

Isle of Wight Health and Care Partnership – Terms of Reference DRAFT v0.3

What is the aim of the Partnership?

To provide robust leadership focusing on the needs of, and improving outcomes for the Isle of Wight and its residents through collaboration in a way that is aligned to the Hampshire and Isle of Wight Integrated Care System approach. Including (but not exclusively):

- Developing long term strategic health & care solutions together to tackle the challenges the Island faces
- Ensuring the voice of local people (and the voice of all local health and care partners) is understood and heard in shaping local plans and how we implement those plans the Isle of Wight
- Improving the physical health, mental health and wellbeing of Isle of Wight residents through joined up commissioning that removes duplication.
- Identify opportunities for delegation of responsibilities to place and integration of services, including maximising health act flexibilities (e.g. NHS Act Section75 partnership and integration agreements)
- Providing assurance to the Integrated Care System of local arrangements and the allocation of funds
- Contributing to development of Integrated Care System/Integrated Care Board strategies that support 'system wide' health and care working, so that the needs of the Isle of Wight people are properly identified and reflected.
- Holding member partners to account for performance and quality of service delivery on behalf of the Islands residents

What is the Purpose of the Partnership?

To lead the delivery of care and support services on the Isle of Wight for the benefit of local people that are shaped to provide the agreed outcomes for residents and supporting them to live healthy and independent lives.

In doing so members will seek support from the individual sovereign organisations and external stakeholders to realise the benefits of the ICS strategies for the Isle of Wight. It will promote public engagement in the development of strategies and plans for the Isle of Wight that delivers high quality, sustainable and affordable health and care with particular focus on the four overarching priority areas contained in the Isle of Wight Health and Care Plan: Preventing ill health; Partnerships; Productivity and Pathways.

This partnership does not replace or override the statutory duties, powers and authority of the individual member organisations nor their own internal governance arrangements.

What is the Operating Framework for the partnership?

Membership

- IHCP Chairperson (elected yearly from IHCP membership)
- IHCP Deputy Chairperson (elected yearly)
- Leader of the IW Council
- Cabinet Member for ASC/PH (IWCouncil)
- Clinical Director HIOW ICB
- Chief Executive IW Council
- Director for ASCHN IW Council
- Director for Public Health IW Council
- Director for Childrens Services IW Council
- Managing Director HIOW ICB
- Non Exec Director HIOW ICB
- Chief Executive IW NHS Trust (title change 1/4?)
- Deputy Chief Exec IW NHS Trust
- Medical Director IW NHS Trust
- Non Exec Director IW NHS Trust
- System Finance Lead (IW rep)
- System Health and Quality Lead (HIOW ICB)
- Primary Care Network (PCN) Clinical Directors x 2
- Chief Executive Mountbatten
- VCSE Forum Rep
- Independent Provider Rep – IW Care Partnership
- Health Watch Chief Exec–Peoples voice rep
- Independent Chairperson of Safeguarding Adults/Childrens Board

Others

- IHCP may wish to invite and/or co-opt at its discretion other key stakeholder reps or other attendees to brief the partnership (agreed by Chairperson)

Quoracy – In attendance

- Chairperson or Deputy
- 2 x Representatives from HIOW ICB
- 2 x Representatives from IW NHS Trust
- 2 x Representatives from IW Council

Voting

- Deputies will be permitted and allowed to vote. However, meeting will not be quorate if the number of deputies is greater than the number of core members
- In the event a majority decision cannot be reached the chairperson will have the casting vote, unless a conflict of interest this will be delegated to Deputy Chairperson. Where both have a conflict the IHCP will require a majority vote from the voting attendees

Standing Agenda

1. Welcome, apologies & quorate
2. Minutes and Actions
3. Executive Delivery Group Assurance & Escalations Briefing report
4. National, regional and local matters arising (strategic awareness and decisions)
5. AOB
6. Forward Plan review

Frequency of meetings – Bi-monthly

- Extraordinary and additional meetings can be called by Chairperson
- Meeting locations County Hall (usually)
- Forward Plan of agenda items will be produced
- The IHCP is intended to be held in public meeting unless grounds for excluding

