

29<sup>th</sup> January 2019

## GUIDING PRINCIPLES FOR WOKINGHAM'S INTEGRATED PARTNERSHIP



### **Version Control**

No	Date	Version	Author	Comments
1	19/12/18	1.0	Rhian Warner	Change title from Statement of Purpose to Guiding Principles, add an objectives section and edit to make more concise
2	15/1/19	1.1	Rhian Warner	Changes as requested by BW CCC, added BW system to governance, scope of additional area, removing enhancing S75
3	29/1/19	1.2	Rhian Warner	

### **Approval History**

Approval Committee	Date Discussed	Comments
Wokingham Leader Partnership Board	10/1/19	
Berkshire West Clinical Commissioning Committee	21/1/19	Will be appended to the next Berkshire West Clinical Commissioning Committee
Wokingham Health and Wellbeing Board		

Date: 29<sup>th</sup> January 2019

These Guiding Principles are made between the following Partners:

1. NHS BERKSHIRE WEST CLINICAL COMMISSIONING GROUP of 57-59 Bath Road, Reading, RG30 2BA (the “**CCG**”);
2. WOKINGHAM BOROUGH COUNCIL Civic Offices Shute End Wokingham Berkshire RG40 1BN (the “**Council**”)
3. BERKSHIRE HEALTHCARE NHS FOUNDATION TRUST of Fitzwilliam House, Skimped Hill Lane, Bracknell, Berkshire, RG12 1BQ (“**BHFT**”)
4. WOKINGHAM GP ALLIANCE of Number 22 Mount Ephraim, Tunbridge Wells, Kent, TN4 8AS (“**WGPA**”)
5. ROYAL BERKSHIRE NHS FOUNDATION TRUST of London Road, Reading, RG1 5AN (“**RBFT**”)

- I. These Guiding Principles not legally binding, it is a statement of joint intent which indicates the broad principles that the Partners will seek to apply when making decisions.
- II. The Partners acknowledge the need to keep this document under review and consider as and when necessary, further flexible arrangements between Partners.

## BACKGROUND

- a) These Guiding Principles are an integral part of the vision to promote integrated services that deliver personalised care and it is anticipated that these Guiding Principles will facilitate these objectives.
- b) Section 75 of the National Health Services Act 2006 gives powers to local authorities and clinical commissioning groups to establish and maintain pooled funds out of which payment may be made towards expenditure incurred in the exercise of prescribed local authority functions and prescribed NHS functions.
- c) The Partners are working towards further strengthening Wokingham’s whole system approach through effective governance, with a clear understanding of the commissioner/provider relationship with the move to partnership working. These Guiding Principles will provide a robust governance model that allows all Partners to work at the scale required to deliver integrated care for Wokingham’s population.
- d) The services in currently in scope of this Partnership are:

Community Nursing	Optalis Brokerage and Support
Intermediate Care	Adult Social Care
Primary Care	Community Navigators
Step-Up Beds	Public Health
and any other area subject to agreement by the Partners	

## KEY OBJECTIVES

The aims and benefits of the Partners having Guiding Principles are to:

- increase the emphasis on primary prevention, health and wellbeing and ensuring integrated, high quality, affordable and sustainable health and care services are delivered in the most appropriate way;
- improve quality of care through better outcomes and experience for patients and achieving constitutional standards and meet the BCF National Conditions and Local Objectives; and
- operate a financially sustainable system by making more effective use of resources.

