

## **HERTFORDSHIRE AND WEST ESSEX INTEGRATED CARE PARTNERSHIP**

### **TERMS OF REFERENCE**

#### **BACKGROUND**

Section 116ZA of Local Government and Public Involvement in Health Act 2007 as inserted by the Health and Care Act 2022 requires the Integrated Care Board (**ICB**) and each local authority in the area of ICB to establish an Integrated Care Partnership (**ICP**), which is a joint committee of these bodies. The ICP may appoint other members and determine its own procedures.

**ICPs** have a critical role to play in Integrated Care Systems (**ICS**), facilitating joint action to improve health and care outcomes and experiences across their populations, and influencing the wider determinants of health, including creating healthier environments and inclusive and sustainable economies.

#### **NAME**

The name of the ICP is 'The Hertfordshire and West Essex Integrated Care Partnership'

#### **OBJECTS**

The Hertfordshire and West Essex ICP will consider what arrangements work best in its area by creating a dedicated forum to enhance relationships between the leaders across the health and care system that :-

- build on existing governance structures such as Health and Wellbeing Boards (**HWBs**) and other place-based partnerships, and support newly forming structures to ensure governance and decision-making are proportionate, support subsidiarity and avoid duplication across the ICS
- drive and enhance integrated approaches and collaborative behaviours at every level of the system, where these can improve planning, outcomes, and service delivery
- foster, structure, and promote an ethos of partnership and co-production, working in partnership with communities and organisations within them
- address health challenges that the health and care system cannot address alone, especially those that require a longer timeframe to deliver, such as tackling health inequalities and the underlying social determinants that drive poor health outcomes, including employment, reducing offending, climate change and housing
- continue working with multiagency partners to safeguard people's rights and ensure people are free from abuse or neglect and not deprived of their liberty or subject to compulsory detention or treatment without safeguards
- develop strategies that are focused on addressing the needs and preferences of the population including specific cohorts

## **FUNCTIONS**

Under s116ZB of the Local Government and Public Involvement in Health Act 2007 the Hertfordshire and West Essex ICP is required to prepare an integrated care strategy that :-

- Details how the needs of resident of its area will be met by either the ICB, NHS England, or local authorities
- Considers how NHS bodies and local authorities could work together to meet these needs using section 75 of the National Health Service Act 2006
- Must have regard to the NHS mandate and guidance published by the Secretary of State
- Involves the Local Healthwatch and people who live or work in the ICP's area
- Is reviewed and revised as required when a new Health and Social Care joint strategic needs assessment is received from a local authority within the ICP
- Considers how health related services can be more closely integrated with arrangements for the provision of health services and social care in its area
- Is published and provided to each local authority in its area and each partner Integrated Care Board of those local authorities

Under s116B of the Local Government and Public Involvement in Health Act 2007 a local authority and each of its partner ICPs must have regard to :-

- Any joint assessment of health and social care in relation to the area for which they are responsible
- Any Integrated Care Strategy that applies to the area of the local authority
- Any Joint Health and Wellbeing Strategy prepared by the local authority and any of its partner ICB's

The Hertfordshire and West Essex ICP will not perform a Health scrutiny function and will itself be subject to scrutiny by the Health Scrutiny Committees of the County Councils of Hertfordshire and Essex

## **Membership**

There are three classes of members of the ICP:

- Statutory members
- Co-opted voting members
- Co-opted non-voting members

The initial statutory membership of the Hertfordshire and West Essex ICP will be one member appointed by each of the County Councils and the ICB.

Subject to the agreement of the Hertfordshire and West Essex ICP from time to time its co-opted voting membership will comprise of the following :-

<b>Type/Sector</b>	<b>Role</b>	<b>Herts</b>	<b>Essex</b>
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County Council	Chair of Health & Wellbeing Board	1	1
County Council	Elected Councillors	2	1
County Council	Director Level or above	3	2
District/Borough Council	Elected Councillors / Chief Executive	2	1
ICB	Independent Chair	1	
ICB	Chief Executive	1	
ICB	Provider/Health and Care Partnership Representatives	3	2
Police	Police and Crime Commissioner	1	0
	Police, Fire and Crime Commissioner	0	1
Voluntary, CttY Faith and Social Enterprise	VCFSE reps	2	1
HealthWatch	Chair	1	1

Where a member is to be appointed other than by a county council or the ICB then the ICP will invite nominations via any fair process determined by their appointing organisations and the agreed nominee will be co-opted on to the ICP at a meeting of the ICP. In the event that there is no clear nominee or if there is a dispute as to the identify of the nominee the ICP may co-opt as it thinks fit.

