

**WEST NORTHAMPTONSHIRE HEALTH AND WELLBEING BOARD**  
**23<sup>rd</sup> January 2024**

<b>Report Title</b>	<b>Local Area Partnerships (LAPs) Terms of Reference (ToRs)</b>
<b>Report Author</b>	<b>Julie Curtis</b> <b>AD for Place Development, West Northants Council</b>

<b>Contributors/Checkers/Approvers</b>		
<b>West Northants Executive Place Delivery (EPD) Board</b>	All Partners/Members Representation from: <ul style="list-style-type: none"> <li>• WNC Officers (Adult Social Care, Communities &amp; Opportunities, Public Health, Education)</li> <li>• Integrated Care Board</li> <li>• Northamptonshire Police Service</li> <li>• Fire &amp; Safety Service</li> <li>• East Midlands Ambulance Service</li> <li>• GPs</li> <li>• Northamptonshire Childrens Trust</li> <li>• Northamptonshire Healthcare Foundation Trust</li> <li>• Northampton General Hospital</li> <li>• VCSE</li> <li>• Public Health</li> <li>• Healthwatch</li> <li>• Town &amp; Parish Councils</li> </ul>	V1.0 26 <sup>th</sup> July 2023 Board V4.0 5 <sup>th</sup> December 2023 Board – Recommendation to WN Health & Wellbeing Board 23/01/23
<b>Northampton Health &amp; Wellbeing (HWB) Forum</b>	All Partners/Members	V3.0 20 <sup>th</sup> November 2023 (For discussion and recommendation to EPD Board)
<b>Daventry &amp; South Northants Health &amp; Wellbeing Forum</b>	All Partners/Members	V3.0 18 <sup>th</sup> August 2023 (For discussion and recommendation to EPD Board)

<b>Contributors/Checkers/Approvers</b>		
<b>All 9 LAPs across West Northants</b>	All Partners/Members: Circa 150 members across 9 LAPs	LAP Meetings August 2023 to October 2023 (for discussion and recommendation to HWB Forums)

## List of Appendices

### **Appendix A – Local Area Partnership Terms of Reference**

#### **1. Purpose of Report**

---

- 1.1. The West Northants Health & Wellbeing Board are asked to consider and approve the recommendation from the Executive Place Delivery Board to adopt the Local Area Partnership Terms of Reference (Appendix A).

#### **2. Executive Summary**

---

- 2.1 It is important that our LAPs work to a set of standardised ToRs to ensure all members understand their role in the development and delivery of the West Northants Place Operating Model.
- 2.2 The first iteration of the LAP ToRs was produced in July 2023. The first draft was taken to the WN Executive Place Delivery Board for feedback and guidance from its membership. Subsequently the LAP ToRs was shared with members of the two Health & Wellbeing Forums and the membership of all 9 LAPs (~150 members) between August and October 2023 for feedback and comments.
- 2.3 All feedback and comments from the 2 Forums and 9 LAPs were considered and culminated in the draft ToRs include in Appendix A. On 5<sup>th</sup> December 2023 the WN Executive Place Delivery Board agreed to make a recommendation to the WN Health & Wellbeing Board for approval and adoption of the final draft LAP ToRs as shown below. This is in line with the governance and decision-making arrangements agreed for the LAPs.
- 2.4 The LAP ToRs are included in the report below. In summary the ToRs include details on the following:
- The purpose of the LAP
  - LAP Objectives
  - The function of the LAP
  - The membership of the LAP
  - Meeting arrangements
  - Governance and reporting structure
  - ToRs Review period
- 2.5 The ToRs included in this report are purposefully generic and once they are approved by the WN Health & Wellbeing Board each LAP will adopt their own version of the ToRs. The ToRs will be

populated with individual LAP personalised information regarding LAP area and membership (sections 1 and 5).

### **3. Recommendations**

---

- 3.1 To consider and approve the recommendation from the Executive Place Delivery Board to adopt the Local Area Partnership Terms of Reference as included in Appendix A.

### **4. Implications (including financial implications)**

---

#### **4.1 Resources and Financial**

- 4.1.1 There are no resources or financial implications arising from the proposals.

#### **4.2 Legal**

- 4.2.1 There are no legal implications arising from the proposals.

