

ST HELENS CARES PLACE PARTNERSHIP BOARD Terms of Reference	
Version	2.0
Implementation Date	28th February 2023
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Approved By	The People's Board
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REVISIONS			
Date	Section	Reason for Change	Approved By

1. Purpose

St Helens People’s Board provides the overall strategic direction in accordance with its remit set out under section 195 of the Health & Social Care Act 2012 to encourage those who arrange for the provision of health or social care services to work in an integrated way.

The Health and Care Act 2022 provided the legislative framework to formalise integrated care systems (ICSs) and the dissolution of Clinical Commission Groups (CCGs). NHS Cheshire and Merseyside (C&M) has integrated care board (ICB) tasked with the commissioning and oversight of most NHS services and will be accountable to NHS England for NHS spending and performance.

The ICB can discharge its duties through provider collaboratives and ‘Places’. St Helens is one of nine ‘Places’ in Cheshire and this Partnership Board bringing together a wide range of partners to address the broader needs of the population.

The People’s Board has delegated the function of overseeing the local care system to this multi-agency group, established as the St Helens Cares Place Partnership Board (PPB).

The purpose of the St Helens Cares Place Partnership Board (PPB) is to provide strategic oversight and management of the St Helens Integrated Care Partnership (ICP) model of delivery to achieve the objectives of the St Helens People’s Board in line with the St Helens Cares plan to improve the health and wellbeing of the St Helens population. This supports the vision for St Helens which is *improving people’s lives in St Helens together*.

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

The priorities and work plan for the PPB will be set out in the St Helen’s Cares Plan and aligned with the strategic direction for the St Helens borough agreed by the St Helens People’s Board.

2. Chair

The PPB will be chaired by a Lay Chair.

3. Membership

The PPB will include executive members from the Local Authority, NHS C&M ICB (St Helens), secondary and primary care providers, Torus and a nominated representative from the People’s Board.

The membership of the PPB is as follows:

Nominated Representative (Role/Title)	Organisation	Status
Lay Chair	N/A - Independent	Chair
NHS St Helens Place Director/Executive Director of People	St Helens Place & St Helens Council	Member
Director of Integration	St Helens Place & St Helens & Knowsley Hospital NHS Trust	Member

Chief Executive	St Helens & Knowsley Teaching Hospitals NHS Trust	Member
Managing Director	St Helens & Knowsley Trust	Member
Associate Director of Finance and Performance	St Helens Place	Member
Associate Director of Transformation and Partnerships	St Helens Place	Member
Senior Communications and Engagement Manager	St Helens Place	Member
Clinical Director	PCN North	Member
Clinical Director	PCN Central	Member
Clinical Director	PCN South	Member
Clinical Director	PCN Newton and Haydock	Member
Managing Director	Torus Group (representing Housing Organisations in St Helens)	Member
CEO	St Helens and Halton VC	Member
Director of Strategic Partnerships	Mersey Care	Member
Director of Communities	St Helens Council	Member
Care Provider Representative	Able Support Home Care Service	Member
Director of Public Health	St Helens Council	Member
Consultant in Public Health	St Helens Council	Member
Director of Children's Services	St Helens Council	Member
Director of Adult Services	St Helens Council	Member
Cllr Portfolio Holder (with responsibility for integration)	St Helens Council	Member
Head of St Helens Integrated Wellbeing Services	St Helens Council	Member
Executive Director, Place	St Helens Council	Member
Lay Member, Patient and People Engagement	St Helens Place	Member
Chair of the Stakeholder Reference Forum	N/A	Member
Chair of System Resources Group	N/A	Member
Representative of St Helens Place Board	St Helens Council	Member
Chair	Local Medical Council	
Education Representatives	One representative from a St Helens Primary School and a Senior School	Member
Chief Executive/Principal	St Helens College	Member
Chief Executive	St Helens Chamber	Member
Chair of the Inequalities Commission	N/A	Member
Executive Clinical Director	Willowbrook Hospice	Member
Manager	Healthwatch	Member
In Attendance		
Head of Corporate Affairs & Place Development	St Helens Place	

Other attendees may be requested to attend, observe and/or participate in discussions at PPB meetings, as agreed by the members, from time to time.

4. Quorum

A quorum will be at least 50% of the membership (to include one PCN representative, one St Helens Council representative), and the chair. This excludes those in attendance and administrative support.

5. Functions

The Place Partnership Board (PPB) is not a decision making body, although it will be instrumental in developing proposals and recommendations by consensus which shall be presented to the statutory boards of the partner organisations.

