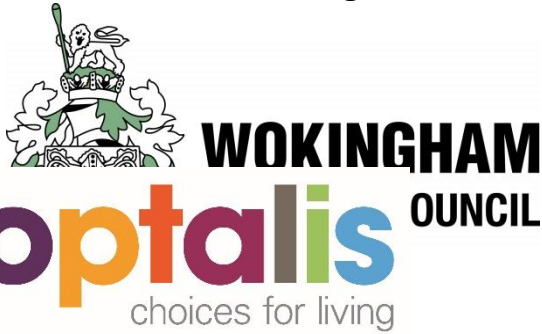


Governance Diagram



Wokingham Integration Strategic Partnership

Terms of Reference

Overall Purpose and aims of the Partnership

WISP is established by the Participants, who remain sovereign organisations, to provide a financial and governance framework for the delivery of the Better Care Fund. WISP is not a separate legal entity, and as such is unable to take decisions separately from the Participants or bind its Participants; nor can one or more Participants 'overrule' any other Participant on any matter (although all Participants will be obliged to comply with the terms with NHS England policy Framework for the Better Care Fund).

Each organisation shall delegate to its representative on WISP such authority as is agreed to be necessary in order for the WISP to function effectively in discharging the duties within these Terms of Reference.

The Partnership is responsible for the business and overall performance of BCF projects within Wokingham's Health and Social Care Integration programme as well as informing and leading Wokingham's contribution to pan West of Berkshire integration work.

The relationship with pan West of Berkshire governance and the Berkshire West Partnership Board is illustrated in the diagram on page 5.

The focus is to - steer and provide direction to deliver the agreed outcomes, benefits and efficiencies of each of the projects contributing towards greater integration of health and social care and lead the BCF and associated targets, for example DTOC and NELs – meeting the National Conditions:-

- Jointly Agreed Plans
- NHS contribution to adult social care is maintained in line with inflation
- Agreement to invest in NHS commissioned out of hospital services, which may include 7 day services
- Adult social care and Managing Transfers of Care

Functions of the Partnership

Ensure alignment of all organisations to the [Wokingham Borough Council, NHS Wokingham CCG, Berkshire Health Care Trust, Optalis, Royal Berkshire Foundation Trust, Wokingham Voluntary Services vision and objectives of the Wokingham BCF.

Promote and encourage commitment to the Wokingham BCF Principles and Objectives amongst all Participants.

Formulate, agree and ensure that implementation of BCF schemes for achieving the BCF Objectives and National Conditions as well as the management of the vision for Integration 2020.

Discuss strategic issues and resolve challenges such that the Wokingham BCF objectives can be achieved; respond to changes in the operating environment, including in respect of national policy or regulatory requirements, which impact upon WISP or any Participants to the extent that they affect the Participants' involvement in WISP.

Agree policy as required.

Agree performance outcomes/targets for the BCF such that it achieves the WISP Objectives.

Review the performance of BCF, holding the Participant to account, and determine strategies to improve performance or rectify poor performance.

Ensure that Participants identify and manage the risks associated with the BCF, integrating where necessary with the Participants' own risk management arrangements.

Generally ensure the continued effectiveness of the BCF, including by managing relationships between the Participants and between WISP and its stakeholders.

Address any actual or potential conflicts of interests which arise for members of the WISP, in accordance with Section 75 Partnership agreement to be agreed between Wokingham Borough Council and NHS Wokingham CCG.

The Partnership will only become concerned with the detail of the programme and its day to day activities if exceptional circumstances arise, requiring decisions on matters which are beyond the authority/remit of the officers involved.

Review the governance arrangements for WISP at least annually.

Membership of the Board

The membership will comprise of:-

Director of People Services - WBC
Director of Operations, NHS Wokingham – CCG Commissioner
Finance Manager, Better Care Fund - WBC
Member of CCG Governing Body and GP - Commissioner
Locality Director - BHFT
Programme Manager - Better Care Fund - WBC
Director of Joint Commissioning - Berkshire West CCGs
Director of Operations - Royal Berkshire Hospital
Wokingham Borough Voluntary Service
Managing Director - Optalis
Head of Adult Services - BFHT
Head of Service – WISH Team - BFHT
Assistant Director for People Services - WBC
Service Navigation Manager - RBH
Berkshire West 10 Integration Programme Manager
Consultant in Public Health - WBC
Wokingham Healthwatch

The role of representative organisations to be described and agreed through a Section 75 agreement.

In addition, particular expertise will be called upon to support the work of the group as and when necessary. Suitable substitutes from relevant organizations can also attend in the case of absences.

Reporting of the WISP Board

WISP will be a sub partnership of the Wokingham Health and Wellbeing Board and will receive monthly reports.

WISP will also be a member of the Berkshire West 10 Integration Board to receive reports of Berkshire West scheme as well as reporting on deliver of the WISP objectives.

Governance

The role of group is to oversee the pathway of the scheme and ensure continued partnership through the Section 75 agreement.

WISP will oversee the local section 75 and contribute to the discussion to Berkshire West 10 Section 75.

Conduct of Business

Meetings will be held monthly and chaired by a SRO, or in the absence the Programme Manager.

To ensure that all views of the group are represented as a whole the meeting with require representation from the 3 partnerships, namely Wokingham Borough Council, Berkshire Health care Trust and the Clinical Commissioning Group.