Governance

- Arrangements for IHCP to manage conflicts of interest - Partnership members conflict of interests to be recorded and monitored (annual declaration register);
- Conflicts of interest to be raised at meetings
- Escalations from EDG to be documented and decisions required set out
- A risk register will be developed by Executive Delivery Group to capture key strategic risks for IHCP to monitor and review
- An Annual General Meeting will be held to enable wider Public engagement of the work undertaken and achieved by the IHCP and agree Chairperson/Deputy Chairperson role
- Reference back to IW HWB, ICS and each represented organisation sovereign bodies following each meeting
- Ensure island residents , voluntary and independent sector partners are represented or engaged/consulted with
- NHS Act Partnership agreements and plans (Section 75, Section 256 etc) (e.g. Better Care Fund) will be presented and agreed, and then to the HWB as required
- Agendas, minutes, papers and action logs will be circulated for each meeting 5 days prior to meeting (paper to the corp admin 7 days prior to the meeting)
- Members of IHCP to read papers in advance of meeting
- TOR reviewed as minimum annually
- IHCP governance supported by Strategic Mgr for Partnership & Support Services and corporate governance team

Isle of Wight Health and Care Partnership Executive Delivery Group – Terms of Reference DRAFT v0.3

What is the aim of the Group?

To be the executive decision-making body of the Island Health Care Partnership (comprising executive leaders with decision making authority from the respective organisation) with responsibility for the management oversight and delivery of the Isle of Wight Health and Care Plan and IHCP strategic objectives and strategies.

It will provide the executive leadership and take responsibility for managing the Isle of Wight health and care system, bringing strong local place-based collaborative leadership to afford flexibility for multi-agency approach to integrate services, improving outcomes for local people and leading the strategic direction, design and implementation of the Isle of Wight Health and Care Plan, in a way that is aligned to the Hants/IW approach via the ICS. In doing so it will:

- Accelerate the integration of health and social care delivery in ways that meet the needs and expectation of local people
- Align investment, resources and expertise of all health and care partners around our joint priorities, and in doing so gain better value for every pound spent for local residents
- Follow through on delivery of the Isle of Wight Health and Care Plan, being clear who needs to do what in order to deliver it, identifying and removing obstacles and holding each other to account for its delivery
- Comply with all executive functions retained with individual agencies that form the EDG
- Lead the process of regular refresh of the Health and Care Plan
- Provide the IHCP with assurance reporting and monitoring of IHCP sub-group activities, progress, risks and escalations

What is the Purpose of the Group?

To provide the vehicle for the statutory bodies to work as a single alliance and ensure clarity in relation to the tactical level of detail in terms of transformation and planning of health and care services, ensuring processes are in place to support financial stability and high-quality outcomes for services and the population of Isle of Wight.

In doing so members will seek support from the identified leads contained within the Tactical Transformation and Planning delivery groups in pursuit of gaining assurance and capturing any escalations that need collective risk mitigation/resolution, or identifying those that will need to be escalated to the IHCP for the delivery and implementation of the agreed strategies. It will promote compliance with the governance regime and leading the parties' behaviour in accordance with the principles of the Islands Health and Care Partnership.

This Group does not replace or override the statutory duties, powers and authority of the Partner Boards and Governing Bodies but will aid the setting out and compliance of these responsibilities invested in the senior executives involved in the EDG.

What is the Operating Framework for the Group?

Membership

- Chief Executive IW Council (Chairperson)
- Managing Director HIOW ICB
- Chief Executive IW NHS Trust (title change 1/4?)
- Deputy Chief Exec IW NHS Trust
- Director for ASCHN IW Council
- Director for Public Health IW Council & HWB lead Officer
- Clinical Director HIOW ICB

Others

- IEDG may wish to invite and/or co-opt at its discretion other key executive reps or other attendees to brief the group (agreed by Chairperson)

Quoracy – In attendance

- Noting this is an Executive Group rather than a Board
- quorum will not be present unless at least one (1) Unified Executive Team Member from each of the three statutory organisations is in attendance.
- Deputies will be permitted at the agreement of the Chairperson

Decision/Voting

- Each Executive Team member (or its alternative) will have an equal say in discussions and will look to agree recommendations based on the IHCP Principles
- Where consensus cannot be achieved, it shall defer to IHCP and/or its sovereign bodies for decision

Standing Agenda

1. Welcome, apologies & quorate
2. Actions & Decision Log
3. Transformation & Planning delivery group progress, matters arising and escalations briefing reports (Risk management)
4. National, regional and local matters arising (strategic awareness)
5. AOB
6. IHCP Forward Plan review and agenda setting (held with IHCP Chairperson)

Frequency of meetings – Monthly

- Extraordinary and additional meetings can be called by Chairperson
- Meeting locations County Hall (usually)
- Action and Decision Log will be produced
- The IEDG is not a Board meeting
- The IEDG will review and recommend IHCP Forward Plan items for consideration by the IHCP Chairperson

