



## LEADER AND LEAD MEMBER FOR STRATEGIC MANAGEMENT AND ECONOMIC DEVELOPMENT

**DECISIONS** to be made by the Leader and Lead Member for Strategic Management and Economic Development, Councillor Keith Glazier

**FRIDAY, 16 FEBRUARY 2024 AT 3.00 PM**

**REMOTE MEETING VIA MICROSOFT TEAMS**

### **AGENDA**

1. Decisions made by the Lead Cabinet Member on 15 January 2024 (*Pages 3 - 6*)
2. Disclosure of Interests  
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
3. Urgent items  
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
4. Sussex Health and Care Assembly Terms of Reference and Membership (*Pages 7 - 22*)  
Report by the Director of Adult Social Care and Health
5. Any urgent items previously notified under agenda item 3

PHILIP BAKER  
Assistant Chief Executive  
County Hall, St Anne's Crescent  
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8 February 2024

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## **LEADER AND LEAD MEMBER FOR STRATEGIC MANAGEMENT AND ECONOMIC DEVELOPMENT**

DECISIONS made by the Leader and Lead Member for Strategic Management and Economic Development, Councillor Keith Glazier, on 15 January 2024 at Remote Meeting via Microsoft Teams

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Councillor Julia Hilton spoke on item 4 (see minute 27)

Councillors Godfrey Daniel, Julia Hilton and Paul Redstone spoke on item 5 (see minute 26)

### 22. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 3 NOVEMBER 2023

22.1 The Lead Member approved as a correct record the minute of the meeting held on 3 November 2023.

### 23. DISCLOSURE OF INTERESTS

23.1 There were none.

### 24. URGENT ITEMS

24.1 There were none.

### 25. REPORTS

25.1 Reports referred to in the minutes below are contained in the minute book.

26. SOUTH EAST LOCAL ENTERPRISE PARTNERSHIP (SELEP) TRANSITION ARRANGEMENTS AND TRANSFER OF RESPONSIBILITIES TO EAST SUSSEX COUNTY COUNCIL

26.1 The Leader and Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

26.2 The Leader and Lead Member RESOLVED to:

- (1) Approve the draft East Sussex Integration Plan set out in Appendix 2 of the report;
- (2) Note it is proposed that, subject to Government Guidance, Team East Sussex will continue to operate after 31 March 2024 in an advisory capacity as the recognised business-led strategic economic growth board for East Sussex; and
- (3) Delegate authority to the Director of Communities, Economy and Transport to:
  - a) Take all required actions to implement the East Sussex Integration Plan;
  - b) Update the East Sussex Integration Plan as required following the release of further government guidance on the transfer of Local Enterprise Partnership (LEP) functions to Upper Tier Local Authorities (UTLAs);
  - c) Negotiate and agree terms of any required agreements with Essex County Council and / or central government to give effect to the transfer of LEP functions to East Sussex County Council; and
  - d) Take all other actions necessary to give effect to the recommendations in the report.

REASONS

26.3 The government has made the decision to allocate non-statutory LEP responsibilities to UTLAs by 31 March 2024. The Council has a successful track record in developing, delivering and evaluating impactful economic growth initiatives in the county and a proven ability to convene partners and stakeholders to work together for the benefit of local businesses and residents. However, to ensure the smooth transfer of LEP functions within the required timescales, it is imperative the Council works with SELEP to plan the transition arrangements.

26.4 Delegation of authority to the Director of Communities, Economy and Transport to update the Integration Plan as required will ensure that the plan reflects any requirements set out in government guidance as well as the updated Assurance Framework which is anticipated to be published by government prior to the end of the financial year.

26.5 The LEP transition will give the Council the opportunity to build on the existing management and oversight of the capital programme, through which it has successfully met ongoing financial, legal and reporting requirements since SELEP was formed, whilst enabling a more localised oversight and decision-making process through the introduction and maintenance of additional governance and programme management functions. To achieve this, a number of legal agreements are anticipated to be required, both with Essex County Council and the Government.

