



# South West Integrated Personal Commissioning (IPC) Programme

## Regional Programme Board

### TERMS OF REFERENCE

#### 1. Constitution

- 1.1 The Parties (partner organisations within the South West Region and listed in Appendix 1, and the joint NHS England LGA National IPC Programme Board) have jointly resolved to establish a Programme Board to be known as the South West Integrated Personal Commissioning (IPC) Programme Board (the Board), which is accountable to the parties.
- 1.2 The Board has only those powers delegated in these Terms of Reference.

#### 2. Authority

- 2.1 The Board is authorised by the parties to action any matter within these Terms of Reference.
- 2.2 It is authorised to report and account for the use of resources available to IPC programme, including the IPC support grant from the national programme (subject to meeting any conditions set by the National Programme Board) and secure flow of information to and from budget holders.
- 2.3 It is authorised to request relevant information from Parties for the development of the programme (subject to the governance of agreements between parties to share information which may be commercially sensitive).

- 2.4. The Board is authorised by the Parties to obtain outside legal or other professional advice if it considers this necessary.
- 2.5 NHS England South region will be host of the budget for the South West IPC Programme.

### **3. Purpose**

- 3.1 The purpose of this Board is to provide regional oversight for the IPC Programme and to assure the work of the South West IPC 'Making it Happen' core delivery team. Through this Board, comprised of senior leaders from across the region, the IPC Programme can be iterative in its approach, responding and adapting to the changing needs of local partners, as the implementation work develops over the three years that the IPC Programme will run.
- 3.2 This Board will also ensure that partners within the collaborative collectively maximize the potential for local people from linking the IPC implementation with that of:
  - the implementation of the Care Act within the South West;
  - New Models of Care;
  - The Better Care Fund;
  - Transforming Care;
  - Sustainability and Transformation Planning; and
  - other relevant initiatives within the NHS Five Year Forward View.
- 3.3 The Board provides a governance thread linking the national IPC Programme Board and with local Health and Well-being Boards (or equivalent decision making body nominated by local areas e.g. Better Care Fund Board Bristol, Transformation Board Somerset).

### **4. Membership**

(including nominated deputies where appropriate and how often members must attend)

- 4.1 The Board is made up of:
  - 2 representatives of recipients of health and care services and their carers (identified from the South West Peer Leaders Forum)
  - 13 representatives, one from each of the 13 local Health and Wellbeing Boards, or equivalent local decision making body (nominated by these

local Boards) and as listed in Appendix 2 under 'Health and Wellbeing Boards'

- 2 attendees from voluntary and community sector organisations in the South West;
- 1 representative from regional adass;
- 3 representatives from regional support organisations who are partners in the South West IPC collaborative (nominee identified by those organisations as follows): 1 from the improvement organisations (Strategic Clinical Network, and South West and West of England Academic Health and Science Networks and Health Education South West); 1 from South, Central and West Commissioning Support Unit; 1 representative of NHS England South;
- the Senior Responsible Officer (SRO) for the South West IPC Programme;
- 1 representative from the regulatory sector (identified by Monitor/Trust Development Authority/Care Quality Commission)
- 1 member of the national IPC Programme Board (identified by that Board).

4.2 The Board will nominate a chair from within the Board membership. In the absence of the Chair a suitable deputy shall be designated by the Board membership at that meeting providing the Board is quorate.

4.3 Other representatives from within the collaborative may be invited to attend, particularly when the Board is discussing areas requiring specialist knowledge.

4.4 Members are expected to attend each Board meeting. Where a member cannot attend a deputy should attend on his or her behalf.

4.5 In addition to its formal meetings the Board may hold occasional 'Board seminars' to examine relevant matters in more detail; these do not function as formal decision-making meetings but exist to support knowledge sharing, learning, and discussion.

4.6 The membership of the Board will be kept under regular review to ensure that it best reflects the requirements of governance within the IPC Programme nationally and the needs of regional partner organisations within the collaborative.