The PPB will be responsible for:

- Providing strategic and collective leadership to identify the transformational priorities for St Helens Cares, in line with the strategic direction set by the People's Board
- Providing direction for the development of an integrated local care system
- Promoting and encouraging commitment to agreed values based principles and objectives of St Helens Cares amongst all partner organisations
- Overseeing delivery of agreed schemes and priorities
- Design and implementation of effective governance arrangements for St Helens Cares
- Designing the organisational development strategy and action plan for St Helens Cares, including system leadership capacity and capability of the St Helens Cares workforce, and monitoring delivery
- Approving proposals for system wide outcome measures and mechanisms for reporting collectively on the performance of providers working within St Helens Cares
- Evaluating risk in relation to system change proposals for St Helens Cares and ensuring mitigation plans are robust
- Receiving and scrutinising reports and recommendations from the Programme Delivery Group and System Resources Group.
- Approving the communications and engagement strategy and action plan for St Helens Cares and monitoring delivery
- Overseeing the transition from a commissioner-led model to an integrated care partnership model led by collaboration between commissioners and providers.
- Overseeing systems and infrastructure workstreams on behalf of St Helens Cares (e.g. enablers such as digital, estates, workforce) and monitor progress.

PPB may establish subgroups to support its agreed functions; this can include co-opting members from other organisations/stakeholders and other external bodies in an advisory role. PPB will receive and consider recommendations and proposals from the Programme Delivery Group and the System Resources Group in the course of fulfilling its functions.

PPB will seek the views of the Stakeholder Reference Forum to inform its proposals.

In addition, PPB will seek the views of the System Resources Group in relation to financial and contractual implications of proposals and recommendations under discussion.

6. Authority/Reporting

The PPB is established by the People's Board to achieve the objectives of the St Helens People's Board to develop a sustainable Health and Social Care system.

PPB 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.

PPB will operate as a place for discussion of issues with the aim of reaching consensus to make recommendations and proposals to the statutory Boards of partner organisations and to the People's Board, with the ultimate aim of developing St Helens Cares.

PPB will have following sub groups:

- Programme Delivery Group
- System Resources Group
- Stakeholder Reference Forum

A report from each of the above sub groups will be a standing item on every meeting agenda for PPB.

Each of the member organisations of PPB will ensure that their designated officer:

- Is appointed to attend and represent their organisation on PPB with such authority as is agreed to be necessary in order for PPB 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 PPB (as confirmed in writing and agreed between the member organisations); and
- Understand the status of PPB and the limits of their responsibilities and authority.

PPB will provide regular reports to the People's Board, and keep the NHS C&M ICB of developments within the local care system

7. Frequency of Meetings

The PPB will meet at least 6 times a year and a schedule of dates for the following 12 months will be agreed between and disseminated at the beginning of each financial year.

Meetings may be held by telephone or video conference. Members may participate (and count towards quorum) in a face-to-face meeting via telephone or video-conference.

The Chair may call extraordinary meetings of the PPB at his or her discretion, subject to providing at least 5 working days' notice to members.

8. Administration

The PPB will be administered by Integrated Health & Care Services secretariat.

The annual work plan and meeting agendas will be approved by the Chair.

Agenda items and supporting papers must be notified 7 working days in advance of each meeting to the Chair. All members may suggest agenda items. Requests made less than 7 working days before a meeting may be included on the agenda at the discretion of the Chair.

Agendas and supporting papers will be circulated at least 3 working days before each meeting of PPB.

The meetings can consider items of any other business at the discretion of the Chair however papers should not normally be tabled.

Draft minutes of meetings will be sent to members of the PPB within 14 days of each meeting. Approval of the minutes of the previous PPB meeting will be a specific item on each meeting agenda. No discussion shall take place upon the minutes except upon their accuracy or where the Chair considers discussion appropriate. Minutes will be made available to each of the partners' boards on request.

All members of the PPB are responsible for reporting on key issues from the meetings and communicating decisions within their respective organisations.

9. Review

The terms of reference and effectiveness of the PPB will be reviewed by the St Helens Cares People's Board annually or more frequently if required.

10. Conduct

All members are required to notify the Chair of any actual, potential or perceived conflict of interest in advance of the meeting to enable appropriate management arrangements to be put in place. All members are required to uphold the Nolan Principles and all other relevant NHS or St Helens Council Code of Conduct requirements which are applicable to them.

It is expected that members act in the spirit of co-production and collaboration in line with the value based principles and ethos of St Helens Cares.