

Nottinghamshire Health & Wellbeing Implementation Group

Terms of Reference

Version:	1.1	Date:	3 August 2012
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1 Purpose and Objectives

Following royal asset, from April 2013, the Health & Social Care Act will present the Health & Wellbeing Board (HWB) with a duty to encourage integrated working between decision makers and service providers in health and social care to improve the health and wellbeing of the local population its serves. The Health and Wellbeing Implementation Group (HWIG) will be the executive group to manage the work programme on behalf of the Health and Wellbeing Board, assisting the Board to fulfil its statutory duties.

The Health and Wellbeing Implementation Group will undertake this role through delivery of the following objectives:

- To maintain an overview of the supporting structures and work programme underpinning the HWB, encouraging coordinated action by all partners to deliver improvements in health and wellbeing.
- To encourage integration across health and local government to achieve additional benefits to commissioning and delivery of health and social care, e.g. improved outcomes or efficiency.
- To ensure national, regional and local policy developments are incorporated into the local work of the Health and Wellbeing Board.
- To oversee the local implementation of the Health & Social Care Act, including Public Health transition and the establishment of HealthWatch.
- To facilitate shared responsibility and leadership in improving health and wellbeing within Nottinghamshire.
- To ensure effective communications and engagement across Nottinghamshire to maintain a common purpose
- To act as a source of advice for Health and Wellbeing issues within Nottinghamshire.

2 Accountability

- The Nottinghamshire Health and Wellbeing Implementation Group will report to the shadow Health & Wellbeing Board.
- The executive sponsors for Health and Wellbeing are:
 - David Pearson, the Corporate Director, Adult Social Care, Health and Public Protection
 - Dr Chris Kenny, Director of Public Health

- The sponsors will be responsible for the delivery of work relating to the Health & Wellbeing Board programme.

3 Core Membership

- Corporate Director, Adult Social Care, Health and Public Protection
- Corporate Director, Children, Families and Cultural Services
- Director of Public Health
- Chief Executive Officers from two District Councils in Nottinghamshire
- Chief Executive, NHS Nottingham & NHS Nottinghamshire County
- Chief Operating Officers from two Clinical Commissioning Groups (CCG) within Nottinghamshire
- Clinical Leads from two Clinical Commissioning Groups (CCG) within Nottinghamshire
- Assistant Chief Constable, Nottinghamshire Police
- Chair of the Nottinghamshire Safeguarding Children Board
- Chair of the Nottinghamshire Safeguarding Adult Board
- Chief Probation Officer or deputy
- Partnership Manager, Nottinghamshire Fire & Rescue
- Associate Director of Public Health.

Additional representatives may be co-opted to the group as required according to the agenda items under discussion, e.g. Joint Commissioning Group Manager, Lead for HealthWatch

4 Responsibilities

The Objectives of the Health and Wellbeing Implementation Group will be achieved through delivery of the following responsibilities:

- To coordinate the overall work programme for the Health & Wellbeing Board.
- To oversee the development and maintenance of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy.
- To act as a link between the HWB and groups underpinning the work of the HWB, such as the strategic commissioning groups, CCGs, District Local Strategic Partnerships (LSPS; or equivalent), safeguarding boards, Children's Trust Executive and the Children's Trust encouraging joint commissioning and action to improve health and wellbeing.
- To review local commissioning plans to ensure alignment with the Health & Wellbeing Strategy, and integrated commissioning takes place across partner organisations.
- To review the implications of changes in national, regional and local policy on local implementation of the Health and Social Care Act, commissioning local action as required.
- To oversee the delivery of the Public Health transition plan.
- To oversee the delivery of the project plan relating to the establishment of HealthWatch and Complaints Advocacy.
- To maintain a communication and engagement network with stakeholders to allow a two way flow of information relating the health & wellbeing.
- To consider implications relating to CCG authorisation and development.

5 Frequency Meetings

- Meetings will be held Bi-monthly – 12 months meetings will be organised in advance and scheduled to correspond with the Health and Wellbeing Board submission dates where possible.
- The group may meet more frequently as required according to the work programme.