Essex County Council, whose Health and Wellbeing Board now operates across three ICS will not be exercising Health and Wellbeing Board activity through the Hertfordshire and West Essex ICP and nor will Hertfordshire County Council.

In addition to the membership of the Hertfordshire and West Essex ICP , the Hertfordshire and West Essex ICP may appoint such additional persons as it sees fit, either as co-opted voting members or as observers who shall be entitled to participate in discussion at meetings of the Hertfordshire and West Essex ICP but shall not be entitled to vote

### **Professional and Administrative Support**

The Hertfordshire and West Essex ICP may establish Programme Boards/Advisory Sub-Groups to oversee specific work programmes or broader thematic areas as required. Programme Boards/Sub-Groups, reporting into the Hertfordshire and West Essex ICP , will be managed in accordance with separate terms of reference as agreed by the Hertfordshire and West Essex ICP

The role, remit and membership of Programme Boards/Advisory Sub-Groups will be reviewed regularly by the Hertfordshire and West Essex ICP to ensure they remain flexible to the demands of ongoing and new programmes of work.

Administrative support to the Hertfordshire and West Essex ICP will be provided by Hertfordshire County Council for the first 12 months of its operation without charge and thereafter the reasonable cost of this will be split between by the ICB, Hertfordshire County Council and Essex County Council subject to the agreement of each authority which is expected to pay.

The Hertfordshire and West Essex ICP may from time to time decide that an organisation other than Hertfordshire County Council may support the ICP.

### **Standing Orders**

The Hertfordshire and West Essex ICP is governed by Standing Orders approved and amended by the ICP from time to time. The Current standing orders are set out in Annex A attached to these Terms of Reference.

## **Annex A**

### **Hertfordshire and West Essex ICP STANDING ORDERS**

#### **1. Membership**

1.2 The Hertfordshire and West Essex ICP may appoint representatives to other outside bodies as co-opted members, voting or non-voting.

1.3 A representative of NHS England shall be entitled to attend meetings of the Hertfordshire and West Essex ICP as an observer and to participate in discussion but shall not be entitled to vote unless appointed as a co-opted voting member by the Hertfordshire and West Essex ICP.

#### **2. Alternate or Substitute Members**

2.1 Each voting member will be entitled to appoint from time to time one named alternate or substitute member in exceptional circumstances, who may act in all aspects as a voting member of the Hertfordshire and West Essex ICP in the absence of the voting member appointed.

2.2. The Chair of the Hertfordshire and West Essex ICP must be informed in advance of the relevant meeting of the identity of a substitute

#### **3. Term of Office**

3.1. The term of office of voting and alternate or substitute voting members shall end:

- a. if rescinded by the organisation by whom they are appointed ; or
- b. if a Councillor appointed by a Council ceases to be a member of the appointing Council.
- c. if an ex officio member cease to be appointed in that role
- d. if the individual changes role within an organisation and is no longer in the role that led to their appointment to the ICP

#### **4. Appointment of Chair and Vice-Chair**

4.3 The Chair and vice Chair will hold office until they resign, cease to be a member of the Hertfordshire and West Essex ICP or until their successor is appointed under this paragraph and will be appointed annually at the first meeting taking place after Hertfordshire County Council and Essex County Council have held their annual meetings<sup>1</sup>.

4.2 If a vacancy arises for either position within the Municipal Year, an appointment will be made for the remainder of the Municipal Year

#### **5. Quorum**

5.1 The quorum for meetings of the Hertfordshire and West Essex ICP will be 1 voting member appointed by each of Hertfordshire County Council , Essex County Council and the ICB

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<sup>1</sup> It has been informally agreed that the initial Chair of the Hertfordshire and West Essex ICP will be the Leader of Hertfordshire County Council and that the initial Vice Chair of the ICB

5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be abandoned, and no business will be transacted.

5.3 If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and no further business will be transacted.

## **6. Member Conduct**

6.1 Members of the Hertfordshire and West Essex ICP who are not Councillors or officers of a County Council shall comply with any code of conduct applicable to their professional body and/or the organisation they represent.

6.2 Members of the Hertfordshire and West Essex ICP are required to declare any interests they have in respect of matters being discussed by the Hertfordshire and West Essex ICP.

