

**WIRRAL PLACE BASED PARTNERSHIP BOARD**Thursday, 8<sup>th</sup> December 2022

<b>REPORT TITLE:</b>	<b>WIRRAL PLACE BASED PARTNERSHIP BOARD TERMS OF REFERENCE REVIEW</b>
<b>REPORT OF:</b>	<b>ASSISTANT DIRECTOR, NHS CHESHIRE AND MERSEYSIDE</b>

**REPORT SUMMARY**

Following the first formal meeting of the Wirral Place Based Partnership Board on 13 October 2022 a number of actions arising from a review of the Board Terms of Reference were defined. These actions are summarised below:

<b>ACTION</b>
Review of the Terms of Reference to be submitted to the December meeting
Development of a process for election of Chair and Vice-Chair to be submitted to the December meeting
Produce a role description for the Chair and Vice-Chair
Review the quoracy of the Board to include minimum representation from each sector
Review of the arrangements to enable non-public discussions by the Board

The Place Governance Group were asked to consider these actions and review the Terms of Reference for the Board. This report summarises the action taken to progress these points and changes are reflected in the revised Terms of Reference which is attached (appendix 1) for approval.

## **RECOMMENDATION/S**

The Wirral Place Based Partnership Board is recommended to:

- (1) note the work to progress the actions detailed above.
- (2) review and approve the revised Terms of Reference as at appendix 1.
- (3) nominate the Place Director as Chair for the remainder of the 2022/23 municipal year.
- (4) propose that the Chair for 2023/24 (Apr – Sep) becomes the Vice Chair of the Board for the remainder of the 2022/23 municipal year.
- (5) review and approve the preferred option for the Board chairing arrangements.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Place Governance Group, following the first meeting of the Wirral Place Based Partnership Board on 13 October 2022 has progressed the actions defined by the Board and these are reflected in the revised Terms of Reference (appendix 1)

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 The Place Governance Group considered alternative models in relation to Chair/Vice Chair arrangements, these are included below:

#### **Option 1**

<b>Municipal Year</b>	<b>Chair</b>	<b>Vice Chair</b>
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<b>2022/23</b>	<b>Place Director</b>	<b>NHS Trust</b>
2023/24	NHS Trust	VCSFE
2024/25	VCSFE	Primary Care
2025/26	Primary Care	Local Authority
2026/27	Local Authority	NHS Trust

### **Option 2**

<b>Municipal Year</b>	<b>Chair</b>	<b>Vice Chair</b>
<b>2022/23</b>	<b>Place Director</b>	<b>NHS Trust</b>
2023/24	NHS Trust	VCSFE
2024/25	Primary Care	Local Authority
2025/26	VCSFE	NHS Trust
2026/27	Local Authority	Primary Care

- 2.3 Option 1 provides for all partners to be in the Chair position on an annual basis with the Chair for the following municipal year undertaking the role of Vice Chair in the previous year. While this provides continuity from Vice Chair to Chair it does result in a longer period for all partners to be in the Chair position.
- 2.4 Option 2 provides for all partners to be in either the Chair or Vice Chair position within two years with all partners being in the Chair within 4 years. While this provides more equity at the start of the cycle it still has the same challenge as Option 1 in that it would take longer for all partners to be in the Chair position.
- 2.5 Having considered these options and following further consultation, the Place Governance Group have developed a preferred option as detailed in section 3.2

### **3.0 BACKGROUND INFORMATION**

### 3.1 **Review of Terms of Reference**

The Terms of Reference (TOR) have been revised in terms of the actions defined by the Board. In addition, a general refresh of the TOR has been undertaken to ensure that it reflects current guidance and best practice. In addition to the requested actions by the Board, the TOR has also been refreshed and revised in relation to the status of the Board, number of meetings per year (9) and the declaration and recording of conflicts.