6 Ways of Working

- The group will be quorate if there is a minimum of 5 members or nominated deputies, present.
- The group will be chaired by the Corporate Director, Adult Social Care, Health and Public Protection
- Administration will be provided from Nottinghamshire County Council.
- Agenda items will be submitted to the office at least 8 working days before each meeting.
- Papers for each meeting will be sent to members at least 5 working days prior to each meeting.
- Each member will be expected to participate in actions, be responsible for the flow of information into the group and feedback actions and decisions to their own organisations.
- Confidentiality must be maintained where items are explicitly itemised as such e.g. draft structures.

7 Reporting Procedures

- The Nottinghamshire Health & Wellbeing Implementation Group will report to the shadow Health & Wellbeing Board.

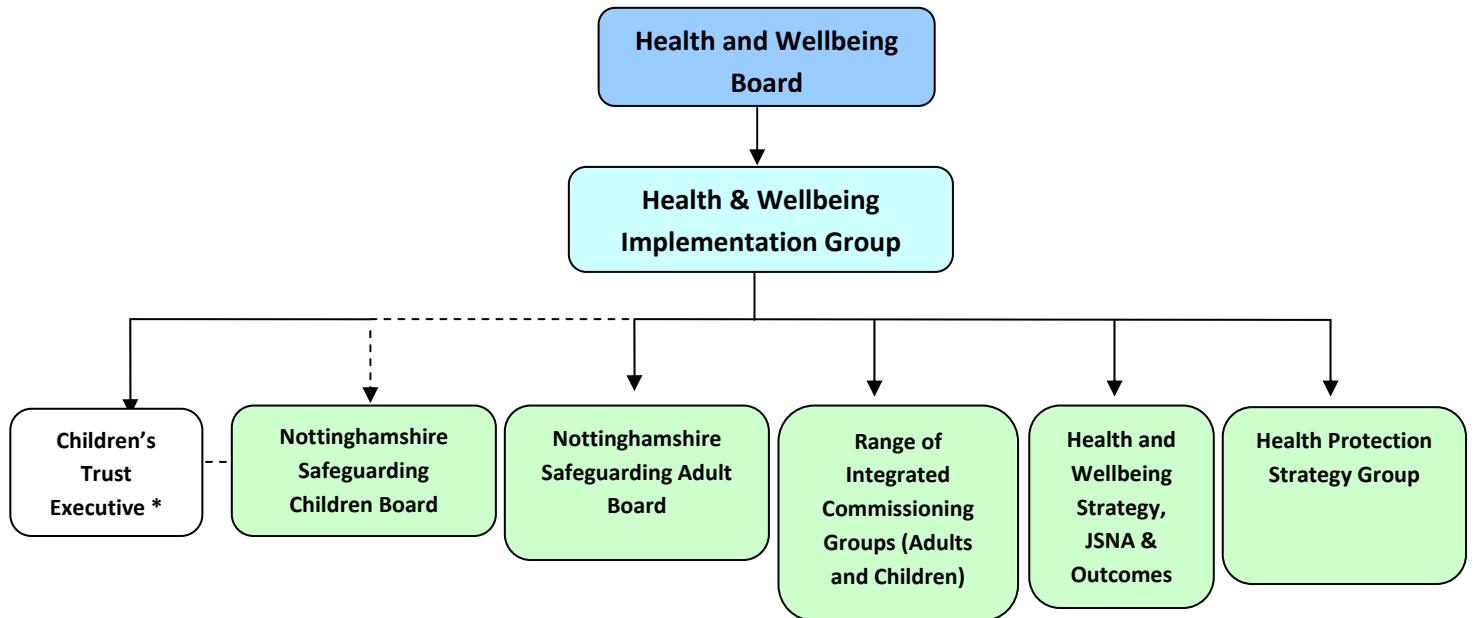
8 Review Arrangements

- The terms of reference and membership will be reviewed annually.

9 Governance Structure of the Health & Wellbeing Board

- The illustration overleaf describes the governance structure of the Health & Wellbeing Board. Further information is available through the Associate Director of Public Health.

**Health & Wellbeing Board
Supporting Structures**



* As a Statutory Board, the Children's Safeguarding Board has independent accountability arrangements

Public and Provider Engagement linked to each Commissioning Group, including Voluntary & Independent Sector Provider & Stakeholder Network established to promote wider engagement Engagement with local strategy and delivery groups e.g. District_LSPs will be maintained through the strategic commissioning groups