**27. SELEP FUNDED CAPITAL PROGRAMME FINANCIAL STATEMENT - CONFIRMED SPEND FOR 2022/23 AND FORECAST FOR 2023/24**

27.1 The Leader and Lead Member considered a report by the Director of Communities, Economy and Transport.

**DECISIONS**

27.2 The Leader and Lead Member RESOLVED to:

(1) Note the final 2022/23 spend for the Local Growth Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;

(2) Note the final 2022/23 spend for the Getting Building Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;

(3) Note the final 2022/23 spend for the Growing Places Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;

(4) Agree the confirmed scheme spend profiles for the Local Growth Fund programme for the 2023/24 financial year;

(5) Note that no spend took place for the Getting Building Fund programme for the 2023/24 financial year; and

(6) Agree the confirmed scheme spend profiles for the Growing Places Fund programme for the 2023/24 financial year.

**REASONS**

27.3 Taking into consideration the ongoing challenges to the delivery of capital infrastructure programmes, East Sussex County Council have continued to be successful in securing over £127m of funding across the Local Growth Fund, Getting Building Fund and Growing Places Fund projects by the end of the 2022/23 financial year.

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<b>Report to:</b>	<b>Leader and Lead Member for Strategic Management and Economic Development</b>
<b>Date of meeting:</b>	<b>16 February 2024</b>
<b>By:</b>	<b>Director of Adult Social Care and Health</b>
<b>Title:</b>	<b>Sussex Health and Care Assembly Terms of Reference and Membership</b>
<b>Purpose:</b>	<b>To consider and approve the revised terms of reference and membership of the Sussex Health and Care Assembly (“the Assembly”).</b>

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**RECOMMENDATIONS: On behalf of the County Council as one of the four statutory members of the Assembly, the Leader and Lead Member for Strategic Management and Economic Development is recommended to consider the proposed changes to the Sussex Health and Care Assembly, as set out in paragraphs 2.1 – 2.4 of this report, and approve the draft refreshed terms of reference contained in Appendix 2.**

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## **1. Background**

1.1 East Sussex County Council (“ESCC”) is a statutory joint partner in the Assembly which is established as a joint committee between ESCC West Sussex County Council (“WSCC”), Brighton & Hove City Council (“B&HCC”), and the NHS Sussex Integrated Care Board (“ICB”). This is driven by the statutory requirement in the Health and Care Act 2022 to establish an ‘integrated care partnership’ as part of the new Integrated Care System (“ICS”) arrangements.

1.2 The Assembly has met five times since September 2022 and achieved the ambition of approving a five-year [integrated care strategy](#), *Improving Lives Together*, in December 2022. This builds on the [East Sussex Health and Wellbeing Strategy Health Lives, Healthy People \(2022 – 2027\)](#), and sets out the ambition for a healthier future for everyone in Sussex over the next five years. The shared arrangement for delivering the Strategy was presented to the meeting of the Leader and Lead Member for Strategic Management and Economic Development on 20 June 2023.

1.3 At the end of its first year of operation a review was undertaken of the effectiveness and governance arrangements of the Assembly, which led to the Assembly Members holding a workshop session to discuss this on 11 October 2023 and enabled all partner Assembly Members to be actively consulted. The Leader and Lead Member for Strategic Management and Economic Development took part in these discussions in his role as the Chair of the Health and Wellbeing Board and statutory partner of the Assembly for ESCC.

1.4 This report brings the proposed changes to the Assembly role, membership and arrangements that resulted from the review exercise, for formal approval.

## **2. Supporting information** ***Evolution of the Assembly***

2.1 A full description of the proposals arising from partner discussions that will help the Assembly evolve, and the rationale behind them is set out in Appendix 1. The changes are intended to enable and accelerate delivery of *Improving Lives Together*. In summary the main changes are as follows:

### ***Chairing and secretariat arrangements***

- Agreement that a new Independent Assembly Chair will be engaged by one of the Local Authorities on behalf of all four statutory partner members through a competitive selection process. The Chair will work closely with the ICB and all three Local Authorities to plan meetings and agendas in advance of meetings.
- Organisation and administration will be a shared responsibility of all four partners who will agree funding and timings, overseen by the Independent Chair. Support will be provided by one of the four statutory partners on a full cost recovery basis and managed through a Service Level Agreement.
- The four statutory partners will make equal contributions to the cost of the Assembly and the ICB will continue to publish the agendas, papers and meeting recordings on the Sussex Health and Care website.

### ***Assembly membership***

- Assembly membership will be reduced from the current twenty-four members to eighteen to ensure better balance and voice. This will include moving to one Higher Education representative and ensuring there are three Healthwatch representatives who can talk to the diversity of public experiences across the three places and life stages.
- A Leisure Services provider representative will be invited to become a member of the Assembly.
- Each statutory partner will retain the option to invite an executive officer to support or advise them during Assembly meetings.
- Subject matter experts can also be invited to attend and participate in specific agenda items at Assembly meetings, with the agreement of the Independent Chair and four statutory partners.

