with the strategic direction set by the Health and Wellbeing Board.
- Ensuring that the One Halton ICP Board objectives for the delivery of the services are met for those with identified care and support needs to improve quality, productivity and prevention.
- Designing and overseeing the One Halton ICP Board governance (quality and safety) arrangements including system leadership capacity and capability, monitoring delivery, financial stability, performance monitoring and system oversight.
- Promoting inter-agency co-operation, via appropriate joint working agreements/ arrangements, to encourage and help develop effective working relationships between different services and agencies, based on mutual understanding and trust.
- Make recommendations as to the destination of the commissioning resources which may be retained by each statutory agency:
 - Reviewing all budgets, including those currently aligned to and formally agreed through a Joint Working agreement between Halton Borough Council and NHS Halton CCG and those yet to be aligned such as the integrated pooled budget, Better Care Fund, iBCF and associated aligned budgets as agreed by the Health and Wellbeing Board, One Halton ICP Board and delegated by the ICS.
 - To operate within the financial statutory duties and budgets of each organisation within the partnership.
 - To be assured of compliance with the relevant procurement and contractual standing orders.
 - To work collaboratively to develop financial recovery plans to ensure Halton meets its financial statutory duties.
- To have budgetary responsibility for the One Halton Place based monies.
- Driving efficiencies with the running of services supporting those with identified care and support needs, ensuring financial probity.
- Driving forward the continued implementation of achieving a whole system co-ordinated approach, including the strategic aims outlined in the One Halton ICP delivery Plan by overseeing the associated work of Partner organisations, monitoring performance, reviewing and evaluating services and taking assertive action where performance is not satisfactory.

- Approving proposals for system wide outcome measures and mechanisms for reporting collectively.
- Receiving and scrutinising reports and recommendations from operational meetings and groups
- Evaluating risk in relation to the One Halton ICP plans and Health and Wellbeing Board priorities, ensuring mitigations are robust.
- Approving the communication and engagement strategy and action plans for the One Halton ICP Board and monitoring delivery.
- Overseeing strategic boards, infrastructure, workstreams (e.g. enablers such as Digital, Estates, Workforce) and monitor progress.
- Assure itself that Safeguarding duties are met and that practice is aligned to the policies determined by the Halton Children Safeguarding Partnership and Halton Adults Safeguarding Board.

The One Halton ICP Board may establish subgroups/work streams to support its agreed functions; this can include co-opting members from other organisations/stakeholders and other external bodies in an advisory role;

- Groups will create space for stakeholders to collaborate on specific tasks which will include strategic and annual operational plans, service reviews and transformation, change programmes and local service delivery. In addition, enabling working will be created for Workforce, Digital, Communication and Engagement, Estates and Finance. Working groups leads will be appointed by the ICP Board

The One Halton ICP Board will receive and consider recommendations and proposals from the Integrated Programme Delivery Groups while fulfilling its functions.

The One Halton ICP Board will seek the views of the Stakeholder Forums (Yet to be established) to inform its proposals.

The One Halton board will seek the views of the population through appropriate representation, engagement, consultation and communication.

Membership and Chair

The One Halton ICP Board will include executive officers from the Local Authority, NHS commissioners, secondary and primary care providers, Primary Care Networks, nominated representatives from the Health and Wellbeing Board and NHS ICS Body.

The One Halton ICP Board will have the following delivery groups and strategic boards *(yet to be agreed)*:

- Quality and Safety
- Finance and Performance
- Strategy and Transformation
- Operations and Delivery
- Stakeholder engagement
- Clinical and professional leadership

Each of the member organisations of the One Halton ICP Board will ensure that their designated officer:

- is appointed to attend and represent their organisation on the One Halton ICP Board with such authority as is agreed to be necessary in order for the One Halton ICP Board to function effectively in discharging its responsibilities as set out in these terms of reference which is, to the extent necessary, recognised in an organisation's respective scheme of delegation (or similar);
- has equivalent delegated authority to the designated officers of all other member organisations comprising the ICP Board (as confirmed in writing and agreed between the member organisations); and
- understand the status of the ICP Board and the limits of their responsibilities and authority.

The Chair shall preside over the ICP Board meetings. If the Chair is not present, then the Vice-Chair shall preside. If neither the Chair nor the Vice-Chair is present, the members of the One Halton ICP Board present shall select a Chair for the meeting from the members who are present at the meeting.

The Board will elect a Vice-Chair from within its membership.

Responsibilities of Members

All members of the One Halton ICP Board are responsible for ensuring effective two-way communication between the One Halton ICP Board, the subgroups and operational groups and the organisations that they represent.

Members of the Board have collective responsibility and accountability for its decisions. Members should strive to make decisions that further the aims of the Memorandum of Understanding (MoU) Joint Working Agreement in improving the outcomes for local residents.

Meetings

Frequency: The ICP Board will meet bi-monthly, scheduling dates for the following 12 months and will be disseminated at the beginning of the financial year. Due to the current pace of change the chair may convene extra ordinary meetings in the proceeding weeks.

Meeting may be held virtually and members may participate in a face to face meeting or via video conferencing facilities.

Agendas and Minutes: An agenda and minutes of the previous meeting will be circulated, wherever possible, 5 working days before each meeting, and papers relating to agenda items must be forwarded to the Chair at least 10 working days before the meeting for tabling.

The minutes from the meeting shall be sent to members of the Health and Wellbeing Board within 7 working days of each meeting.

The minutes of meetings will clearly record decisions made and responsibilities for undertaking agreed tasks.

All members to prepare for meetings by reading through agenda and papers and preparing written reports as appropriate.

Administration responsibilities: Administrative support will be provided by HBC, including the minuting of meetings and the circulation of agendas and papers.

Attendance/Substitutes: All members to endeavour to attend all meetings. There will be a named alternate representative from each organisation, who will be kept informed about developments and will attend meetings in place of the main representative where necessary. Named alternates should be kept appropriately briefed and carry suitable authority to participate in the business of the meeting, including making decisions.

Where neither the member nor substitute member is able to attend, apologies to be sent to the Chair in advance of the meeting.

The Board may co-opt persons to sit on the Board for a fixed period or to assist with specific matters but such co-opted members shall not be entitled to vote at any meetings of the One Halton ICP Board.

Interests: Members of the Board must disclose an interest when a Board meeting considers an item in which they have a personal interest and are likely to benefit. Members who disclose an interest should withdraw from the meeting until the item has been discussed. This should be noted within the minutes.

Decision making: Any decisions of the One Halton ICP Board must have the approval of the respective Parties Boards or strategic boards unless otherwise delegated to the members of the ICP Board as set out in their respective Schemes of Delegation.