The agenda will be developed in discussion with the Chair. Circulation of the meeting agenda and papers via email will take place one week before the meeting is scheduled to take place. In the event members wish to add an item to the agenda they need to notify Better Care Fund Programme Manager who will confirm this will the Chair accordingly.

At the discretion of the Chair business may be transacted through a teleconference or videoconference provided that all members present are able to hear all other parties and where an agenda has been issued in advance.

At the discretion of the Chair a decision may be made on any matter within these Terms of Reference through the written approval of every member, following circulation to every member of appropriate papers and a written resolution. Such a decision shall be as valid as any taken at a quorate meeting but shall be reported for information to, and shall be recorded in the minutes of, the next meeting.

Meetings will be divided into 2 parts, part 1 will consist of representatives of Wokingham Borough Council and NHS Wokingham CCG and will focus on any commercially sensitive discussions, and decisions relating to WISP's role as a partnership board as set out in the Section 75 agreement. Part 2 will include the attendees of the Part 1 meeting plus representatives of provider and third sector organisations.

Decision Making

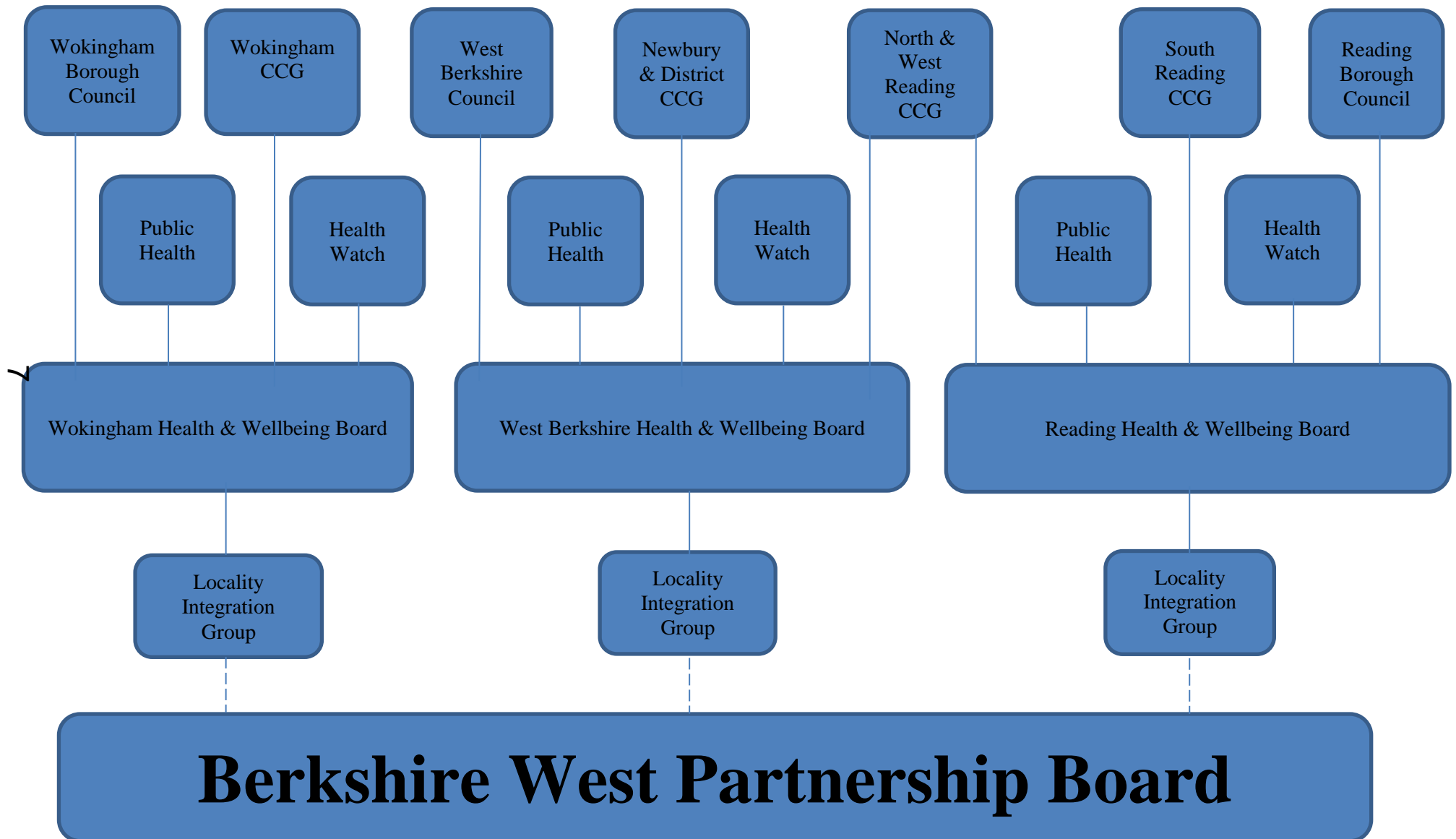
The WISP will aim to achieve consensus for all decisions of the Participants as promoted in the section 75.

If consensus is not possible, the Commissioners will make the decision, subject to contract and other relevant considerations

To promote efficient decision making at meetings of WISP it shall develop and approve detailed arrangements through which proposals on any matter will be developed and considered by the Participants with the aim of

reaching a consensus. These arrangements shall address circumstances in which one or more Participants decide not to adopt a decision reached by the other Participants.

Governance Diagram



This page is intentionally left blank