#### **4.3 Risk**

- 4.3.1 There are no significant risks arising from the proposed recommendations in this report.

#### **4.4 Consultation**

- 4.4.1 Engagement undertaken with a wide range of stakeholders including:

- WNC Officers (Adult Social Care, Communities & Opportunities, Public Health, Education)
- WNC Elected Members (LAP Members)
- Integrated Care Board
- Northamptonshire Police Service
- Fire & Safety Service
- East Midlands Ambulance Service
- GPs
- Northamptonshire Childrens Trust
- Northamptonshire Healthcare Foundation Trust
- Northampton General Hospital
- VCSE
- Public Health
- Healthwatch
- Town & Parish Councils

#### **4.5 Consideration by Overview and Scrutiny**

- 4.5.1 None required

## **5. Background Papers**

---

- ICN Strategy
- WN Health & Wellbeing Board Strategy
- ICB 5 Year Forward Plan

## [NAME] Local Area Partnership

### Terms of Reference

#### ***DRAFT V4.0 for Approval by the West Northants Health & Wellbeing Board***

#### **1) Introduction**

There are nine Local Area Partnerships, also known as LAPs in West Northants. Each of the LAPs cover communities of between 30,000 and 50,000 people with the aim to work together to ensure health, care and wider determinants of health services are better co-ordinated and focused on the needs of each community. LAPs are the focus of how local communities can design activities and services to improve outcomes, reduce health inequalities and contribute to the 10 Live Your Best Life ambitions.

[NAME] LAP covers the communities of [LIST OF WARDS]

#### **2) Purpose**

##### **The purpose of the LAP is:**

- 2.1 To represent local areas and give a voice to residents, translating strategy into local action.
- 2.2 To empower residents to co-produce new services and solutions for their local area.
- 2.3 To identify where the alignment of local services is appropriate and delivered in a way that will meet the needs of the community.
- 2.4 To contribute to system-wide priorities by utilising strong evidence-based information and deep local insight from frontline services and communities.
- 2.5 To empower local leaders to take accountability for local action.

#### **3) Objectives**

##### **The objectives for the Local Area Partnership are as follows:**

- 3.1 To promote partnership working at a community level to reduce inequalities and improve public health and wellbeing outcomes for local residents.
- 3.2 To promote the integration of Health services, care services and wider determinates of health services at a local level to reduce duplication and drive efficiencies.
- 3.3 To engage and coproduce services with local people based on community areas collaborating across organisational barriers.

#### 4) Function

##### The main functions of the LAP are:

- 4.1 Agree the core leadership team to include members from: elected members; Local GPs; VCSE; Public Health; WNC; Police; NCT; ASC; C&O leads; Fire & Safety
- 4.2 Adopt an intelligence and data led approach to identify areas experiencing high levels of inequality that would benefit from redesign and integration of service provision.
- 4.3 Review evidence on local health needs, social and economic determinants of health and collectively determine two to three priorities that need addressing. Utilising evidence from the LAP Local Area Profile; local insights Intelligence; local partner Intelligence and community Intelligence.
- 4.4 Identify connections with wider system and place-based activities and ensure duplication and inefficiencies are avoided. The activity of the LAP should complement and support wider system strategies wherever possible.
- 4.4 Oversee the development of the LAP core products and approve the following:
  - LAP Delivery Plan; LAP Project Brief, case for change, priorities, outcomes, milestones, actions etc
  - LAP Communications Plan
  - LAP Engagement Plan; Ensure methodologies and processes are developed to capture community feedback and insights
  - LAP Individual Website content
  - LAP LYBL Branding
- 4.5 Ensure the continuous review and update of the core products including agreeing the regular content of the website news page.
- 4.6 Where appropriate agree the set-up of any task and finish groups to support the LAP to deliver the identified priorities.
- 4.7 Identify the services / organisations that will form the local multi-agency team to support the delivery of the new Target Operating Model.
- 4.8 Validate that all LAP activities contribute to the West Northants Health & Wellbeing Strategy 10 Live Your Best Life ambitions.
- 4.9 Escalate any areas of concern to the local Health & Wellbeing Forum.