## **5. In Attendance**

5.1 In attendance shall also be:

- Financial Lead for the South West Programme Board; and

- Programme Board Secretary

5.2 The Board may invite any additional person to attend or report to a meeting.

5.3 The Chair of any of the organisations (listed in Appendix 2 under 'Health and Wellbeing') has a standing invitation to attend.

## **6. Quorum**

6.1 A quorum of a minimum of 10 people comprised of at least six members attending in the capacity of representing the organisations (listed in Appendix 2 under 'Health and Wellbeing Boards'), at least one representative of recipients of health and care services and their families and three other members.

## **7. Frequency of Meetings**

7.1 Meetings will be held 3 times a year. These meetings are expected to be held unless exceptional reasons arise that may require their deferment or cancellations; this will require the agreement of both the Board Chair and SRO.

7.2 Urgent business that requires immediate attention shall be managed as is deemed appropriate where appropriate in consultation with the Chair of the Board and/or the national programme lead. Extraordinary meetings may be called only by agreement with the Board Chair.

## **8. Secretariat**

8.1 The SRO will ensure that the Programme's regional core team function provides a Secretary and appropriate support to the Chair and Members.

8.2 The Board shall be supported by the secretariat which shall include:

- Releasing notice of meetings.
- Agreement of the agenda with the Chair and collation of the papers.
- Forwarding agendas and relevant documentation to the Board or person required to attend, no later than five (5) working days before the meeting.
- Recording of minutes and matters arising plus any topics to be carried forward.
- Recording any conflicts of interest declared and minute them accordingly.

## 9. Duties

The duties of the Board include:

- 9.1 Collectively agree, and revise when required, the regional priorities for the IPC Programme.
- 9.2 Provide oversight for planning (developed collectively) for delivery of IPC within the South West region for the length of the demonstrator programme (April 2015 – March 2018) to ensure that the IPC programme meets the requirements of the national IPC Programme Board and also locally and regionally identified priorities for the IPC Programme.
- 9.3 Provide a forum for reviewing IPC in relation to new models of care and other initiatives to maximize opportunities to align work, thus saving time and resources through avoiding duplication of effort by partners.
- 9.4 Monitor the progress of IPC implementation regionally and the impact it is having on people and the system as a whole, through receiving performance reporting from the outcomes and evaluation steering group (data dashboard is revised quarterly to be in line with existing data collection cycles (where they are already in place)).
- 9.5 Scrutinise the IPC Programme's risk register and hold SRO to account for ensuring appropriate actions are taken to mitigate risk.
- 9.6 Provide oversight for the performance of the regional care delivery team, led by the South West IPC Programme SRO, supported by the Finance Lead.
- 9.7 Make any relevant recommendations based on evaluation of progress to the national IPC Programme Board.

## 10. Reporting arrangements into the Board

- 10.1 The minutes of the Board shall be provided to the national IPC Programme Board and support team. The SRO and/or Chair of the Board shall highlight issues or barriers which would require policy or legislative change to action on to the national IPC Programme as required.
- 10.2 The Board shall receive assurance, and exceptions, from reporting management groups; this will be carried out via responses to "Assuring Questions" which effectively summarise the progress against their respective

**Comment [J1]:** Minutes to date have not been sent to the National IPC Board, please confirm that you are happy for the minutes to date to go up and I will find out who it needs to be sent to.

Terms of Reference of the workstreams and steering groups (as detailed in appendix 2).

10.3 The Board will report annually to the National IPC Programme Board on its work. This report will be published.

**Comment [J2]:** Has this been done? If yes, can we arrange for Nicola to put it on our website as means of publishing it.

