

Integrated Care Board

Lambeth Local Care Partnership Committee (Lambeth Together)

Terms of Reference

14 December 2023

1. Introduction

- 1.1. The NHS South East London Integrated Care Board (ICB) Lambeth Local Care Partnership committee [the “committee”] is established as a committee of the ICB and its executive powers are those specifically delegated in these terms of reference. These terms of reference can only be amended by the ICB Board.
- 1.2. These terms of reference set out the role, responsibilities, membership, and reporting arrangements of the committee under its terms of delegation from the ICB Board.
- 1.3. All members of staff and members of the ICB are directed to co-operate appropriately with any requests made by the Local Care Partnership committee.

2. Purpose

- 2.1. ‘Lambeth Together’ seeks to ensure that partners can design, plan, deliver and evaluate their work together to improve services and outcomes for residents. The partner organisations represented through the core members of the Lambeth Together Care Partnership Board may opt to bring their formal delegations to the decisions of the Board. Lambeth Council will act through the delegated authority of Cabinet and Executive Leads.
- 2.2. The committee is responsible for the effective discharge and delivery of the place-based functions¹. The committee is responsible for ensuring:
 - a. **The place contribution to the ICB’s agreed overall planning processes including** the effective planning and delivery of place based services to meet the needs of the local population, with a specific focus on community based care and integration across primary care, community services and social care, managing the place delegated budget, taking action to meet agreed performance, quality and health outcomes, ensuring proactive and effective communication and engagement with local communities and developing the Local Care Partnership to ensure it is able to collaborate and deliver effectively, within the partnership and in its interactions with the wider ICS.

¹ As defined by the South East London Integrated Care Board in the relevant delegation agreement

- b. The Local Care Partnership can secure the delivery of the ICS's strategic and operational plan as it pertains to place, and the core objectives established by the LCP for their population and delegated responsibilities.
- c. The Local Care Partnership plays a full role in securing at place the four key national objectives of ICSs, aligned to ICB wide objectives and commitments as appropriate.
- d. The representation and participation of the Local Care Partnership in the wider work of the ICS and Integrated Care Board, contributing to the wider objectives and work of the ICS as part of the overall ICS leadership community.

3. Duties

- 3.1. **Place-based leadership and development:** Responsibility for the overall leadership and development of the Local Care Partnership to ensure it can operate effectively and with maturity, work as a collective and collaborative partnership and secure its delegated responsibilities with appropriate governance and processes, development and relationship building activities and meaningful local community and resident engagement. The LCP also needs to support the place lead to ensure they are able to represent LCP views effectively whilst also considering the needs of the wider ICS.
- 3.2. **Planning:** Responsibility for ensuring an effective place contribution to ICP/B wide strategic and operational planning processes. Ensuring that the Local Care Partnership develops and secures a place based strategic and operational plan to secure agreed outcomes and which is aligned with the Health and Wellbeing strategic plan and underpinned by the Joint Strategic Needs Assessment (JSNA) and a Section 75 agreement. The LCP must ensure the agreed plan is driven by the needs of the local population, uses evidence and feedback from communities and professionals, takes account of national, regional and system level planning requirements and outcomes, and is reflective of and can demonstrate the full engagement and endorsement of the full Local Care Partnership.
- 3.3. **Delivery:** Responsibility for ensuring the translation of agreed system and place objectives into tangible delivery and implementation plans for the Local Care Partnership. The LCP will ensure the plans are locally responsive, deliver value for money and support quality improvement. The LCP will develop a clear and agreed implementation path, with the resource required whilst ensuring the financial consequences are within the budget of the LCP and made available to enable delivery.
- 3.4. **Monitoring and management of delivery:** Responsible for ensuring robust but proportionate mechanisms are in place to support the effective monitoring of delivery, performance and outcomes against plans, evaluation and learning and the identification and implementation of remedial action and risk management where this is required. This should include robust expenditure and action tracking, ensure reporting into the ICS or ICB as required, and ensure local or system discussions are held proactively and transparently to agree actions and secure improvement where necessary.
- 3.5. **Governance:** Responsible for ensuring good governance is demonstrably secured within and across the Local Care Partnership's functions and activities as part of a systematic accountable organisation that adheres to the ICB's statutory responsibilities and adheres to high standards of public service, accountability and

probity (aligned to ICB governance and other requirements). Responsibility for ensuring the LCP complies with all legal requirements, that risks are proactively identified, escalated and managed.

4. Accountabilities, authority and delegation

- 4.1. The Local Care Partnership Committee is accountable to the Integrated Care Board of the SEL Integrated Care System.
- 4.2. The partner organisations represented through the core members of the Lambeth Together Care Partnership Board may opt to bring their formal delegations to the decisions of the Board. Lambeth Council will act through the delegated authority of Cabinet and Executive Leads.

5. Membership and attendance

- 5.1. Core members of the committee will include representatives of the following organisations including specific postholders, where named.

