

16<sup>th</sup> July 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	Final version for approval at Wokingham Wellbeing Board
4	14/2/19	1.3	Rhian Warner	Final version approved by Wokingham Wellbeing Board, all dates updated to reflect approval date
5	12/6/19	1.4	Rhian Warner	Updated version to reflect changes in Berkshire West Governance and The NHS Long Term Plan. 16/7/19 no changes requested so document remains as Version 1.4

**Approval History vs 1.4**

<b>Approval Committee</b>	<b>Date Discussed</b>	<b>Comments</b>
Wokingham Leader Partnership Board	20/6/19	New Chair would like further time to review the governance documents. No changes required to proposal agreed by WLPB members and to go to WWB for sign off.
Wokingham Wellbeing Board	10/10/19	

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These Guiding Principles are made between the following Partners:

1. NHS BERKSHIRE WEST CLINICAL COMMISSIONING GROUP (CCG);
2. WOKINGHAM BOROUGH COUNCIL (WBC);
3. BERKSHIRE HEALTHCARE NHS FOUNDATION TRUST (BHFT);
4. WOKINGHAM NORTH PRIMARY CARE NETWORK (PCN);
5. WOKINGHAM SOUTH PRIMARY CARE NETWORK (PCN);
6. WOKINGHAM EAST PRIMARY CARE NETWORK (PCN);
7. WOKINGHAM WEST PRIMARY CARE NETWORK (PCN);
8. ROYAL BERKSHIRE NHS FOUNDATION TRUST (RBFT);
9. OPTALIS;
10. INVOLVE;
11. HEALTHWATCH

- 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 locality and neighbourhood 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 is because we believe that by working together and providing responsive and pro-active integrated services, we can help the people of Wokingham to:

- Receive services that meet their needs at the earliest possible opportunity
- Have equal access to health and social care
- Receive safe, effective and compassionate care closer to their homes
- Live healthy, fulfilling and independent lives
- Be part of dynamic, thriving and supportive local communities

We have 4 key objectives to make this happen:

1. Partnerships with other health, social and voluntary sector providers working towards integration and collaboration
2. Better Care through targeting investment to improving services, which will be organised and delivered to provide the best, most effective support for all
3. Better Health by promoting and supporting healthier lives at the earliest opportunity, reducing health inequalities and adopting an approach based on anticipation, prevention and self-management
4. Better Value by making the most cost effective use of our resources and the most efficient and consistent delivery, focusing on prevention and early intervention

In its first year (2018/19) 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 (2019/20) the Wokingham Integrated Partnership will need to deliver the following key priorities:

1. Wokingham's Health and Social Care Integration, developing Wokingham's Integrated Care Networks to wrap around PCNs as they develop and mature
2. Designing and implementing our neighbourhoods around the whole system of public services
3. The infrastructure supporting the development of Primary Care Networks
4. Informing and leading Wokingham's contribution to BW ICP
5. The Better Care Fund Programme

### **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 NHS Long Term Plan and the Better Care Fund.
- c) commit to delivery of locality and neighbourhood outcomes in terms of clinical matters, patient experience and financial matters, we will be outcome focused, including quality as well as quantity;
- d) commit to common processes, protocols and other system inputs;
- e) commit to work together and to make locality and neighbourhood decisions on a best for users and the Wokingham pound basis with a primary focus on the outcomes for the community of Wokingham Borough;
- 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;
- l) Produce localised solutions where possible.

### **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 ICP 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) Overall strategic oversight of partnership working between the Partners is vested in the Wokingham Wellbeing Board, which for these purposes shall make recommendations to the Partners as to any action it considers necessary.
- b) Work in collaboration with the Berkshire West Integrated Care Partnership.
- 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:
  - Wokingham’s Health and Social Care Integration
  - The infrastructure supporting the development of Primary Care Networks
  - Informing and leading Wokingham’s contribution to BW ICP
  - The Better Care Fund Programme
 The WLPB is accountable to the Wokingham Wellbeing Board and will report progress on the current strategic areas.
- 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 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 1.9 Jul  
19.docx

### APPENDIX 2 – Wokingham Management Partnership Board Terms of Reference



ToR WMPB vs 1.8 Jul  
2019 DRAFT.docx