

Combined Meeting of the Health and Wellbeing Board, and Surrey Heartlands Integrated Care Partnership - Formal (public)

1. Reference Information

Paper tracking information	
Title:	Combining the Health and Wellbeing Board and the Surrey Heartlands Integrated Care Partnership: Draft Memorandum of Understanding (MoU)
HWBS/Surrey Heartlands IC Strategy priority populations:	All
Assessed Need including link to HWBS Priority - 1, 2 and/or 3/IC Strategy Ambition 1 and/or 2:	All
HWBS or IC Strategy Outcome(s):	All
HWBS system capabilities/IC Strategy Ambition 3 enablers:	All
HWBS/IC Strategy Principles for Working with Communities:	<ul style="list-style-type: none"> Community capacity building: 'Building trust and relationships' Co-designing: 'Deciding together' Co-producing: 'Delivering together' Community-led action: 'Communities leading, with support when they need it'
Interventions for reducing health inequalities:	<ul style="list-style-type: none"> Civic / System Level interventions Service Based interventions Community Led interventions
Author(s):	<ul style="list-style-type: none"> Phillip Austen-Reed, Principal Lead - Health and Wellbeing, Public Health, Surrey County Council; phillip.austenreed@surreycc.gov.uk Lucy Clements, Associate Director Health Integration – Surrey Heartlands ICB and Surrey County Council; lucy.clements@surreycc.gov.uk
Sponsor(s)/Champions:	Tim Oliver OBE - HWB and ICP Chairman, SCC Leader
HWB/ICP meeting date:	18 September 2024

Related HWB/ICP papers:	Informal HWB meeting, 17 July 2024
Annexes/Appendices:	<p>Annex 1 - Draft Memorandum of Understanding for the combined meeting of the HWB and ICP (Annexes 2 and 3 appended)</p> <p>Annex 2 - updated HWB Terms of Reference</p> <p>Annex 3 - updated Surrey Heartlands ICP Terms of Reference</p>

2. Executive summary

Further to the decision made at the July 2024 Surrey Health and Wellbeing Board (HWB) and Surrey Heartlands Integrated Care Partnership (ICP), these entities will be combined, and alongside the Surrey Heartlands Integrated Care Board, will create a “Health and Wellbeing Day” from September 2024.

Annex 1 attached is a draft MoU for this combined meeting, which set out the aims, responsibilities and procedural arrangements for this meeting, as well as detail around the membership and roles of each member of the HWB and ICP.

Subject to further discussion and advice from governance / legal colleagues, the meeting will operate as a committees in common meeting.

3. Recommendations

1. That the HWB and ICP members review the draft shared Memorandum of Understanding (MoU) and respective Terms of Reference (ToR) in detail and feed back to the authors any amendments, questions and concerns.
2. A final version of the MoU for the combined meeting of the HWB and ICP and respective ToRs be brought back to the next formal combined meeting of the HWB and ICP for final approval, including clear route to approval for any required governance changes at SCC and/or Surrey Heartlands to ensure alignment of processes.

4. Reason for Recommendations

Members need to review the draft MoU and ensure it accurately reflect the aims and objectives of this new body.

5. Detail

In July 2024, the Surrey Health and Wellbeing Board and the Surrey Heartlands Integrated Care Partnership agreed the following recommendations:

“Subject to discussion, the board is asked to endorse the joint governance approach described in this paper between Surrey HWB and Surrey Heartlands ICP

- **This will occur on the same day and location as Surrey Heartlands ICB to enable streamlining of agenda topics.**
- **From September the HWB and Surrey Heartlands ICP will have the same membership that maintains the current organisational representation of both.**

The first of these joint meetings will start at 10am on 18 September where a draft Terms of Reference for the combined meeting will be reviewed.”

Following further legal advice on how to achieve this joint approach, this paper proposes a draft joint MoU (which includes the two respective ToRs) for feedback and review by the joint membership of the HWB and Surrey Heartlands ICP with the aim that a final version is brought to the next formal meeting of the combined HWB and ICP in December 2024. The ToR of the Surrey Heartlands ICP and the Surrey Health and Wellbeing Board have been updated to reflect joint ways of working and are included in the document.

For completeness and for reference, whilst the ICB does not have a ToR document as such, it sets out its overarching governance and leadership arrangements in its **Constitution**, which is formally approved by NHS England. The Constitution is available on the ICB’s website at: <https://www.surreyheartlands.org/nhs-surrey-heartlands-constitution>.

The Constitution¹ includes areas such as:

- the composition of the Board
- procedures for making decisions
- arrangements for managing conflicts of interest
- arrangements for ensuring accountability and transparency.

6. Opportunities/Challenges

To ensure the document accurately reflects the shared aims, objectives and deliverables of this partnership and the membership is reflective of these needs.

With regards to Community Safety, the potential future direction for leadership and oversight is covered within a separate paper presented to the 18 September meeting. Community Safety will remain part of the Health and Wellbeing Board’s

¹ The Constitution is supported by a **Governance Handbook** available at: <https://www.surreyheartlands.org/nhs-surrey-heartlands-governance-handbook>

responsibility until the review and proposals outlined in the respective paper are clarified and agreed formally.

7. Timescale and delivery plan

Draft MoU including ToRs reviewed in September 2024 with final version to be signed off at the next formal combined meeting of the HWB and ICP in December 2024.

8. What communications and engagement has happened/needs to happen?

Engagement required from all members of the HWB and ICP.

9. Legal Implications – Monitoring Officer:

The Health and Wellbeing Board is a formal committee of the Council established under the Health and Social Care Act 2012, which sets out the Council's statutory functions. Any amendments to the Terms of Reference of the Health and Wellbeing Board must be approved by full Council and ensure that the Council discharges its obligations under the Act.

10. Next steps

- Comments to be received from members of the HWB and ICP at the combined meeting on 18 September 2024, and subsequently until 25 October.
- Final MoU including the respective ToRs to be drafted September - December 2024.
- Final MoU including the respective ToRs shared for approval at formal December combined meeting of the HWB and ICP.
- Final MoU including the respective ToRs will go forward for approval to full Council as required.

Questions to guide discussion:

- *Does this joint MoU and respective ToRs reflect the deliverables of this partnership?*