

**DRAFT TERMS OF REFERENCE
FOR THE LEICESTERSHIRE INTEGRATION EXECUTIVE**

Updated July 2022

Purpose of the Integration Executive

The purpose of the Integration Executive is to provide leadership, direction and assurance, on behalf of the Leicestershire Health and Wellbeing Board, so that our vision for integrated health and care in Leicestershire is delivered, in line with national policy and local priorities. The Integration Executive is responsible for delivery of the Living and Supported Well and Dying Well life course stages of the Joint Health and Wellbeing Strategy.

Terms of Reference

The Integration Executive, as a subgroup of the Health and Wellbeing Board, will have a role and duties which will include:

General

1. To agree the scope for the programme of work to deliver the commitments set out in the Living and Supported Well and Dying Well life stages of the Joint Health and Wellbeing Strategy, including plans to integrate health and care in Leicestershire and annually review which are to be prioritised for action.
2. To support the delivery of the 3 cross cutting themes of the Joint Health and Wellbeing Strategy: reducing health inequalities, impact of Covid and improved mental health
3. To contribute to the other subgroups of the Health and Wellbeing Board.
4. To provide an opportunity for senior staff relevant to place (Leicestershire) integration to discuss activity, resources, challenges and opportunities as they arise.
5. To provide an opportunity for pre-emptive and responsive planning to integration issues arising at place.
6. To quality assure business cases for all developments linked to the Living and Supported and Dying Well life stages and intended to further the integration of health and care.
7. To oversee the management of risks to the delivery of the relevant commitments in the Joint Health and Wellbeing Strategy and other issues arising at place, and to escalate risks to the corporate governance systems of partner organisations and the Health and Wellbeing Board as appropriate.
8. To make recommendations to relevant partner governing bodies on the allocation of the resources necessary to deliver the relevant commitments in the Joint Health and Wellbeing Strategy.
9. To ensure alignment between the delivery plans for Living and Supported and Dying Well life stages of the Joint Health and Wellbeing Strategy and the strategic plans of partner organisations and the health and care system as a whole, and to support the planning cycles of partners.

10. To identify and promote opportunities for innovation within the health and care integration partnership.
11. To identify and promote opportunities for research and evaluation within the health and care integration partnership.
12. To lead work on the development of data integration and technology to support the integration of health and social care in Leicestershire, ensuring alignment with the Local Digital Roadmap and Business Intelligence priorities for partners.
13. To receive assurance that the commitments of the Living and Supported and Dying Well life stages of the Joint Health and Wellbeing Strategy are being delivered and that risks are being appropriately managed/mitigated.

Better Care Fund

14. To develop the Better Care Fund Plan and associated metrics and expenditure plan for approval by the Health and Wellbeing Board and through partner governance routes as required, and to lead its delivery.
15. To undertake Better Care Fund monitoring locally, regionally and nationally including statutory returns at intervals required by NHS England and take any necessary remedial action in order that plans demonstrate and maintain all statutory requirements.
16. To act as a consultee of the Integration Finance and Performance Group when decisions on the delivery of individual schemes within the Better Care Fund Plan could have an impact on delivery of the health and care integration programme as set out in that Plan.
17. To receive reports from the Integration Finance and Performance Group on the review of the Section 75 Agreement where any variation to that Agreement would have an impact on the health and care integration programme.
18. To receive at least annual reports from the Integration Finance and Performance Group on the financial risk assessment in relation to services operated under the Section 75 Agreement.
19. To make reports and recommendations to the Integration Finance and Performance Group on the operation of the Better Care Fund Plan as appropriate.
20. To consider and inform key service reviews which will have an impact on commissioning decisions affecting the Better Care Fund.

Delivery Plan

The Integration Executive will:

21. Oversee the Leicestershire placed based asks, delivered through the:
 - a. Joint Commissioning Group which will meet bi-monthly and have oversight of the joint commissioning workplan
 - b. Integrated Delivery Group which will meet monthly and will oversee the overall delivery of integrated models of care spanning health, care, prevention and housing related support across the county.

- c. The Integration Finance and Performance Group will meet on a quarterly basis as part of the Joint Commissioning Group agenda and will oversee the pooled budgets and Section 75 agreements.
22. Ensure that all deliverables are aligned to the needs and strategic vision of the Joint Health and Wellbeing Strategy and the work of the system level collaboratives and system flow board.
23. Ensure financial plans are subject to appropriate scrutiny to ensure affordability, viability of the delivery plans and the realisation of stated benefits.
24. Apply robust challenge to the delivery groups, ensure delivery plans are viable, have appropriate performance management controls and risk management plans in place.
25. Provide viable leadership and commitment to the programme plan and facilitate the resolution of any risks and issues that threaten the success of the programme.

Membership of the Integration Executive

- Director of Adults and Communities, LCC
- Director of Public Health, LCC
- Director of Children and Families Services, LCC
- Associate Director for Integration (Adults and Communities), LCC
- Clinical Lead for Leicestershire, NHS LLR ICB
- Executive Chief Nursing Officer and Deputy CEO, NHS LLR ICB
- Executive Chief Finance Officer, NHS LLR ICB
- Executive Chief Operating Officer, NHS LLR ICB
- Deputy Chief Operating Officer, NHS LLR ICB
- Chief Executive Officer, NHS LLR ICB
- Director representative from EMAS
- Director representative from UHL
- Director representative from LPT
- Representative of Local Healthwatch
- Officer representative from District Councils
- Director of Resources (or their designate) from LCC

Meeting Frequency

Meetings will take place bi-monthly

Chair

The Chair shall be the Clinical Lead for Leicestershire, NHS LLR ICB

Meeting Administration

Meetings will be administered by Democratic Services at Leicestershire County Council

The agenda and papers will be issued no later than 4 working days in advance unless later circulation has been authorised by the Chair (exceptional circumstances).

Location of Meetings

Meetings will usually be held online via Teams.

Quoracy

In order to meet, conduct routine business and take decisions 6 members must be present of which at least:

- 1 must be a clinical representative
- 1 must be a representative from Leicestershire County Council
- 1 must be a provider.

In order to meet, conduct routine business and take decisions on joint commissioning matters 6 members must be present of which at least:

- 1 must be a clinical representative
- 1 must be a representative of the ICS
- 1 must be a representative from Leicestershire County Council

Reporting Arrangements

The Integration Executive will submit to the Health and Wellbeing Board:

- At least quarterly reports on the performance of the Better Care Fund and progress on the Health and Wellbeing Strategy priorities where IE is taking a lead
- At least annually a report on the use of resources in support of the Better Care Fund.

The Integration Executive will satisfy any internal or external audit requirements of relevant partners.