#### 5) Membership (To be completed for each LAP)

Member	Representing
	Elected members
	GPs

<b>Member</b>	<b>Representing</b>
	Police
	VCSE
	NCT
	WNC Executive Director
	Community Development Workers / Community Safety Officers
	Public Health
	Adult Social Care
	LAP Project Lead
	Town & Parish Councils as appropriate

## **6) Meeting Arrangements**

### **6.1 Chairing**

The meeting will be chaired by the AD of Place Development and substituted with the LAP Project Lead once available.

### **6.2 Frequency**

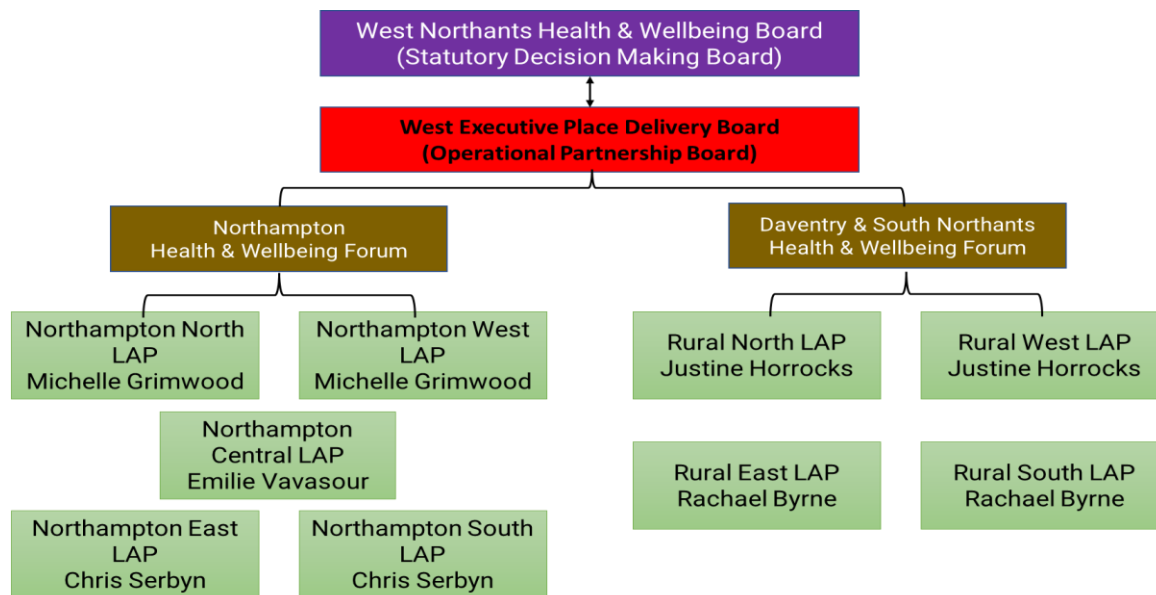
Monthly

### **6.3 Administration**

Administration support for the meeting will be provided by WNC. This will include keeping the action log up to date and in real time for each meeting; producing agendas; action notes; arranging meetings; extending invitations to external experts; booking rooms (when necessary); all administration tasks to support the meeting.

## **7) Governance and Reporting Arrangements**

7.1 The LAP governance structure is illustrated below together with the assigned LAP Project Leads:



- 7.2 The LAP will report to the local Health & Wellbeing Forum on a bi-monthly basis. The LAP Project Lead will represent the LAP on the local Health & Wellbeing Forum. The local Health & Wellbeing Forum will report feedback to the LAP.
- 7.3 The LAP will escalate any areas of challenge or barriers they are unable to resolve to the local Health & Wellbeing Forum for discussion and potential resolution.
- 7.4 The LAP will oversee the activities and delivery of priorities led by the Task & Finish Groups. Members of the LAP will assist with identifying the appropriate and necessary people with the skills and expertise to attend any Task & Finish Groups.
- 7.5 The LAP will provide leadership and strategic direction to the Multi-agency Partnership Team and assist with unblocking any challenges.
- 7.6 Members of the LAP will represent their local area on behalf of their sector and routinely disseminate information from the LAP to their respective organisations and / or their sector.

## 8) Review

The Terms of Reference will be reviewed annually unless internal or external factors impact on the work of the LAP.