2.2 The terms of reference for the Assembly have been amended to reflect these proposed changes, so that the four statutory partner organisations can approve them through their organisation governance processes, prior to presentation to the Assembly itself for final approval. The refreshed draft terms of reference are attached in Appendix 2.

### ***Role of Place***

2.3 A core principle for this joint work is that the primary building blocks are the three “Places” (East Sussex, West Sussex and Brighton and Hove). At the inception of the ICS there was local agreement that “Place” is key to strategic leadership, local commissioning and delivery within the ICS, in order to get the best value out of the full range of collective resources available to meet needs and improve the health, care and wellbeing of populations.

2.4 A refreshed approach to the way the four statutory partners work across activity that is complementary to the Assembly was also agreed, to enable better alignment based on shared priorities driven by the three Joint Strategic Needs Assessments (JSNAs) and Health and Wellbeing Board (HWB) Strategies. In summary this includes:

- Further strengthening the alignment of shared priorities for populations across Sussex and Place, through the ongoing role and appropriate attendance of the ICB at the three statutory HWB Board meetings.
- Ensuring ongoing local democratic scrutiny of healthcare services through appropriate ICB attendance at Health Overview and Scrutiny Committee meetings.
- Working to align JSNA and HWB Strategy activity across the three Local Authorities, whilst acknowledging the need to retain a strong focus specific to each population.

## **3. Conclusion and reasons for recommendations**

3.1 In its first year of operating the Assembly has strengthened partnership working required to provide the focus for shared priorities of improving health and integrating care for the population across Sussex. This is reflected in the bringing together and agreement of the integrated care strategy ***Improving Lives Together*** in December 2022, and the subsequent shared delivery arrangements.



3.2 To build on this strong start and better enable ongoing delivery of the strategy, the suggested changes to the Assembly's role, membership and arrangements have been proposed following a collective review and feedback from the wider Assembly membership, and the views of the four statutory partners.

3.3 Within this report there are no changes to ESCC's statutory role and responsibilities for services and budgets. ESCC remains responsible for setting its priorities and budgets through the Reconciling Policy Performance and Resources (RPPR) process. The work undertaken through the Assembly will add value through helping partner organisations focus on the things that can only be achieved well by working together.

**MARK STANTON**

**Director of Adult Social Care and Health**

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LOCAL MEMBERS

All Members

BACKGROUND DOCUMENTS

None

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## Evolution of our Sussex Health & Care Assembly

### ... to enable and accelerate *Improving Lives Together*

#### Introduction

1. The Sussex Health & Care Assembly is the statutory joint committee of Brighton & Hove City Council, East Sussex County Council, West Sussex County Council and the NHS Sussex Integrated Care Board set up to meet the Health & Care Act 2022 requirement for each health and care system to establish an Integrated Care Partnership.
2. The Assembly has met a total of 5 times since September 2022 and achieved the ambition of approving an integrated care strategy, called *Improving Lives Together*, in December 2022.
3. A commitment was made by the Chair of the Assembly to review the effectiveness and governance arrangements of the Assembly at the end of the first year, which led to the Assembly Members holding a workshop session to discuss this on 11 October 2023.
4. This proposed approach has been developed by NHS Sussex and the three councils drawing on the feedback from the workshop session and their knowledge of other partnerships locally. It covers how the role, membership and arrangements for the Assembly could evolve from 1 April 2024.
5. The statutory partners agreed the principles of this evolution before consulting the other Assembly Members in their respective sectors (ie NHS Sussex, Healthwatch, Universities VCSE and Specialist Members) during January 2024. A virtual meeting of the Assembly was then held on 25 January 2024, where this proposal was presented and supported by all members present. The statutory partners will now take the proposals through their own governance procedures aiming for implementation as soon after 1 April 2024 as possible.

#### Workshop Feedback

6. There was considerable support for retaining a wide range of members from different sectors involved in the Assembly to reinforce that our system involves more than the NHS and social care partners. It was also recognised that the Assembly has strengthened partnership working across our system and had a fundamental role in approving *Improving Lives Together*.
7. There was an acknowledgement that the Assembly could be perceived as an NHS committee rather than a system committee, or an even broader public sector committee, because it is currently chaired by the NHS Sussex Chair, has a large number of NHS members and most agenda items are led by NHS leaders (albeit with the support of other Assembly members).

