

Health and Well-being of Coventry Group

Terms of Reference

Role of Group

The Coventry Health and Well-being group will bring together statutory, community, private and voluntary organisations to lead and develop the strategic overview of health and health inequalities in the city on behalf of the Coventry Partnership.

The group will have a key role in setting local health priorities, making recommendations to partners for action and securing and managing appropriate funding streams such as Neighbourhood Renewal Funds. To ensure progress is made, priorities will be limited to 3-5 in any one year and will be linked to the Community Plan and the Local Area Agreement. Where appropriate these priorities will also be considered and may be taken on board by other theme groups.

The group will agree the city-wide strategy and encourage and support the development of local operational plans to deliver it.

The group will lead on the negotiation and delivery of the health block of the Local Area Agreement, in partnership with other theme groups as required.

The group will develop a co-ordinated programme of activities to deliver its objectives and will work within the Partnership Performance framework to monitor and respond to the achievement of agreed targets. Ultimately this may include joint commissioning of public health workstreams.

Key Aim of the Group

To increase levels of health and well-being for all.

Key Outcomes

- By 2010, people in Coventry will be enjoying healthier lives which contribute towards them living longer in the future.
- By 2010, these improvements will have happened more quickly in the priority neighbourhoods and communities.

Key objectives

1. Agree 3-5 key objectives for health and wellbeing per year, linked to the Community Plan and the Local Area Agreement. Some objectives may run over more than one year.
 2. Develop action plans to take forward those priorities.
 3. Participate/inform the city-wide strategic joint needs assessment as appropriate.
 4. Performance manage action plans to promote health and wellbeing.
 5. Manage and oversee the delivery of the Health Theme within the Local Area Agreement.
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Accountability and Responsibility

The Health and Well-being group will be accountable to the Coventry Partnership and the Chair/Advisor will formally report to the Partnership on progress.

Close links will be established with other partnerships and where possible, joint working groups will be established to deliver shared objectives.

Individual organisations will be responsible for ensuring that their nominated representative (or an appropriate substitute) is available to attend all partnership meetings.

All members of the group will be in a position to make or influence decisions within their organisations, and be able to commit resources where appropriate.

Group members will be responsible for reporting to the group on relevant issues/developments from their own organisations and for communicating Health and Well-being group business down to all departments/staff within their own organisations where appropriate.

The partnership will receive an update on relevant aspects of work by other strategy groups.

Rights

1. All partners are treated as equal and their contributions are respected and valued.
2. All partners are able to voice the views and opinions of their organisation/sector at meetings
3. All partners are able to contribute to the formal decisions and recommendations of the partnership.
4. The partnership will support all sectors in building up their capacity to participate fully in the work of the partnership.
5. Where partners have participated in the priority setting process and feel the current years programme is of limited relevance to them, then they may opt to receive information only. This may be reversed at any time.

Responsibilities

6. Partners respect the validity of each contribution.
 7. Partners consult and obtain the views of their organisations/sectors and reflect or communicate these at meetings.
 8. Partners are fully informed and share information from their own organisations/sectors amongst the partnership.
 9. Partners bring forward agenda items or information in areas where they can provide particular expertise or have an interest, sharing this in an accessible format by agreed deadlines.
 10. Partners seek to ensure that decisions or recommendations agreed by the partnership are communicated and acted upon within their own organisation/sector.
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- 11. All partners will seek to support the needs and add value to the resources of other partners.
- 12. The group will seek to proactively contribute and add value to the work of other partnerships.

Working arrangements

The Health and Well-being group will meet bi-monthly and will be chaired by the Cabinet Member for Community Services (health portfolio) from the City Council. The advisor to the group will be the Joint Director of Public Health.

Non attendance for more than 2 meetings without apology may result in removal from the group, except when Right (5) above has been exercised.

The meeting timetable will be scheduled in advance over a 12 month period.

The Agenda for meetings will be prepared by the group advisor in consultation with the Chair and papers will be dispatched 7 working days prior to the meeting in order to provide time for members of the group to read them and identify actions for their own organisations.

Administrative support

The PCT's Public Health Directorate will provide secretarial support to the group.

Review date

Terms of reference and membership will be reviewed on an annual basis.

Terms of Reference approved on.....