

## **South Warwickshire Place Partnership Board** **Terms of Reference - DRAFT**

### **1. Purpose**

The purpose of the South Warwickshire Place Partnership Board is to oversee the delivery of the South Warwickshire programme against agreed milestones and to monitor and evaluate programme delivery and to track outcomes.

Our aim is that by 2026, South Warwickshire Place will be a patchwork quilt of vibrant communities with strong alliances across multiple stakeholders and organisations that know each other and supports everyone to live well and to have full active independent lives. We will have achieved:

- Improved health outcomes for our local populations, understood and made inroads into improved outcomes for local population. Supporting people to keep well is accepted as part of our core offer and together we can say with confidence that we are maximising the Warwickshire pound.
- A narrowing of health inequalities across South Warwickshire
- An improvement in the overall financial position of South Warwickshire Place
- Improved user satisfaction linked to streamlined and more responsive pathways
- More joined up use of data: one version of the truth to guide problem solving
- Evidence of better outcomes for people.

Over the next 5 years we will find a few significant things where our joint work can be shown to make a real material difference, and things that really improve life. Our reputation as a partnership is to have a clear vision and a track record of effective delivery and a clear golden thread through the system in terms of delivery managed through a robust Health and Wellbeing Strategy. There will be a genuine population health ethos to the Place, not limited by professional boundaries, but to the benefit of the community and reduced inequality of health and care provision and outcomes. This will be achieved through aligning the Place Plan priorities and governance to the Population Health Management approach.

We will have a coherent plan and streamlined, effective and enabling governance arrangements, which will 'remain clear and proportionate and avoid duplication across the ICS' (ICS Implementation Guidance on Thriving Places).

We aim to have a greater improvement in health and care outcomes than we would have achieved acting alone.

### **2. Membership**

The Group will be co-chaired by the Managing Director at SWFT and the Chief Executive Officer at Warwick District Council or Stratford District Council; it may rotate

as agreed between the Partners as will be reviewed again at the start of the 2022/2023 financial year.

The core membership group is as follows:

- Warwickshire County Council – Councillor
- Warwickshire County Council – Assistant Director
- Warwick District Council – Councillor
- Stratford on Avon District Council - Councillor
- South Warwickshire Primary Care Providers – representative
- SWFT – Managing Director
- WDC/SDC – Chief Executive
- SW CCG – Chief Strategy Officer
- Healthwatch - Chief Executive
- CWPT – Programme Director
- CAVA – Chief Executive
- Director of Development – SWFT (Chair of Programme Delivery Group) – in attendance
- Head of Communications SWFT – in attendance
- Business support – in attendance
- Programme Management support – in attendance

Core representatives will be invited to meetings and expected to contribute to activities as appropriate. A substitute is expected to attend meetings or contribute to work in the absence of the nominated representative.

### **3. Members Responsibility**

To attend meetings as required, and be prepared by reading agendas, actions and associated papers beforehand.

To have actioned any areas agreed at the previous meeting and to meet deadlines as agreed by the group; and to raise in advance if there are delivery issues.

Each Partner's representative on the South Warwickshire Place Partnership Board is responsible for ensuring decisions are submitted to their own relevant decision-making body.

To participate (or field staff to participate) in task groups. Task/finish group representatives may be nominated by core members as necessary to comment and contribute to the review of specific activities but not expected to attend meetings unless the area being discussed directly involves their specialist area of work.

To hold overall accountability for the Place Plan.

To set policy, and make any decisions relating to Place.

### **4. Governance and arrangements**

#### 4a Governance

- The South Warwickshire Place Partnership Board will approve recommendations and make decisions where these fall within existing agreed contracting arrangements. Where they do not, the Place Partnership Board will endorse recommendations which will then also need to be ratified by the appropriate decision-making body for each Partner (ie Corporate Board and/or Cabinet for the Councils, the Governing Bodies for the CCGs, Acute Trust Boards or equivalent) and also at a system level for major incidents, where appropriate.
- The group will report to the Health and Wellbeing Board, Place Executive Board and the Coventry and Warwickshire Integrated Care Partnership (or its equivalent) for steer/support for direction of travel and emerging proposals that are not yet at decision stage. Partnership Executive Group members that attend SW Place Partnership Board will provide a steer on items that need to go to Partnership Executive Group.

#### 4b. Meeting Arrangements

- Meeting notes will be made available and an action tracker will be maintained
- Meeting papers and the action tracker will be shared

#### 5. Frequency

The group will meet monthly.

The Chair of the group may call ad hoc meetings or make use of task and finish groups as appropriate.

#### 6. Quorum

To be agreed

#### 7. Review arrangements

The Terms of Reference for the group will be reviewed annually.

The Governance and Structures work stream will continue to look at:

- Ensure that the citizen's voice is at the heart of what we do
- Linking into the wider system and relationship with HWBB, ICS
- How we can strengthen and clarify decision making
- Review and consolidate meetings

#### 8. Version Control

Version	Changes made	Author(s)
1	First version	Dawn Spencer
2	Second version	Dawn Spencer

3	Third version	Dawn Spencer
4	Fourth version	Dawn Spencer
4.1	Amendments made in line with revised governance – circulated for feedback	Jennie Bannon
4.2	Comments incorporated	Jennie Bannon
4.3	Comments incorporated	Jennie Bannon
4.4	Comments incorporated	Jennie Bannon