

Sent by email.

Charter House  
Parkway Welwyn  
Garden City  
AL8 6JL

9<sup>th</sup> April 2024

Dear Colleagues,

### **Hertfordshire and West Essex Integrated Care Board – Primary Medical Services Partner Member Nomination**

As NHS Hertfordshire and West Essex ICB approaches its second year, after having Clinical Commissioning Groups functions and duties transitioned to it in July 2022, we are now looking to appoint up to three Primary Care Service Partner Member roles, in support of ending tenures.

The role called Partner Members, did not exist previously under CCGs but formed a statutory post under the Health and Care Act 2022.

As full members of the unitary board, those holding these roles bring knowledge and a perspective from their sectors, but not act as delegates of those sectors. Further, all members are collectively and corporately accountable for the organisational performance of Hertfordshire and West Essex ICB. The ICB is a statutory body, charged with specific legal functions.

A health overview of our Integrated Care System population can be found in the ICBs Joint Forward Plan. Eligible applicants will operate from a main base within the geographical area covered by NHS Hertfordshire and West Essex ICB. We expect the partner member(s) nominated by providers of primary medical services to bring an understanding of primary care leadership experience. This includes dental, community pharmacy and optometry providers as well as primary care networks and general practice. The post holder will ensure they are able to provide a current perspective of their sector and provide different perspectives of the Hertfordshire and west Essex population.

For this set of tenures from 1st July 2024 to 30th June 2026 and as this ICB develops, the Board has agreed to open this up to community pharmacy contractors. If successful, one of the three roles may be offered to a community pharmacy professional that meets the relevant criteria seconded by a Primary Medical Provider.

Dr Jane Halpin, Chief Executive

Rt. Hon Paul Burstow, Chair



The appointment of each role forms three stages:

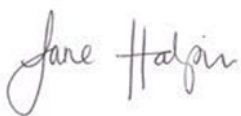
- The nomination of an individual must be seconded by one other eligible organisation\*.
- assessment and selection, and
- approval stage. On this latter point, it is a legal requirement for the ICB Chair to approve the proposed appointment of every Partner Member.

Next Step:

- Attached is a Partner Member Nomination Pack providing more information about each role, including key responsibilities, the role specification, and the mandatory eligibility criteria.
- \*Each eligible organisation (for providing primary medical services for the purposes of the health services within the ICB's area, and that are primary medical services contract holders responsible for the provision of essential services, within core hours to a list or registered person for whom the ICB has core responsibility), can nominate one individual per role.
- Each nomination will be seconded – this seconder will be another eligible organisation outside the nominated individual's own eligible organisation.
- Three roles are available: all detailed in the role specification (found in the Partner Member Nomination Pack at page 2).
- Fully completed nominations form (attached document) with supporting documents (including the Declaration of Interests form and, Fitness and Proper Purpose declaration and separate equality and diversity monitoring form) must be received by no later **than 5pm on Monday 6th May 2024** – and sent to [hweicbenh.hweboard@nhs.net](mailto:hweicbenh.hweboard@nhs.net)
- Each eligible organisation will then be asked to confirm whether they jointly agree the whole list of nominated individuals across Hertfordshire and west Essex, with a non-response within ten working days being deemed to constitute agreement.

Please do feel free to raise any queries using the following email address: [hweicbenh.hweboard@nhs.net](mailto:hweicbenh.hweboard@nhs.net), and thank you for your continued support as we move into this new and exciting world.

Yours sincerely



Dr Jane Halpin  
Chief Executive Officer  
**Hertfordshire and West Essex**



Rt Hon Paul Burstow  
Chair Designate  
**ICS Hertfordshire and West Essex ICB**