

## **Corsham Area Board.**

**14<sup>th</sup> September 2016.**

## **Corsham Community Area Health and Wellbeing Group.**

### **Purpose of the Report.**

1. To provide a brief update on the Corsham Health and Wellbeing Group and to seek the Area Board's agreement to the Draft Terms of Reference and the appointment of Councillor Sheila Parker as the Councillor representative to the Group.

### **Background.**

2. Chairman's announcements at the Area Board Meeting on the 17<sup>th</sup> March introduced the County wide intention to create Health and Wellbeing Groups as sub groups to the main Area Boards. The purpose and role of the Health and Wellbeing Groups being to facilitate the coordination of joined up services for older and vulnerable people living within the community area and to recommend to the Area Board how delegated funding should be used to the benefit of the community area . A further update was provided by Richard Rogers to the Area Board meeting on the 18<sup>th</sup> May and a Councillor led initiative for an additional funding allocation to support Older People in the community was approved.

### **Update.**

3. The first meeting of the Health and Wellbeing Group was held on the 7<sup>th</sup> July 2016 bringing together a small membership of groups that have a particular interest and involvement with the provision of services to older and vulnerable people. Working to the existing model of the Local Youth Network the intention is to better understand the extent of existing provision of services to older people and then to assess where there are needs or opportunities that can be met or extended by the support of the Group or the allocation of targeted funding. Key priorities agreed were to:-
  - Identify our strengths
  - Manage our volunteers
  - To build a neighbourhood support model.
4. Important is to build upon that which already exists and to recognise that much is already being done across the sector by the likes of Age UK, Alzheimer's Support and Carers Support and in the community by Churches, Town and Parish Councils and the many clubs and groups that meet regularly across the community area. The opportunity is to bring these together with those that have a responsibility for commissioning and delivering health services locally to see how it can be made more supportive and inclusive.
5. A draft Terms of Reference which includes the proposed membership and the intention to develop a wider Health and Wellbeing Network was agreed and is referred to the Area Board for noting and approval.

6. The Health and Wellbeing Group will meet for a second time on the 27<sup>th</sup> September.

**Recommendation.**

The Area Board is requested to:-

- a) Approve the Terms of Reference and membership of the Corsham Health and Wellbeing Group
- b) Confirm the appointment of Councillor Sheila Parker as the representative to the Group.

Appendix. Corsham Community Area Health and Wellbeing Group Terms of Reference

## Corsham Community Area Health and Wellbeing Group Terms of Reference

### DRAFT

#### 1. Purpose

##### Definition of a Health and Wellbeing Group

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a range of health and community stakeholders who work in partnership to facilitate wellbeing across the community area. People living in the community play a direct role in setting the agenda for this group.

The Corsham Health and Wellbeing Group (CHWG) will

- identify local needs, priorities and outcomes
- Support existing activities and groups
- Promote and support related initiatives
- Assist with coordination and communication at local level
- Make recommendations to the Area Board on how funding for activities should be deployed.

#### 2. Membership

The CHWG will initially have as its core membership the following representatives:

- Area Board Lead Member
- Community Engagement Manager
- Area Board Health and Wellbeing worker or champion
- Corsham Town Council
- Box Parish Council
- Colerne Parish Council
- Lacock Parish Council
- Wiltshire Council Community Commissioning Team
- Alzheimers Support
- Health Trainer
- Age UK
- Carers Support
- GP practices
- Chippenham Corsham and Box Community Team
- Corsham Churches Together

The membership can be changed at any time with the agreement of Corsham Area Board.

The group will have the option to co-opt members whenever they feel it is appropriate.

The group is able to form subgroups to work on specific themes and projects

#### The participation and involvement of people

People living in the community will be encouraged to play a central role in all aspects of the CHWG including the design, development, delivery and review of the local activities.

CHWG will seek to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

CHWG will ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

A wider Corsham Area Health & Wellbeing Network will be established to ensure greater involvement

### **Roles of all members of the CHWG**

All members will be required to:

- Take an active part in the development of the CHWG and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the CHWG relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the CHWG.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the CHWG activities.
- Respect all members of the CHWG and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

### **3. Structure**

The CHWG should come together at least on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller group will take responsibility for coordinating the CHWG activities and communication between meetings. The group is likely to include a member of the Community Area Board, who will work with the Community Engagement Manager to present recommendations and provide updates on progress at Area Board meetings.

Appointments and any subsequent changes to the CHWG will normally be agreed at a full meeting of the Area Board.

### **4. Responsibilities of the CHWG**

Key responsibilities include:

- Facilitating and coordinating the process to design, develop, deliver and review activities for people in the local area
- 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);
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants);
- Monitoring and reporting on the quality and effectiveness of local activities;
- Monitoring and reporting on the quality and effectiveness of information and advice in the community area
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Corsham Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote. The management group may invite representatives from local organisations/agencies to its meetings to provide expertise or to share local knowledge on activities, projects and programmes in the area.

## **5. Funding**

Area Boards will have an annual revenue budget allocated to them. The CHWG will advise the Area Board on how these funds should be allocated. The CHWG will be able to support bids for funding from other sources and would also be expected to feedback to commissioners on priorities for the County-wide contracts.

## **6. Media Relations**

Members of the CHWG may not issue media statements without the agreement of the Corsham Community Area Board.

## **7. Review**

These terms of reference are subject to change and review.