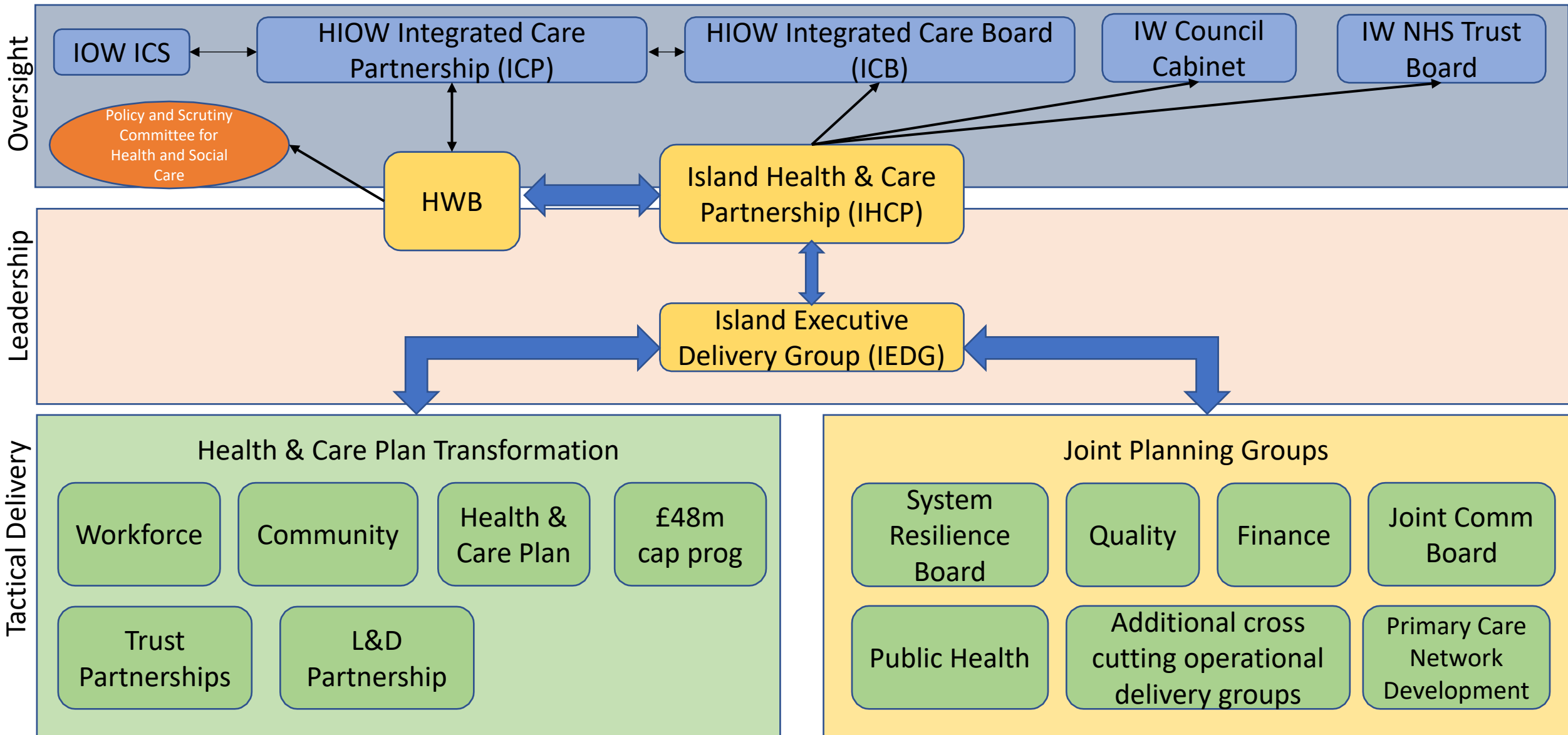
Workstreams

- The EDG will oversee the Transformation and Planning Delivery Groups that will report directly to it (as outlined in the IHCP Governance structure chart)
- Additional groups may be added to report into the EDG as identified
- Engagement and Communications