## 11. Reporting arrangements within the IPC Programme

11.1 The reporting arrangements into the IPC programme are detailed in appendix 2.

## 12. Other Matters

12.1 The Board's Terms of Reference will be reviewed at least annually.

## 13. Process for monitoring compliance with all of the above

Element to be monitored	The function of the South West IPC Programme Board and its Terms of Reference.
Lead	SRO South West IPC Programme
Tools	National IPC Programme Board
Frequency	Annual
Reporting arrangements	The National IPC Programme Board will receive an annual report from the South West IPC Programme Board, which scrutinises the performance of the region collectively and each of the local area's progress on delivering IPC.
Acting on recommendations and Lead(s)	The SRO, supported by the regional core team function will follow up recommendations and action planning within agreed timeframes.
Change in practice and lessons to be shared	Lessons and system changes will be shared with all the relevant stakeholders e.g. through the Expertise Time Bank, regional core team, local implementation leads, on-line resources.

## 14. Meeting Planner 2015/16 & 2016/17

Date of Meeting	Papers to be received by	Papers produced and sent out
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26 November 2015	17 November 2016	19 November 2016
29 February 2016	19 February 2016	22 February 2016
18 July 2016	7 July 2016	8 July 2016
31 October 2016	19 October 2016	24 October 2016
6 February 2017	20 January 2017	31 January 2016
19 June 2017	7 June 2017	12 June 2017
9 October 2017	28 September 2017	2 October 2017

## 15. Corporate Statements

Date approved by South West IPC Board:	26 November 2015 (further to amendment as listed in Board minutes action log).
<b>Date accepted by National IPC Board:</b>	<b>X November 2015</b>
Date due for Review:	18 July 2016
Date Reviewed:	
Date due for next Review:	

Comment [J3]: To be deleted?

## Appendix 1

### Local Boards with decision making authority for the IPC programme

(the following Boards have been nominated by local partners as a decision making body for this programme in addition to their local Health and Well-being Board)

- Better Care Fund Board, Bristol
- Joined-up Board, Torbay
- Transformation Board, Somerset

### Health and Well-being Boards

- Bath and North East Somerset
- Bristol
- Cornwall
- Devon
- Plymouth
- Gloucestershire
- North Somerset
- Plymouth
- Somerset
- South Gloucestershire
- Swindon
- Torbay
- Wiltshire

### Partners with the South West IPC Programme collaborative

#### Voluntary and Community Sector Partners

(this is a growing list of active voluntary and community sector partners and will be updated quarterly)

- Age UK Bristol
- Age UK Cornwall
- Autism Somerset
- British Lung Foundation
- Compass Disability Services
- CRCC (Cornwall Community Rural Charity)
- Disability Cornwall
- Enham Trust
- Healthwatch organisations
- Living Options Devon

**Comment [J4]:** Can we change this from 'will be updated quarterly' to 'an up to date list can be requested from the Programme Board Secretary'? Do we have an up to date list?



- Macmillian
- Parkinson's UK
- South West Forum
- Torbay Development Trust
- Totnes Caring
- Volunteer Cornwall
- VOSCUR
- WECIL

#### **Local Authorities**

- Bath and North East Somerset Council
- Bristol City Council
- Cornwall Council
- Council of the Isles of Scilly
- Devon County Council
- Gloucestershire County Council
- North Somerset Council
- Plymouth City Council
- Somerset County Council
- South Gloucestershire Council
- Swindon Borough Council
- Torbay Council
- Wiltshire County Council

#### **Clinical Commissioning Groups**

- Bath and North East Somerset CCG
- Bristol CCG
- Gloucestershire CCG
- Kernow CCG
- NEW Devon CCG
- North Somerset CCG
- Somerset CCG
- South Devon and Torbay CCG
- South Gloucestershire CCG
- Swindon CCG
- Wiltshire CCG

#### **Regional Support Organisations**

- Health Education South West
- South, Central and West Commissioning Support Unit
- South West Academic Health Science Network

- South West Forum
- South West Strategic Clinical Network
- West of England Academic Health Science Network