

Royal Wootton Bassett and Cricklade Community Area Well Being Group Terms of Reference

DRAFT

1. Purpose

Definition of a Well Being Group

The Well Being Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People living in the community play a direct role in setting the agenda for this group.

Well Being Groups will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Royal Wootton Bassett and Cricklade Well Being Group will report to the Royal Wootton Bassett and Cricklade Area Board and its members. It will include representatives of:

- Tinkers Lane GP Practice – Care Coordinator
- New Court Surgery – Care Coordinator
- Purton and Cricklade Surgery – Care Coordinator
- Health and Wellbeing Champion, Wiltshire Council
- Community Engagement Manager, Wiltshire Council
- Patient Participation Groups from each of the above surgeries
- Healthwatch Wiltshire

When appropriate it will also include and consult with representatives of:

- Elected Members of the Community Area Board
- People from the community
- Town and Parish Councils
- Health and Social Care Commissioners
- Community and voluntary organisations and groups – Age Concern and Age UK
- Community transport providers
- Police
- Local schools
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older and vulnerable people
- Health trainer, Wiltshire Council

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Well Being Groups including the design, development, delivery and review of the local activities.

Well Being Groups are encouraged 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.

Well Being Groups must 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.

Roles of all members of the Well Being Groups

All members will be required to:

- Take an active part in the development of the Well Being Groups 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 Well Being Groups 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 Well Being Groups.
- 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 Well Being Groups activities.
- Respect all members of the Well Being Groups and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Well Being Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders and members of the community.

Group members will all take responsibility for coordinating and planning the Well Being Group activities. The Chair of the group will be decided locally and could be any member of the Well Being Group.

Membership of the group will be subject to approval at the next full Area Board meeting. It may be varied with additional appointments made, with the agreement of the Chairperson and subject to approval at the next full Area Board meeting. This allows for more people to join if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the Well Being Group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

The group will feed out to the wider community through commitment to full use of the Patient Participation Groups and the communication channels linked to the Area Board (specifically Our Community Matters).

4. Responsibilities of the Well Being Groups

Key responsibilities for the Well Being Groups 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);

- Facilitating and monitoring the provision of a community transport service for the community area
- 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 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 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 etc 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 Well-Being group will advise the Area Board on how these funds should be allocated. Well-being groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

Members of the Well Being Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Well Being Groups should be agreed with between the Well Being Groups and Chairperson of the Community Area Board.

7. Review

These terms of reference are subject to change and should be reviewed by the [Chairperson of the Area Board](#) on an annual basis.