

Wirral's Place Based Partnership Board
Terms of Reference
Draft – Version 3.0

Wirral Placed Based Partnership Terms of References

Ref	Content	Page Number
1	Introduction	
2	Purpose	
3	Authority	
4	Role of Place-based Partnership	
5	Composition of Place-based Partnerships:	
6	Core Membership:	
7	Co-options and engagement:	
8	Chairing the Place-Based Partnership Board	
9	Responsibilities of Members	
10	Interests	
11	Meetings and decision making	
12	Frequency and Format of the Place-Based Partnership Board Meetings	
13	Agenda, and Minutes, and Papers	
14	Administration responsibilities	
15	Attendance/Substitutes	
16	Review of Terms of Reference	
17	Relationship with the Council/ICB S75 Strategic Commissioning Joint Committee	

Introduction

The Wirral Place Based Partnership Board (WPBP) 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 Wirral.

A number of core principles have been agreed with system providers that align to the Wirral Plan and will support the development and delivery of integrated care for the Wirral.

- **Organise services around the person to improve outcomes**
- **Maintain personal independence by providing services the closest to home**
- **Reduce health inequalities across the Wirral population**
- **Provide seamless and integrated services to patients, clients and communities, regardless of organisational boundaries**
- **Maximise the Wirral health pound by delivery of improvements in productivity and efficiency through integration**
- **To strengthen the focus on wellbeing, including greater focus on prevention and public health**

Purpose

The purpose of the WPBP Board is to provide strategic leadership for, and delivery of, the overarching strategy and outcomes framework for the place based partnership and to achieve the objectives of the Health and Wellbeing Board Strategy to improve the health and wellbeing of the Wirral population.

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

Authority

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

The WPBP 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 relevant statutory bodies have not at this point formally delegated decision making to the WPBPB, although such a scheme of delegation may be developed in future.

The Board will work within existing contractual frameworks and any Section 75 Agreement between the ICB and the Local Authority to transform the way in which health and care services are delivered and services are integrated.

Members of the Board will work together to secure decisions from the Boards/Committee of each partner, as required.

Role of the Place-Based Partnership

The WPBPB will:

- Provide strategic and collective leadership to identify the transformational priorities
- Collaborate to focus on highest priorities for the local system and communities at place and neighbourhood level.
- Develop person-centred health and care services on the basis of clinical input and evidence
- Consolidate processes, share back-office services and support a system-wide workforce plan
- Drive greater efficiency and cost reduction.
- Improve Health and Wellbeing Outcomes for the Population
- Provide oversight and leadership of System Planning, Quality Assurance and Safeguarding.
- Manage Care and Health Market to Ensure that there is a full and effective range of sustainable services across the Borough.
- Enable and Support the Provider Collaborative to deliver population health outcomes.
- Design and overseeing governance (quality and safety) arrangements including system leadership capacity and capability, monitoring delivery, financial stability, performance monitoring and system oversight.
- Promote 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 for commissioning resources.
- Drive forward the continued implementation of achieving a whole system co-ordinated approach.
- Approve proposals for system wide outcome measures and mechanisms for reporting collectively.
- Provide regular update reports to the Health and Wellbeing Board.
- Receive and scrutinising reports and recommendations from operational meetings and groups relating to the place-based partnership.
- Approve the communication and engagement strategy and action plans Wirral's Place-Based Partnership Board and monitoring delivery.
- Oversee placed based partnership infrastructure, workstreams or enablers such as Digital, Estates, Workforce activities and monitor progress.
- Assure itself that Safeguarding duties are met and that practice is aligned to the polices determined by the Wirral's Children Safeguarding Partnership and Wirral's Adults Safeguarding Board.

Core Membership:

Membership of the Wirral Placed Based Partnership will be as follows:

Nominated Representative (Role/Title)	Organisation	Status
	CCG/ICB/Place Lead for Wirral	
	NHS Trusts	
	3 x Elected Members Local Authority Officers from the Council ICB S75 Strategic Commissioning Joint Committee	
	Health Watch	
	Primary Care PCNs	
	Voluntary, community and social enterprise sector (VCSE)	

Co-options and engagement:

Representatives of other bodies may be invited to participate in Board discussions, or co-opted, to support effective decision-making. Such representatives should be invited bearing in mind the principles of fairness, equality, and transparency.

Chairing the Place-Based Partnership Board:

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

The Chair shall preside over the WPBP 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 WPBP Board present shall select a Chair for the meeting from the members who are present at the meeting.

Responsibilities of Members:

All members of WPBP are responsible for ensuring effective two-way communication between Place-Based Partnership Board, the subgroups and operational groups and the organisations that they represent. Members of the Board have collective responsibility and accountability for its decisions.

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.

Meetings and decision making

Meetings shall be held in public.

Members of the WPBP Board will:

- **take decisions solely in terms of resident's best interests, above those of constituent organisations**
- **be accountable for decisions and actions to the public and submit to appropriate scrutiny**
- **be open and transparent about decisions and actions basis for all decisions.**

The aim will be for decisions of the WPBP to be achieved by consensus decision making. Voting will not be used, except as a tool to measure support or otherwise for a proposal. In such a case, a vote in favour would be non-binding. The Chair will work to establish unanimity as the basis for decision making.

Quorum

A quorum will be at least 50% of the membership (to include one CCG/ICB representative and one Wirral Council representative), and the chair or vice chair. This excludes those in attendance providing administrative support.

Frequency and Format of the Place-Based Partnership Board Meetings:

- The WPBP will meet bi-monthly and have 6 meetings each year.
- Scheduling dates for the following 12 months and will be disseminated at the beginning of the financial year.
- The chair may convene extra ordinary meetings.
- Meeting may be held virtually, and members may participate in a face to face meeting or via video conferencing facilities.

Agenda, and Minutes, and Papers:

- An agenda and minutes of the previous meeting will be circulated, wherever possible, 5 clear 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 workings 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 Wirral Council, including the minuting of meetings and the circulation of agendas and papers. This will be reviewed regularly with the ICB Place Lead for Wirral.

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 WPBP 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 Wirral Place-Based Partnership Board.

Review of Terms of Reference

The WPBP Board shall, at least annually, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Member organisations for approval.

Relationship with the Council/ICB S75 Strategic Commissioning Joint Committee

The WPBP Board will meet at the same time and in the same location as the Council/ICB S75 Strategic Commissioning Joint Committee.

The WPBP Board will work with the Council/ICB S75 Strategic Commissioning Joint Committee and may aim to reach the same decision on identical matters, but ultimately will take its own decisions separately on behalf of the WPBP Board, in accordance with these terms of reference.

The WPBP Board may, in accordance with these terms of reference, make recommendations to the Council/ICB S75 Strategic Commissioning Joint Committee.