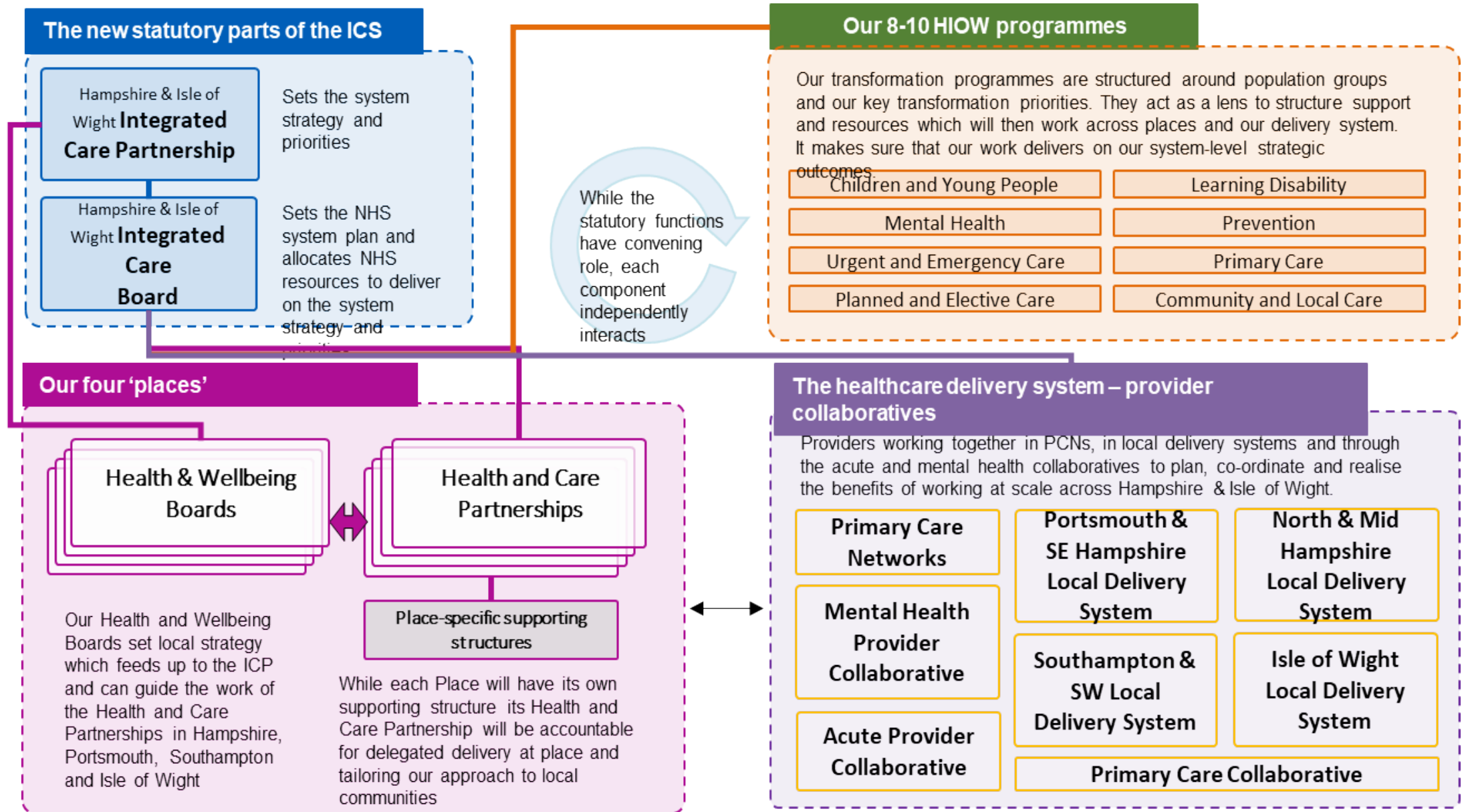
Governance

- Escalations from Transformation and Planning delivery groups to EDG to be documented and decisions required set out (including escalations required to IHCP)
- A risk register will be developed and managed on behalf of the IHCP to monitor and provide recommendations to review key strategic risks for IHCP
- The EDG will provide the IHCP with both an annual report for its AGM of the work undertaken and achieved by the IHCP in the year, plus bi-monthly updates of progress, matters arising and escalations for the IHCP attention
- Reference back to IW HWB, ICS and each represented sovereign bodies following each meeting
- Joint commissioning and use of health act flexibilities (e.g. S75s, BCF etc) arrangements will be overseen before presenting to the IHCP and in turn agreed to go to HWB
- Agendas, Action and Decision Log, and papers will be circulated for each meeting 3 days prior to meeting (paper to the governance admin 4 days prior to the meeting)
- Members of EDG to read papers in advance of meeting
- TOR reviewed as minimum annually
- IEDG governance will be supported by Strategic Mgr for Partnership & Support Services Or other system governance

IHCP Governance Structure



The link between the HIOW ICS and our local place (IHCP) system functions



Abbreviations Glossary

Abbreviation	Name
ACS/ ASCHN	Adult Social Care / and Housing Need
AGM	Annual General Meeting
AOB	Any Other Business
BCF	Better Care Fund
HWB	Island Health and Wellbeing Board
ICB	Hants and Isle of Wight Integrated Care Board
ICS	Hants and Isle of Wight Integrated Care System
IEDG/EDG	Island Executive Delivery Group
IHCP	Island Health Care Partnership
NHS	National Health Service
PCN	Primary Care Network
PH	Public Health
S75	Section 75 agreements
TOR	Terms of Reference
VCSE	Voluntary, Community and Social Enterprise Sector