

Chippenham Health & Wellbeing Group (HWG) Terms of Reference

1. Purpose

The Chippenham Health & Wellbeing Group (HWG) will identify local needs, priorities and outcomes and make funding recommendations to Chippenham Area Board.

2. Membership

The HWG may include representatives from:

- Members of the Community Area Board
- Older Peoples Champion
- Carers Champion
- Health Champion
- People from the community
- Town and Parish Councils
- Health and Social Care Commissioners
- Community and voluntary organisations and groups
- Community transport provider
- Police
- GP Practices
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people

All representatives will be subject to appropriate safeguarding requirements.

3. Participation and Involvement

The HWG will create a network to consult the local community and to keep the community informed. The group will actively engage with key stakeholders and strive to improve partnership working. .

4. Structure

- 4.1. The Chairperson of the HWG will be decided locally.
- 4.2. The Area Board Councillor on the HWG will work the Chairperson of the HWG to present recommendations and provide updates on progress at Area Board meetings.
- 4.3. A smaller management group will take responsibility for coordinating and planning the HWG activities. The management group will generally comprise of:
 - 4.3.1. The HWG Chairperson
 - 4.3.2. Champions
 - 4.3.3. Community Engagement Manager
 - 4.3.4. Commissioning Manager for the area
- 4.4. The appointment of councillors to HWG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

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5. Responsibilities of the HWG

5.1. Key responsibilities for the HWG include:

- 5.1.1. Facilitating and coordinating the process to design, develop, deliver and review activities for people in the local area;
- 5.1.2. Developing a written overview of the needs, outcomes, priorities and objectives for activities in the local area (sometimes referred to as a Market Position Statement);
- 5.1.3. Facilitating and monitoring the provision of a community transport service for the community area
- 5.1.4. Making recommendations to Chippenham Area Board regarding funding allocation
- 5.1.5. Monitoring and reporting on the quality and effectiveness local activities;
- 5.1.6. Monitoring and reporting on the quality and effectiveness of information and advice in the community area

5.2. Recommendations to the Chippenham Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

5.3. The HWG management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

6. Funding

Area Boards will have an annual revenue budget allocated to them. The HWG will advise Chippenham Area Board on how these funds should be allocated. The HWG will be able to apply for funding from other sources.

7. Media Relations

Members of the HWG may not issue media statements on behalf of the HWG or Chippenham Area Board. Any media statements about the work of the HWG should be agreed with between the HWG Chair and Chair of Chippenham Area Board.