Clinical and Professional Membership

- a. Lambeth Together Care Partnership Board Co-Chair - Clinical lead
- b. Director of Public Health, Lambeth Council
- c. Corporate Director Housing and Adult Social Care (DASS), Lambeth Council
- d. Corporate Director Children, Families and Education (DCS), Lambeth Council
- e. Chair of Lambeth GP Clinical Cabinet
- f. Delivery Alliance Clinical and Care Professional Lead(s) x 3

Community Membership

- a. Cabinet Member(s) for Healthier Communities and Lambeth Together Care Partnership Board Co-Chair
- b. Young People's Champion, Lambeth Council
- c. Programme Director, Black Thrive
- d. Lambeth Together Lay member
- e. Patient & Public Voice representatives x 2

Executive Membership

- a. Place Executive Lead - Corporate Director, Integrated Health and Care
- b. Executive, Guys and St Thomas' NHS Foundation Trust
- c. Executive, Kings College Hospital NHS Foundation Trust
- d. Executive, South London and the Maudsley NHS Foundation Trust
- e. Managing Director, GP Federation

f. CEO, Age UK

- 5.2. Non-voting members. Additional members are included in all committee meetings and activity, as key partners of the Lambeth Together Care Partnership, but do not hold a vote and are not part of the quoracy.
- a. Lambeth Healthwatch
 - b. Lambeth Local Medical Committee.

6. Chair of meeting

- 6.1. The meeting will be co-chaired by the Cabinet Member for Healthier Communities and an LCP clinical lead as appointed by Board members, and subject to regular review.
- 6.2. At any meeting of the committee the co-chairs shall preside.
- 6.3. If one co-chair is temporarily absent on the grounds of conflict of interest, the other co-chair shall preside, or, in the case that they also may not, then a person chosen by the committee members shall preside.

7. Quorum and conflict of interest

- 7.1. The quorum of the committee is at least 50% of core members.
- 7.2. Each core member has one vote, unless otherwise specified in section 5.1 by virtue of multiples of the same role.
- 7.3. In the event of quorum not being achieved, matters **deemed by the chair to be 'urgent'** can be considered outside of the meeting via email communication.
- 7.4. The committee will operate with reference to NHS England guidance and national policy requirements and will abide by the ICB's standards of business conduct. Compliance will be overseen by the chair.
- 7.5. The committee agrees to enact its responsibilities as set out in these terms of reference in accordance with the Seven Principles of Public Life set out by the Committee on Standards in Public Life (the Nolan Principles).
- 7.6. Members will be required to declare any interests they may have in accordance with the ICB Conflict of Interest Policy. Members will follow the process and procedures outlined in the policy in instances where conflicts or perceived conflicts arise.

8. Decision-making

- 8.1. The aim of the committee will be to achieve consensus decision-making wherever possible. If a vote is required, the core members, including the co-chairs, are the voting members of the Local Care Partnership. Core members are expected to have a

designated deputy who will attend the formal Local Care Partnership with delegated authority as and when necessary.

- 8.2. The partner organisations represented through the members of the Lambeth Together Care Partnership Board may opt to bring their formal delegations to the decisions of the Board. Lambeth Council will act through the delegated authority of Cabinet and Executive Leads.

9. Frequency

- 9.1. The committee will meet once every two months (in public) with ability to have a private session as Part B in addition to this.
- 9.2. All members will be expected to attend all meetings or to provide their apologies in advance should they be unable to attend.
- 9.3. Members are responsible for identifying a suitable deputy should they be unable to attend a meeting. **Arrangements for deputies'** attendance should be notified in advance to the committee Chair and meeting secretariat.
- 9.4. Nominated deputies will count towards the meeting quorum as per the protocol specified in the ICS constitution, which means individuals formally acting-up into the post listed in the membership shall count towards quoracy and deputies not formally acting-up shall not.

10. Reporting

- 10.1. Papers will be made available five working days in advance to allow members to discuss issues with colleagues ahead of the meeting. Members are responsible for seeking appropriate feedback.
- 10.2. The committee will report on its activities to ICB Board. In addition, an accompanying report will summarise key points of discussion; items recommended for decisions; the key assurance and improvement activities undertaken or coordinated by the committee; and any actions agreed to be implemented.
- 10.3. The minutes of meetings shall be formally recorded and reported to the NHS ICB Board and made publicly available.

11. Committee support

- 11.1. The LCP will provide business support to the committee. The meeting secretariat will ensure that draft minutes are shared with the Chair for approval within five working days of the meeting. Draft minutes with the Chair's approval will be circulated to members together with a summary of activities and actions within five working days of the meeting.

12. Review of Arrangements

- 12.1. The committee shall undertake a self-assessment of its effectiveness on at least an annual basis. This may be facilitated by independent advisors if the committee considers this appropriate or necessary.

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