### 3.2 **Development of a process for election of Chair and Vice-Chair**

The Place Governance Group is recommending the following model for adoption by the Place Based Partnership Board in relation to its Chair/Vice Chair arrangements. This recognises that an appointment of an independent chair for the Board was discounted at an early stage of Place Based development.

The model below ensures that the appointment of the Chair/Vice Chair is equitable across partners and operates on a six-monthly cycle. This model ensures that all partners will have the opportunity to be in the Chair and Vice Chair position within the next two municipal years (2023-24 & 2024-25). This model proposes that the Place Director (or nominated deputy) remains as Chair of the Board until the start of the 2023/24 municipal year and that the first nominated Chair for the 2023/24 municipal year becomes the Vice Chair of the Board for the remainder of the 2022/23 municipal year.

<b>Municipal Year</b>	<b>Chair</b>	<b>Vice Chair</b>
<b>2022/23</b>	<b>Place Director</b>	<b>NHS Trust</b>
2023/24 (Apr – Sept)	NHS Trust	VCSFE
2023/24 (Oct – Mar)	VCSFE	Local Authority
2024/25 (Apr – Sept)	Local Authority	Primary Care
2024/25 (Oct – Mar)	Primary Care	NHS Trust

Nominations by sector will be achieved by consensus between the partner organisations in that sector and will not be subject to a defined process. The position of Chair and Vice Chair shall be drawn from the Board membership.

### 3.3 **Produce a role description for the Chair and Vice-Chair**

Given the proposed nomination process for the appointment of the Chair/Vice Chair, a description of the role of Chair/Vice Chair is summarised below.

‘The role of the Chair/Vice Chair is to facilitate the effective running of the Wirral Place Based Partnership Board by ensuring the Board operates within its agreed Terms of Reference.

The Chair/Vice Chair will work to ensure discussion is collaborative and works to recognise all partners as equals. As such the Chair/Vice Chair will ensure that any agenda items put before the Board for consideration are aligned within the Place Objectives and local strategic plans. They will work closely with the Place Director for Wirral to ensure the principles of partnership working and collaboration remain central to the functioning of the Board.

The Chair/Vice Chair will work to ensure that decisions are achieved by consensus amongst partners.'

The role of the Chair/Vice Chair will be kept under review, recognising that the Board will continue to evolve and any delegated decision making to Place may change the scope of the role and as such require a review.

#### **3.4 Review the quoracy of the Board to include minimum representation from each sector**

A review of quoracy arrangements has been undertaken and reflected in the revised Terms of Reference. It is recommended that the quoracy is 50% of the membership with minimum representation from sector partners as follows:

Chair or Vice Chair

PLACE Director – NHS Cheshire & Merseyside (or nominated deputy)

Wirral Council representative (1)

NHS Trust representative (1)

Primary Care representative (1)

VCSFE representative (1)

The 50% minimum is reflective of other Place Based Boards/Committees across Cheshire and Merseyside.

#### **3.5 Review of the arrangements to enable non-public discussions by the Board**

The provision of holding a private session of the Board has been included in the revised Terms of Reference. The expectation is that private discussions will be the exception, and this will be supplemented by Board informal workshops/development sessions in private.

#### **3.6 NHS Cheshire and Merseyside is working with each of the nine places in the Cheshire and Merseyside Integrated Care System (ICS) to establish robust governance and assurance mechanisms through strong partnership arrangements. The Wirral Place Based Partnership Board (WPBPB) is the forum where NHS Cheshire and Merseyside will conduct business pertaining to the Borough transparently in the public domain and in collaboration with system partners. These arrangements will also support further delegation of decision making and resources to each borough.**

#### **4.0 FINANCIAL IMPLICATIONS**

4.1 There are no direct financial implications arising from this report.

#### **5.0 LEGAL IMPLICATIONS**

5.1 There are no direct legal implications arising from this report.

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 Wirral Council are supporting the Wirral Place Based Partnership Board and, when required, the Joint Strategic Commissioning Committee. NHS Cheshire and Merseyside will support the remaining governance and assurance infrastructure.

