

Wirral Place Based Partnership Board
Terms of Reference
Version 6 (Draft)

Ref	Content	Page Number
1	Introduction	
2	Purpose	
3	Authority & Status	
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	

1. Introduction

The Wirral Place Based Partnership Board (WPBPB) 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**

2. Purpose

The purpose of the WPBPB is to provide strategic leadership for, and delivery of, the overarching strategy and outcomes framework for the place-based partnership. It will do this by aligning its objectives and plans to those of the Wirral Plan 2021-26, Health and Wellbeing Strategy and the NHS Cheshire & Merseyside Health and Care Partnership 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.

3. Authority & Status

The WPBPB is a non-statutory partnership that brings together representatives from statutory and non-statutory organisations within or working in Wirral with the necessary authority from their respective organisations to make collective decisions on strategic policy matters relating to the Place Partnership.

The WPBPB is not a separate legal entity in itself with delegated decision-making authority, and as such is unable to take decisions separately from its constituent members or bind any one of them; nor can one Partner organisation 'overrule' the other on any matter (save for where decisions may be taken by NHS Cheshire and Merseyside and Wirral Council with regards services/functions in scope of the S75 Agreement).

The WPBPB will operate as a place for discussion of issue with the aim of reaching decisions by consensus and/or to make recommendations and proposals to the boards of Partner organisations. Decisions may also be taken on behalf of a Partner organisation by that organisation's representative on the Board acting under their delegated authority.

The WPBPB scope and decision making may change in response to further statutory guidance in relation to delegations from NHS Cheshire & Merseyside to Place. The WPBPB will be engaged in the development of proposals for any change in status and delegation

In the event that the WPBPB is unable to agree a consensus position on a matter, this will not prevent Partner organisation taking any applicable decisions they are required to take. Each of the Partner organisations of the WPBP ensure that their designated representative:

- Is appointed to attend and represent their organisation on the WPBPB with such authority as is agreed to be necessary in order for the Wirral Place Based Partnership 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).
- Understand the status of the WPBPB and the limits of their responsibilities and authority in respect of the WPBPB and each of the respective statutory bodies or employing organisations. The legal status and authority of the Board may change in response to new legislation and/or as further guidance is released and implemented with regards decision making and delegations at Place.

4. Role of the Place Based Partnership Board

The WPBPB and its supporting groups will:

- Provide strategic and collective leadership to identify the transformational priorities.
- Collaborate to focus on the highest priorities for the local system and communities at place and neighbourhood level.
- Promote 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.
- Aim to improve Health and Wellbeing Outcomes for the Population.
- Provide oversight and leadership of System Planning, Quality Assurance and Safeguarding.
- Work in partnership to ensure that is effective and sustainable care home market across the borough.
- Enable and support the Wirral Provider Partnership (WPP) to deliver population health outcomes.

- Design and oversee governance (quality and safety) arrangements including system leadership capacity and capability, monitor 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 of NHS Cheshire and Merseyside resources to Place
- Drive forward the continued implementation of achieving a whole system coordinated 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 scrutinise reports and recommendations from operational meetings and groups relating to the place-based partnership (i.e. the supporting groups established at Place and the Wirral Provider Partnership).
- Approve the communication and engagement strategy and action plans of Wirral's Place Based Partnership Board and monitor 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 policies determined by the Wirral's Children Safeguarding Partnership and Wirral's Adults Safeguarding Board.

Nominated Representative	Organisation	Status
NHS Cheshire & Merseyside - Place Director (1)	ICB	PLACE member
NHS Trusts (Chief Executive Officer or Executive Director) (4)	WUTH WCHC CWP CCC	PLACE member
Local Councillors (3)	Wirral Council	PLACE member
Chief Executive Officer (1) Director of Public Health (1) Director of Care and Health (1) Director of Children's Services (1)	Wirral Council	PLACE member

5. Core membership

Chief Executive Officer (1)	Health Watch	PLACE member
Nominated Reps (2-3) (to include one non-GP rep)	Primary Care PCNs	PLACE member
Nominated Reps (2)	Voluntary, Community, and Social Enterprise sector (VCSE)	PLACE member

6. 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.

7. Chairing the Wirral Place Based Partnership Board

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

The Chair/Vice Chair will:

- Facilitate the effective running of the Wirral Place Based Partnership Board by ensuring the Board operates within its agreed Terms of Reference.
- Work to ensure discussion is collaborative and works to recognise all partners as equals.
- Ensure that any agenda items put before the Board for consideration are aligned within the Place Objectives and local strategic plans.
- 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.'

Each sector will nominate a Chair and Vice Chair in accordance with the following schedule which covers the period 2022/23 to 2024/25.

Municipal Year	Chair	Vice Chair
2022/23	Place Director	NHS Trust
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

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.

8. Responsibilities of members

All members of WPBPB 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.

9. Interests

All members of the WPBPB have a collective responsibility for its operation and are required to notify the Chair of any actual, potential or perceived conflict of interest to enable appropriate management arrangements to be put in place.

Conflicts of interest will be managed in accordance with the policies and procedures of Partner organisations and shall be consistent with the statutory duties contained in applicable legislation and the statutory guidance issued to Partner organisations.

All members are required to uphold the Nolan Principles and all other relevant NHS or Council Code of Conduct requirements which are applicable to them. It is expected that members act in the spirit of co-production and consensus in line with key partnership principles.

10. Meetings and decision making

Meetings shall be held in public. Provision will be made for a private session of the Board when required. The expectation is that private discussions will be the exception, and this will be supplemented by Board informal workshops/development sessions in private.

Members of the WPBP Board will:

- take decisions solely in terms of residents and patients best interests, above those of constituent organisations
- be accountable for decisions and actions to the public and submit to appropriate scrutiny and in accordance with partner statutory duties.

- be open and transparent about decisions and actions basis for all decisions.

The aim will be for decisions of the WPBPB 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.

11. Quorum

A quorum will be at least 50% of the membership, to include the following:

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)

This excludes those in attendance providing administrative support.

12. Frequency and format of meetings

The WPBPB will hold 9 meetings per municipal year with the exclusion of April, May and August. Scheduled dates for the following 12 months will be disseminated at the start of the municipal year.

The Chair may convene extraordinary meetings as required.

13. Agenda, 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 ratified minutes from the meeting shall be shared with 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.

14. Administration

Administrative support will be provided by Wirral Council supported by the NHS Cheshire and Merseyside Wirral Place team, including the minuting of meetings and the circulation of agendas and papers. This will be reviewed regularly with the Place Director for Wirral.

15. Attendance/Substitutes

All members should 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 WPBPB 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.

16. Review of the Terms of Reference

The WPBPB 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.

17. Relationship with the Council/NHS Cheshire & Merseyside 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.