6.3 If a member persistently disregards the ruling of the Chair, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.

6.4 If the member continues to behave improperly after such a motion is carried, the Chair, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

## **7. MEETINGS AND PROCEEDINGS OF THE HERTFORDSHIRE AND WEST ESSEX ICP**

7.1 The Hertfordshire and West Essex ICP shall hold at least 4 meetings each year. Special meetings may be called at any time by (i) the Chair or (ii) by a written notice requiring a meeting to be called being served on the Chair by the ICB or Hertfordshire County Council or Essex County Council specifying the business to be transacted.

7.2 In the absence of the Chair at a meeting of the Hertfordshire and West Essex, the Vice Chair will preside over that meeting. In the event that both the Chair and Vice Chair are absent then the ICP will appoint one of its members to preside at that meeting.

7.3 The Hertfordshire and West Essex ICP may hold any meeting remotely using Zoom, Microsoft Teams, or any other suitable platform and may live stream the meeting.

7.4 The manner of Voting be determined by the person chairing the meeting.

## **8. Notice of and Summons to Meetings**

8.1 At least seven clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the ICP. The agenda will give the date, time and confirmation regarding whether the meeting is in person or virtual of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

## **9.Virtual Meetings**

9.1 The Quorum provisions at paragraph 5 shall apply equally to virtual meetings

## **10. Voting**

10.1 Hertfordshire and West Essex ICP members commit to seek, where possible, to operate on the basis of consensus.

10.2 If it is not possible in a specific instance to find a consensus, the issue may be deferred to a later meeting of the Hertfordshire and West Essex ICP, which may be an adjournment of the same meeting. Where an item has been deferred for lack of consensus a vote will be taken at and, if a consensus is still not achievable, the decision will be made on the basis of a simple majority.

10.3 In the case of an equality of votes the Chair ( or in his absence the Vice Chair or the person presiding at the meeting shall have a casting vote.

## **11. Reports from Health Overview and Scrutiny Committees**

11.1 The Hertfordshire and West Essex ICP will receive any reports and recommendations from the Health Scrutiny Committee of both Hertfordshire and Essex County Councils and the Chairs of those Scrutiny Committees, or a nominated representative on their behalf, will be entitled to attend meetings of the Hertfordshire and West Essex ICP to represent the Committee.

## **12. Participation at the Hertfordshire and West Essex ICP**

12.1 All members of the Hertfordshire and West Essex ICP are entitled to speak and vote unless they have been co-opted as a non-voting member by the Hertfordshire and West Essex ICP.

12.2 At the discretion of the Chair, co-opted non-voting members may be permitted to speak and participate at meetings of the Hertfordshire and West Essex ICP.

## **13. Public Questions**

13.1 At a meeting of the Hertfordshire and West Essex ICP any member of the public who is a Hertfordshire resident or a registered local government elector of Hertfordshire or West Essex may ask a question about any matter over which the Hertfordshire and West Essex ICP has power or which directly affects the health and wellbeing of the population.

13.2 A member of the public who wishes to ask a question under 13.1 above shall give written notice, including the text of the proposed question, to Hertfordshire County Council's Director of Law & Governance at least 5 clear working days before the meeting.

13.3 Unless the Chair otherwise agrees and subject to 13.4 below, a member of the public may only ask one question under 13.1

13.4 Questions shall be put orally at the meeting in the order in which notice of the question has been received. At the end of each reply, the questioner may ask one supplementary

question arising from the answer. A member of the Hertfordshire and West Essex ICP nominated by the Chair will either give an oral reply to the question and/or any supplementary question orally or will indicate that a written reply will be sent to the questioner within 5 working days. There shall be no debate about the question or any supplementary question between members of the to the Hertfordshire and West Essex ICP.

13.5 The period of time allocated to questions under 13.1 shall be limited to 20 minutes unless the Chair agrees to extend this time. Any questions remaining after that period has elapsed shall be subject to a written reply within 5 working days.

13.6 Answers given orally at the meeting shall be included in the Minutes. Written replies shall be copied to all members of the Hertfordshire and West Essex ICP.

13.7 For the purposes of 13.1 to 13.3 above and for the avoidance of doubt a County Councillor, or a District Councillor for a District Council in Hertfordshire or Essex, who, in either case, is not a member of the Hertfordshire and West Essex ICP shall be regarded as a member of the public.

#### **14. Minutes**

14.1 The Chair will sign the minutes of the proceedings at the next suitable meeting after they have been agreed as a correct record at that meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

#### **15. Interpretation of Standing Orders**

15.1 The ruling of the Chair of the Hertfordshire and West Essex ICP as to the interpretation of these Standing Orders shall be final.

#### **16. Suspension of Standing Orders**

16.1 As far as is lawful, any of these Standing Orders may be suspended by motion passed by the majority of those members present and entitled to vote.



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