#### **7.0 RELEVANT RISKS**

7.1 NHS Cheshire and Merseyside are developing a risk management and assurance framework, which will include Place.

#### **8.0 ENGAGEMENT/CONSULTATION**

8.1 Engagement with system partners has taken place in the development of the Terms of Reference.

#### **9.0 EQUALITY IMPLICATIONS**

9.1 Wirral Council and NHS Cheshire and Merseyside have a legal requirement to make sure their policies, and the way they carry out their work, do not discriminate against anyone. The business of these groups will be conducted with an awareness of the general duty requirements and place equality considerations. No Equality Impact Assessment is required for this report.

#### **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

10.1 Wirral Council and NHS Cheshire and Merseyside are committed to carrying out their work in an environmentally responsible manner, these principles will be followed by these groups.

## 11.0 COMMUNITY WEALTH IMPLICATIONS

11.1 Community Wealth Building in Wirral focusses on partnerships and collaboration. These partnerships are led by Wirral Council with external partners and stakeholders, including residents. NHS Cheshire and Merseyside will support the Council in community wealth building by ensuring health and care organisations in the borough have a focus on reducing health inequalities and contribute to the development of a resilient and inclusive economy for Wirral. The groups referred to in this report will take account of this in their work.

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## APPENDICES

Appendix 1 Wirral Place Based Partnership Board – Terms of Refence V5

## BACKGROUND PAPERS

NHS Five Year Forward View (2014), <https://www.england.nhs.uk/five-year-forward-view/>

NHS Planning Guidance (2017), <https://www.england.nhs.uk/publication/delivering-the-forward-view-nhs-planning-guidance-201617-202021>

NHS Long Term Plan (2019), <https://www.longtermplan.nhs.uk/>

Designing Integrated Care Systems (ICSs) in England (2019), <https://www.england.nhs.uk/wp-content/uploads/2019/06/designing-integrated-care-systems-in-england.pdf>

Integrating Care: Next steps to building strong and effective integrated care systems across England (2020), <https://www.england.nhs.uk/wp-content/uploads/2020/11/261120-item-5-integrating-care-next-steps-for-integrated-care-systems.pdf>

Integration and Innovation: working together to improve health and social care for all, White Paper (2021), <https://www.gov.uk/government/publications/working-together-to-improve-health-and-social-care-for-all>

. Legislating for Integrated Care Systems: five recommendations to Government and Parliament (2021), <https://www.england.nhs.uk/publication/legislating-for-integrated-care-systems-five-recommendations-to-government-and-parliament/>

NHS Planning Guidance (2021), <https://www.england.nhs.uk/operational-planning-and-contracting/>

The Queen's Speech 2021 – Background Briefing Notes, [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985029/Queen\\_s\\_Speech\\_2021\\_-\\_Background\\_Briefing\\_Notes..pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985029/Queen_s_Speech_2021_-_Background_Briefing_Notes..pdf)

Integrated Care Systems: Design Framework and Guidance on the Employment Commitment (2021), <https://www.england.nhs.uk/publication/integrated-care-systems-design-framework/>

NHS People Plan 2020/2021, <https://www.england.nhs.uk/ournhspeople/>

Thriving Places - September 2021 – Found at Thriving Places: guidance on the development of place-based partnerships as part of statutory integrated care systems

Building strong integrated care systems everywhere ICS implementation guidance on effective clinical and care professional leadership - September 2021 - Found at Building strong integrated care systems everywhere: ICS implementation guidance on effective clinical and care professional leadership

Building strong integrated care systems everywhere ICS implementation guidance on partnerships with the voluntary, community and social enterprise sector- September 2021 - Found at Building strong integrated care systems everywhere: ICS implementation guidance on partnerships with the voluntary, community and social enterprise sector

Health and Care Bill (2021) <https://bills.parliament.uk/bills/3022>

### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Place Based Partnership Board</b>	<b>13/9/22</b>