8. There was strong support for selecting a key theme at each Assembly meeting as part of a forward plan to drive and enable the implementation of *Improving Lives Together*. Assembly members and subject matter experts could then be invited to present on that theme and other Assembly members could then highlight the value their sector could add to that theme.
9. There was also strong support for the Assembly to demonstrate how it is listening to patient and resident voices, especially those that are seldom heard, and to consider what impact any new initiatives will have on patient or resident lives and population health.
10. There was an ambition to ensure that the Assembly has a clear ongoing role which is greater than the sum of its component parts and does not duplicate the responsibilities of its statutory partners or other governance arrangements. It was suggested that the Assembly could have a role in assessing the effectiveness of our partnership working in Sussex.
11. There was a strong consensus that an Independent Chair should be appointed to chair the Assembly, provided that they are well supported and resourced to do the job effectively.
12. It was questioned if the Assembly really needs three members from every sector and it was suggested that there would be a benefit in adding a Director of Public Health, Director of Adult Social Services and a Director of Children's Services to the membership of the Assembly, together with senior representatives from the Police, Fire & Rescue Service and South Downs National Park.
13. There was also a suggestion that the three local authority Health & Wellbeing Boards could adopt a more consistent approach to complement the work of the Assembly.

### **Further Reflections**

In considering the feedback from the Assembly Meeting, the four statutory partners have also considered:

14. The importance of the Assembly and the three place-based Health and Wellbeing Boards being considered together as the partnership system across Sussex and the importance of their roles complementing each other and avoiding duplication.
15. That the Health and Wellbeing Boards do operate differently, reflecting the different characteristics and ways of working of their places. It is also noted that they operate under the same legislative framework.
16. The suggestions on local government membership have been considered and are reflected in the proposal below, but given the statutory presence of the Directors of Adult Social Services, Director of Children's Services and Directors of Public Health on the Health and Wellbeing Boards, it is not felt necessary to include them as permanent members of the Assembly. It should also be noted that Council officers and elected Members do not sit as equal members on bodies reflecting the democratic legitimacy of Councillors. Officers can attend in a professional advisory role to the Assembly and/or their Health and Wellbeing Board Chairs as needed.

17. The existence of very active partnerships in each of the three places and the need to ensure NHS participation in those is appropriate. The remits include:

- strategic co-ordination (including East Sussex Strategic Partnership and City Management Board)
- economic development, skills and workforce (eg Team East Sussex, Brighton and Hove Economic Partnership and an emerging Growth partnership in West Sussex replacing the Coast to Capital LEP)
- at Sussex level includes the Local Skills Improvement Partnership and emerging Local Visitor Economy Partnership.

18. A comparative analysis was also considered on the membership of the integrated care partnerships in the other five integrated care systems with 3 upper tier and/or combined local authorities in England:

<b>ICP MEMBERSHIP</b> <i>*ICP Chair or Co-Chair</i>	<b>CURRENT SUSSEX ASSEMBLY</b>	<b>BRISTOL N SOMERSET &amp; S GLOS ICP</b>	<b>CAMBS &amp; PETER-BOROUGH ICP</b>	<b>DEVON ICP</b>	<b>LEICESTER, LEICS &amp; RUTLAND ICP</b>	<b>MID &amp; SOUTH ESSEX ICP</b>
Independent Chair	-	-	-	-	-	-
HWB Chairs	3	3*	1*	3*	3*	3
Other Councillors	-	-	4	-	-	-
ICB Chair	1*	1	1*	1*	1*	1*
ICB CEO	1	1	1	1	1	1
ICB Other	6	-	3	3	2	6
NHS Providers	-	3	5	2	2	5
General Practice	1	-	2	1	-	1
Care Providers	-	1	-	-	-	1
Local Authority CEO/DASS/DPH/DCS	-	3	4	3	7	9
Place Leaders	-	4	-	5	-	8
Healthwatch	3	-	-	1	2	3
VCSE	3	13	1	3	-	1
Housing	1	-	-	1	-	-
Education	4	-	-	-	-	3
Commerce	1	-	-	-	-	-
Sport & Leisure	-	-	-	-	-	-
Police	-	-	2	-	-	1
Fire & Rescue	-	-	-	-	-	-
Lower Tier LAs	-	-	2	-	-	7
Health Innovation	-	-	1	-	-	-
NHSE Locality Director	-	-	-	-	-	1
<b>TOTAL</b>	<b>24</b>	<b>29</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>51</b>

