

NOTTINGHAM CITY INTEGRATED CARE PARTNERSHIP FORUM

TERMS OF REFERENCE

1. Background

Nottingham City health and care partners are leading the development of an Integrated Care Partnership (ICP) that seeks to better integrate the health and care services in the City to ensure the citizens of Nottingham receive the best possible care and support within the resources available. The Nottingham City ICP, along with the South Nottinghamshire and Mid Nottinghamshire ICPs, is a member of the Nottingham and Nottinghamshire Integrated Care System (ICS). Based on the NHS Long term Plan, the ICS has produced a five-year strategy setting out the vision and objectives for the ICS to improve the health and wellbeing outcomes of the population of Nottingham and Nottinghamshire, and the priorities of the Nottingham City ICP are aligned to this.

The Nottingham City ICP serves the same population group as the Nottingham City Health and Wellbeing Board, which has a statutory responsibility for producing a Joint Health and Wellbeing Strategy (JHWS) which is in turn informed by a Joint Strategic Needs Assessment (JSNA) as well as the ICS response to the NHS long term plan. The oversight of the JHWS and JSNA is held by the City's Health and Wellbeing Board. The priorities of the Nottingham City ICP are also aligned to the JHWS.

2. Aims

The role of the Nottingham City Integrated Care Partnership (ICP) Forum is to ensure that within the resources available, the citizens of Nottingham experience the best possible care and they are supported to access the services that best meet their needs. This aim of the ICP is to improve the health and wellbeing outcomes across the whole population and reduce inequalities across the City.

The ICP Forum will ensure that strategic decisions are made in the best interests of the 330,000 citizens living in Nottingham. The Forum will ensure that the Nottingham City ICP is citizen, rather than organizationally focused and that the partnership has co-production, both across the partnership and with citizens at its core.

The ICP Forum will support the ICP's Executive Team and Programme Steering Group to oversee the development of the partnership which has an eventual goal of having the capacity, structures and skills to accept responsibility for a population level budget. It is anticipated that the Forum will mature into a Board that will have oversight of a population level budget.

The ICP Forum will support the member organisations, and their Boards (or equivalent senior governance forums) and senior executives in the understanding of and participation in the partnership, especially in achieving the eventual goal of having the capacity, structures and skills to accept responsibility for a population level budget.

3. Objectives

The Partnership Forum has been established to:

- Oversee the development and delivery of Nottingham City ICP programme plan, based on an agreed set of priorities identified by partners, aligned to the JHWS and ICS response to the NHS Long Term Plan.
- Oversee the development of the City's eight Primary Care Networks, which represent neighbourhoods of 30-65,000 within the ICP 'place'.
- Encourage the development of a culture of joint and collaborative leadership at all levels (especially across non-executive and elected members) in support of the vision for integrated care in Nottingham.
- Ensure that the ICP is aligned with the wider work of Nottingham and Nottinghamshire ICS to maintain sustainable services and anticipate and respond to national changes in policy.
- Develop, support and evaluate;
 - Provider innovation and new models of care
 - Outcome led commissioning and provision
 - Integration of personal care and support that brings together professionals to work across traditional organisational and professional boundaries.

4. Accountability and relationships

The Partnership Forum is not currently a decision-making body. Decisions that need to be taken by the organisations represented will be taken according to their current governance structures.

Representatives from provider organisations will report the Partnership Forum's activities in the way determined by their individual organisations.

Both commissioning organisations (Nottingham City Council and Nottingham and Nottinghamshire Clinical Commissioning Group) commit to overseeing the work of this programme through the Nottingham City Health and Wellbeing Board, which has a statutory responsibility for driving forward better integration across health and care.

5. ICP Principles

The ICP will have a guiding set of principles.

- To ensure that Nottingham citizens will be supported to be healthy and stay well for as long as possible. This means engaging in more upstream work / prevention, and considering wider determinants of health.
- To ensure that care will be provided in the best place, in a co-ordinated way, regardless of where people live.
- To ensure equal importance will be given to physical and mental health needs of people living in Nottingham City.
- To adopt a population health management approach to identifying ICP programme priorities, putting the needs of Nottingham's citizens at the centre of strategic planning, service design and delivery.
- To look beyond the needs of the individual partner organisations and take a 'whole citizen' view of need.
- Embrace the depth and diversity of the City's organisations and community 'assets'.
- To have a common language and terminology that makes sense to citizens and the health and care workforce.

6. Values and standards

The Partnership Forum will:

- Take a distributive leadership approach, with leadership and oversight of programmes and priorities assumed across the scope of the partnership, but will not conflict with participating organisations' own governance, statutory and regulatory responsibilities and decision making processes;
- Ensure decision making is underpinned by transparency and the open sharing of information;
- Lead by example by demonstrating the behaviours the ICP wishes to engender across the partnership including a high degree of honesty and trust.
- Maintain a principle of subsidiarity will apply within Nottingham, ensuring that decisions are made at the most appropriate level, with the maximum flexibility so that consensus can be reached at Place / Neighbourhood level to allow services to be designed around the needs of particular communities and major change authorised by the Integrated Care Partnership.
- Focus on people, places and communities rather than organisations, pulling care and support together and integrating them around people, homes and neighbourhoods.
- Actively encourage prevention, self-management, resilience and early intervention to promote independence

7. Resource allocation

The Partnership Forum is not currently responsible for resource allocation.

In time the Partnership Forum is expected to mature into a Board and will be responsible for:

- Planning expenditure together so partners can buy and deliver health, care and support services for the citizens of Nottingham in a joined up way;
- Supporting the identification of resources from across the partnership as required for delivery against the ICP's priorities.

8. Membership

The attendees will be made up members from each organisation's Board (or equivalent senior governance forums). In the first instance these organisations represent commissioners, statutory health and care providers, voluntary sector providers and umbrella bodies.

Named deputies will be of sufficient seniority to have authority to act in accordance with the duties of the Partnership Forum, ensuring delivery in a timely manner. For Local Authority representatives, this will be in accordance with the due political process.

If deputies are sent as regular replacements, the deputies will need an explicit delegated authority to take part in the discussions. The Forum may request other officers from local provider organisations and/or other individuals to attend all or any part of its meetings as the agenda requires.

Partnership Forum membership:

The Nottingham City ICP Forum will initially be made up of members of the following organisations:

- Nottingham CityCare
- Nottingham City Council
- Nottingham and Nottinghamshire CCG
- Nottingham City GP Alliance
- Nottingham University Hospitals NHS Trust
- Nottinghamshire Healthcare NHS Foundation Trust
- Nottingham City Homes
- Nottingham Community and Voluntary Service
- Healthwatch Nottingham and Nottinghamshire
- Framework

The chairing of the Partnership Forum will alternate between members for each meeting.

It is expected that membership will be reviewed over time to reflect the requirements of the ICP as it matures. Cumulative attendance of each partner will be reported in the minutes.

9. Quorum

The meeting will be quorate when 60% of members are present.

10. Declarations of interest

At the commencement of each meeting, the Chair will ask all members to declare interests. Where an interest is declared, the Chair will determine how this is to be managed including for example excluding the partner from the meeting for the relevant agenda item.

11. Meetings

The ICP Forum will meet monthly. Agenda items will be shared with the ICP Programme Director one week before the meeting, with the agenda to be distributed no later than three working days prior to the meeting. Meeting venues will rotate to reflect the partners within the Forum.

12. Review

These Terms of Reference will be reviewed on a six monthly basis (or sooner if required) to ensure continued fitness for purpose.