In its first year the Wokingham Integrated Partnership achieved the following key deliverables:

1. The production of Wokingham's Roadmap to 2020.
2. Development and publication of Wokingham's Integration Position Statement.
3. Delivery against year 1 plans in the Roadmap

In its second year the Wokingham Integrated Partnership will need to achieve the following key deliverable:

1. Development of 3 Primary Care Networks
2. Delivery against year 2 plans in the Roadmap

## **PARTNERSHIP SHARED PRINCIPLES**

The shared principles which partners have agreed to apply are summarised below:

- a) work towards a shared vision of integrated service provision;
- b) work together to support the delivery of shared programmes and priorities, including national programmes such as the Better Care Fund and The NHS 10 Year Plan.
- c) commit to delivery of system outcomes in terms of clinical matters, patient experience and financial matters;
- d) commit to common processes, protocols and other system inputs;
- e) commit to work together and to make system decisions on a best for users and the Wokingham pound basis;
- f) take responsibility to make unanimous decisions on a 'Best for Service' basis;
- g) always demonstrate the Service Users' best interests are at the heart of our activities;
- h) adopt an uncompromising commitment to trust, honesty, collaboration, innovation and mutual support;
- i) establish an integrated collaborative team environment to encourage open, honest and efficient sharing of information, subject to competition law compliance;
- j) adopt collective ownership of risk and reward, including identifying, managing and mitigating all risks in performing respective obligations;
- k) co-produce with others, especially service users, families and carers, in designing and delivering the services.

## **PARTNERSHIP PRINCIPLES OF COLLABORATION**

The Partners agree to adopt the following principles when carrying out the development of the Wokingham Integrated Partnership:

- a) collaborate and co-operate. Establish and adhere to the governance structure to ensure that activities are delivered and actions taken as required to deliver change collectively;
- b) be accountable. Take on, manage and account to each other and the wider system e.g. The Berkshire West 10 and ICS for performance of the respective roles and responsibilities;
- c) be open. Communicate openly about major concerns, issues or opportunities relating to the Partnership and be transparent adopting an open book approach wherever possible;
- d) adhere to statutory requirements and best practice. Comply with applicable laws and standards including procurement rules, competition law, data protection, information governance and freedom of information legislation;
- e) act in a timely manner. Recognise the time-critical nature of the Partnership and respond accordingly to requests for support;
- f) manage stakeholders effectively with a clear intention to engage with all relevant stakeholders in the development of the Partnership and to look towards the future;
- g) deploy appropriate resources. Ensure sufficient and appropriately qualified resources are available and authorised to fulfil responsibilities; and

- h) act in good faith to support achievement of the Key Objectives and compliance with the Shared Principles and to develop appropriate “Rules of Engagement” between stakeholders in the Partnership.

## **GOVERNANCE AND REPORTING**

- a) Work in collaboration with the Berkshire West Delivery Group and the Berkshire West Integrated Care System.
- b) Overall strategic oversight of partnership working between the Partners is vested in the Wokingham Health and Wellbeing Board, which for these purposes shall make recommendations to the Partners as to any action it considers necessary.
- c) The Partners have established the Wokingham Leader Partnership Board (WLPB) to provide strategic direction to the Partnership, to manage risk and to hold to account the Wokingham Management Partnership Board (WMPB) for the performance of the Partnership such that it achieves the objectives set for it. The current strategic areas include the Better Care Fund programme and the projects associated with it. The WLPB is accountable to the Wokingham Health and Wellbeing Board and will report progress on the Better Care Fund individual schemes and on any other pooled funds.
- d) WMPB has been established to provide the day to day senior management of the Partnership and Provider services, particularly in respect of the delivery of plans to achieve the objectives and strategies agreed by the WLPB, and to manage performance and risk.
- e) WLPB is based on a joint working group structure. Each voting member of the WLPB shall be an officer of one of the Partners and will have individual delegated responsibility from the Partner employing them to make decisions which enable the WLPB to carry out its objectives, roles, duties and functions.
- f) The terms of reference of the WLPB as regards this Statement of Purpose shall be as set out in Appendix 1.
- g) The terms of reference of the WMPB as regards this Statement of Purpose shall be set out in Appendix 2.

## **APPENDICES**

### **APPENDIX 1 – Wokingham Leader Partnership Board Terms of Reference**



ToR WLPB vs 1.7 Jan  
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### **APPENDIX 2 – Wokingham Management Partnership Board Terms of Reference**



ToR WMPB vs 1.7  
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