## Proposal

19. The purpose of the Assembly in its existing Terms of Reference is confirmed as:

*‘To support and promote greater integration and collaboration across health and social care at a strategic, Sussex-wide level. It will build upon the local Health and Wellbeing Strategies and co-ordinate the strategic direction for meeting the broader health, public health and social care needs of the population of Sussex to settle an Integrated Care Strategy for Sussex. It will undertake any other activities agreed by NHS Sussex and the three Local Authorities to help address the wider determinants of health and wellbeing and greater health equality at a strategic level. Its work will build upon and be informed by work at place level in Brighton & Hove, East Sussex and West Sussex, including through the local Joint Strategic Needs Assessments.’*

20. An Independent Chair and secretariat will be appointed by the four statutory partners (ie Brighton & Hove City Council, East Sussex County Council, West Sussex County Council and NHS Sussex). The Chair should be a resident in or have a close association with Sussex and must not be currently employed by or have any affiliation with any of the members of the Assembly to demonstrate their neutrality and transparency. A competitive process will be used to, recruit and select, with unanimous support, an Independent Chair. The Independent Chair will be employed by one of the four statutory partners in just this specific role. Any disciplinary and dismissal processes in respect of the Independent Chair will be undertaken in line with the employing partner’s policies and procedures but can be triggered by any one of the Assembly Members from the four statutory partners.

21. Organisation and administration for the Assembly will be overseen by the Independent Chair but is a shared responsibility between the four statutory partners, who also need to agree the funding and timing. Support will be provided by one of the four statutory partners on a full cost recovery basis and managed through a Service Level Agreement. NHS Sussex will continue to publish the agendas, papers and recordings of Assembly meetings on the Sussex Health & Care website.

22. The four statutory partners will make equal contributions towards the cost of the Assembly.

23. Each statutory partner will also provide a venue and refreshments free of charge for one of the Assembly Meetings each year in rotation.

24. The Independent Chair will be responsible for agreeing the Assembly dates and venues with the four statutory partners for the year in advance. The Independent Chair will then need to agree the agendas, papers and presentations with the four statutory partners at least two months before each Assembly meeting. All the papers will be circulated to members at least one week, and ideally 10 days, in advance of the meeting and draft minutes / actions circulated to members no more than one week after the meeting, through their own secretariat. The Assembly meetings will be recorded professionally so that a video of each meeting can be published on the Sussex Health & Care website within 24 hours of the meeting being held.

25. The Assembly membership will be reduced from 24 to 18 Members as follows:

Sector	Proposed Assembly Membership	Comment
Independent Chair	Independent Chair	New Chair
Statutory Partners	Chair of Brighton & Hove Health & Wellbeing Board	Existing Member
	Chair of East Sussex Health & Wellbeing Board	Existing Member
	Chair of West Sussex Health & Wellbeing Board	Existing Member
	Chair of NHS Sussex Integrated Care Board	Existing Member
Education	Further Education	Existing Member
	Higher Education	Reduce from 3 to 1 Members
Employment	Sussex Chamber of Commerce	Existing Member
Built Environment	Housing	Existing Member
Physical Activity	Sport and Leisure Provider	New Member
Healthcare	Chief Delivery Officer of NHS Sussex	Existing Member
	General Practitioner Member	Existing Member
VCSE	Brighton & Hove	Existing Member
	East Sussex	Existing Member
	West Sussex	Existing Member
Voice of the Public	Healthwatch Brighton & Hove	Existing Member
	Healthwatch East Sussex	Existing Member
	Healthwatch West Sussex	Existing Member

26. This means that the new invitees would be an Independent Chair and a Leisure Provider, whilst the following existing members of the Assembly will be asked to stand down as Members of the Assembly after the next formal meeting:

- Chief Executive Officer, Chief Medical Officer, Chief Nursing Officer and 3 x Executive Managing Directors of NHS Sussex
- 2 x University Members (although the 3 University Vice-Chancellors will rotate their one membership place so that one of them is present at all meetings).

27. Each statutory partner will retain the option to invite an executive officer to support or advise them during each Assembly Meeting. As an example, the Chair of NHS Sussex will invite the Chief Executive Officer of NHS Sussex to attend the Assembly, but their role will be to support the Chair of NHS Sussex and not represent, make decisions or be held to account on behalf of NHS Sussex or the Sussex Health & Care System during any of the Assembly discussions.
28. The four statutory partners recognise that the Police and Fire & Rescue services have a vital role to play in system working and are not currently represented on every Health & Wellbeing Board in Sussex or the Assembly. The preferred approach is for the Police and Fire & Rescue services to become members of each Health & Wellbeing Board in Sussex, but if that is not possible, then consideration will be given to inviting appropriate representatives of these services to join the Assembly.
29. Subject matter experts, research specialists, people with lived experience of each stage of the life course and representatives from seldom-heard communities can also be invited to attend and participate in specific agenda items at Assembly Meetings, with the agreement of the Independent Chair and the four statutory partners.
30. The number of Assembly Meetings held in Public will remain at three times per year and the frequency will be kept under review to ensure that the Assembly meets often enough to achieve its purpose.
31. The Terms of Reference of the Sussex Health & Care Assembly will be updated and endorsed through the governance processes of each statutory partner before being presented to the next Assembly Meeting held in Public on 10 April 2024.

### **Alignment of Related Activities**

32. The Chair of NHS Sussex will take one of the NHS Member roles on each of the three Health & Wellbeing Boards across Sussex to strengthen the alignment of the priorities between NHS Sussex, the Sussex Health & Care Assembly and the three Health & Wellbeing Boards across Sussex. Due to the nature of the NHS Sussex Chair's role and potential conflict of interest, the postholder cannot hold a Health & Wellbeing Board office, such as Chair or Vice-Chair.
33. The Chief Executive Officer of NHS Sussex will attend or ensure appropriate senior NHS Sussex attendance at each of the Health Overview & Scrutiny Committees (HOSC) in East Sussex and Brighton & Hove, and the Health & Adult Social Care Scrutiny Committee (HASC) in West Sussex.
34. The three Directors of Public Health will collaborate to strengthen the alignment of Joint Strategic Needs Assessments in each local authority across Sussex whilst recognising each are required to be Place focussed and reflect the needs of their specific local populations.
35. The three Health & Wellbeing Board Chairs will collaborate to strengthen the alignment of Health & Wellbeing Strategies and Plans in each local authority across Sussex whilst recognising each are required to be Place focussed and reflect the needs of their specific local populations.

**Cllr Glazier, Cllr Lanzer, Cllr De Oliveira and Stephen Lightfoot, 26 January 2024**



## **Sussex Health and Care Assembly (Sussex Integrated Care Partnership) Terms of Reference**

### **Governance**

1. The Sussex Health and Care Assembly (the Assembly) is a formal partnership forum jointly established by NHS Sussex, Brighton & Hove City Council, East Sussex County Council and West Sussex County Council (the three Local Authorities) in accordance with the Constitutions of each body. The Assembly is the Integrated Care Partnership for Sussex, established under the Health and Care Act 2022 and these Terms of Reference have been agreed by each of these bodies.

### **Purpose**

2. The purpose of the Assembly is to support and promote greater integration and collaboration across health and social care at a strategic, Sussex-wide level. It will build upon the local Health and Wellbeing Strategies and co-ordinate the strategic direction for meeting the broader health, public health and social care needs of the population of Sussex to settle an Integrated Care Strategy for Sussex. It will undertake any other activities agreed by NHS Sussex and the three Local Authorities to help address the wider determinants of health and wellbeing and greater health equality at a strategic level. Its work will build upon and be informed by work at place level in Brighton & Hove, East Sussex and West Sussex, including through the local Joint Strategic Needs Assessments.

### **Responsibilities**

The Assembly will:

3. Develop, approve and publish an Integrated Care Strategy for the whole population of Sussex, using best available evidence and data, covering health and social care and addressing the wider determinants of health and wellbeing. This will be built from local assessments of needs and assets identified at place level, based on Joint Strategic Needs Assessments.
4. Complement existing governance arrangements including Health and Wellbeing Boards (HWBs) and other place-based partnerships, and ensure governance and decision-making are proportionate, support subsidiarity and avoid duplication across the Sussex Health and Care System.
5. Promote and enhance integrated approaches, partnership working and collaboration within the Sussex health and care system, where these can improve planning, outcomes and service delivery.
6. Complement place-based working and partnerships, developing relationships on a pan-Sussex basis.

7. Highlight where coordination is needed on health and care issues and, through the development, promotion and oversight of the Integrated Care Strategy, challenge partners to deliver the action required. This includes, but is not limited to:
- helping people live more independent, healthier lives for longer;
  - taking a holistic view of people's interactions with services across the system and the different pathways within it;
  - addressing inequalities in health and wellbeing outcomes, experiences and access to health and care services;
  - improving the wider social determinants that drive these inequalities, including employment, housing, education, environment, and reducing offending;
  - improving the life chances and health outcomes of babies, children and young people;
  - improving people's overall wellbeing and preventing ill-health.
8. In preparing the Integrated Care Strategy:
- consider the extent to which the needs could be met more effectively by the making of arrangements under section 75 of the National Health Service Act 2006 (rather than in any other way);
  - have regard to—
    - (a) the mandate published by the Secretary of State under section 13A of the National Health Service Act 2006, and
    - (b) any guidance issued by the Secretary of State;
  - involve the Local Healthwatch organisations for Sussex and involve the people who live or work in Sussex; and
  - may include a statement of its views on how arrangements for the provision of health-related services in the area could be more closely integrated with arrangements for the provision of health services and social care services.
9. Each time the Assembly receives an assessment of relevant needs it will:
- (a) consider whether the current Integrated Care Strategy should be revised, and
  - (b) if so, prepare a revised Integrated Care Strategy.
10. Report to NHS Sussex and the Health and Wellbeing Board of each of the three Local Authorities after each meeting of the Assembly, highlighting issues that require action.

## **Members**

11. As set out in the Health and Care Act 2022, the core membership of the Assembly (as the Integrated Care Partnership) is NHS Sussex and the three local authorities. The composed Assembly may then appoint others. The three Local Authorities and NHS Sussex will each appoint their members to the Assembly in accordance with their respective Constitutions. Members are bound by the Standing Orders and Codes of Conduct of their respective appointing bodies, including those relating to equalities, confidentiality and information governance.
12. The Assembly will consist of the following members representing the four statutory partners:

### **NHS Sussex [the Integrated Care Board] (1)**

- Chair of NHS Sussex (or their nominated substitute)

### **Brighton & Hove City Council (1)**

- Health and Wellbeing Board Chair (or their nominated substitute)

### **East Sussex County Council (1)**

- Health and Wellbeing Board Chair (or their nominated substitute)

### **West Sussex County Council (1)**

- Health and Wellbeing Board Chair (or their nominated substitute)

One officer from each of the local authorities and NHS Sussex will also be permitted to attend to contribute towards the work of the Assembly and/or assist and advise the Health and Wellbeing Board Chairs or NHS Sussex Chair as appropriate.

In addition to the membership from the statutory partners, the following members will also be appointed to support the work of the Assembly:

- Independent Chair, appointed by the four statutory partners
- 2 x Education Members, one from Further Education and one from Higher Education in Sussex
- 1 x Employment Member, from the Sussex Chamber of Commerce or equivalent organisation in Sussex
- 1 x Housing Member, with experience of housing and the built-environment in Sussex
- 1 x Physical Activity Member, with experience of providing sport and leisure services in Sussex
- 2 x Healthcare Members, including the Chief Delivery & Strategy Officer of NHS Sussex and a General Practitioner in Sussex
- 3 x Voluntary, Community & Social Enterprise Members, one from each place in Sussex
- 3 x Independent Health and Social Care Champion Members, one from each Healthwatch in Sussex

The Assembly will appoint further members or observers as it considers appropriate in line with its agreed work programme.

Subject matter experts, research specialists, people with lived experience of each stage of the life course and representatives from seldom-heard communities can also be invited to attend and participate in specific agenda items at Assembly Meetings, with the agreement of the Independent Chair and the four statutory partners.

## Procedure

### **Chairmanship**

13. An Independent Chair and secretariat will be appointed by the four statutory partners. The Chair should be a resident in or have a close association with Sussex and must not be currently employed by or have any affiliation with any of the members of the Assembly to demonstrate their neutrality and transparency. A competitive process will be used to, recruit and select, with unanimous support, an Independent Chair. The Independent Chair will be employed by one of the four statutory partners in just this specific role. Any disciplinary and dismissal processes in respect of the Independent Chair will be undertaken in line with the employing partner's policies and procedures but can be triggered by any one of the Assembly Members from the four statutory partners.

### **Meeting proceedings and quorum**

14. The Assembly will meet formally, in public, at least twice per year, unless the Assembly resolves to meet in private in accordance with reasons permitted by the legislation relevant to the meetings of public bodies. Additional meetings may take place as required, with the agreement of the Chair and the four statutory partners.
15. Meetings held in person will be at venues providing accessibility to the public. Members of the Assembly may attend remotely with the agreement of the Chair. Any formal public meetings held entirely virtually will be recorded to provide openness and transparency to the public.
16. The Assembly is quorate when there are four members of the Assembly present including at least one representative from NHS Sussex and each of the three Local Authorities. If the quorum has not been reached, the meeting may proceed if those attending agree, but no decisions may be taken. Members attending meetings virtually will be counted towards the quorum.
17. In any circumstance where a decision is required the Chair shall strive to ensure a consensus is achieved. If a vote has to be taken, in the event of an equality of votes, the Chair shall have a second or casting vote. Each core (NHS Sussex and local authority) member of the Assembly will be entitled to a single vote. The voting rights of any other members appointed by the Assembly will be determined by the Assembly.

### **Attendance**

18. Where a member cannot attend a meeting of the Assembly, they may send a nominated substitute, with agreement of the Chair, who will have equivalent voting rights.

### **Engagement**

19. Where relevant to its responsibilities, the Assembly may engage and consult with partner organisations to promote strategic integration and collaboration across the health and social care sector in Sussex. This should not duplicate existing engagement/consultation arrangements, such as carried out at place level by Health

and Wellbeing Boards. Key consultees of the Assembly will include:

- Healthwatch Brighton & Hove, East Sussex and West Sussex
- Patient Forums for each area of Sussex
- Place-based partnerships
- NHS and social care providers
- Voluntary, Community and Social Enterprise organisations
- Higher and Further Education providers
- Housing specialists
- Local Enterprise representatives
- Other subject matter experts as required.

### **Administration and access to agenda and reports**

20. Organisation and administration for the Assembly will be overseen by the Independent Chair but is a shared responsibility between the four statutory partners, who also need to agree the funding and timing. Support will be provided by one of the four statutory partners on a full cost recovery basis and managed through a Service Level Agreement. NHS Sussex will continue to publish the agendas, papers and recordings of Assembly meetings on the Sussex Health & Care website.
21. The four statutory partners will make equal contributions towards the cost of the Assembly.
22. Each statutory partner will also provide a venue and refreshments free of charge for one of the Assembly Meetings each year in rotation.
23. The Independent Chair will be responsible for agreeing the Assembly dates and venues with the four statutory partners for the year in advance. The Independent Chair will then need to agree the agendas, papers and presentations with the four statutory partners at least two months before each Assembly meeting.
24. Copies of the agenda and reports for meetings of the Assembly will be provided to Members (via e-mail) and published on the NHS Sussex website (for public access) at least five clear working days before the meeting. Assembly papers will be available online for a period of six years, after which time they will be archived.
25. The Assembly meetings will be recorded professionally so that a video of each meeting can be published on the Sussex Health & Care website within 48 hours of the meeting.
26. Minutes of meetings shall be recorded by the secretary and submitted in draft form to the NHS Sussex Board, and the Health and Wellbeing Board of each of the three Local Authorities. The draft minutes will also be published on the NHS Sussex website once approved by the Chair. Minutes will be subject to final agreement by the Assembly.
27. The secretary will support the Chair of each Health and Wellbeing Board to prepare and deliver reports to the three Local Authorities' Health and Wellbeing Boards and the NHS Sussex Chair to deliver reports to the NHS Sussex Board.

### **Terms of Reference publication and review**

28. These Terms of Reference will be published on the websites of NHS Sussex and the three Local Authorities.

29. As a partnership forum, it will be important to ensure there is a robust review process for the Assembly. Its Terms of Reference will be reviewed by the Assembly on an annual basis. Any proposed changes will require the approval of NHS Sussex and each of the three Local Authorities.

### Document Control

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### Change Record

<b>Date</b>	<b>Change</b>	<b>Comments</b>
26/01/24	Independent Chair, revised membership and updated working arrangements	Based on a governance and effectiveness review by the Assembly Members and the Statutory Members between October 2023 and January 2024.