

SOUTH LAKELAND HEALTH AND WELLBEING FORUM

TERMS OF REFERENCE

1. Background and Context

Cumbria Health and Wellbeing Board is a Statutory Board with the following remit:

- 1.1. Provide strong leadership and direction of the health and wellbeing agenda agreeing priority outcomes for health and wellbeing particularly in line with the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy.
- 1.2. Promote a genuinely collaborative approach to commissioning across the health, wellbeing and social care agenda.
- 1.3. Use the JSNA to develop a Joint Health and Wellbeing Strategy for Cumbria and involve service users and the public in the process.
- 1.4. Hold partners to account and promote action in order to achieve the aims set out in the Cumbria Joint Health and Wellbeing Strategy. This may include the right to refer CCG plans back to the NHS Commissioning Board.
- 1.5. Operate as one of 4 key partnerships within the context of the agreed shared priorities in Cumbria and have a direct relationship with Cumbria Chief Executives Group and Cumbria Leaders Board.
- 1.6. Provide strong linkages between the key partnerships (Cumbria Local Enterprise Partnership, Children's Trust Board, Safer Cumbria Direction Group) and other relevant groups including but not exclusively: the Local Adults Safeguarding Board and the Local Safeguarding Children's Board.
- 1.7. Through the Public Health Alliance engage District Councils and Health & Wellbeing Forums locally.
- 1.8. The South Lakeland area includes the eight key service hubs of:
 - Windermere
 - Ambleside
 - Grange-Over-Sands
 - Kendal
 - Milnthorpe
 - Kirkby Lonsdale
 - Sedbergh
 - Ulverston

2. Purpose

2.1. The **South Lakeland Health and Wellbeing Forum** will provide a mechanism for collaboration among partner agencies and communities, in order to deliver high quality health and social care services and improved health and well-being outcomes for the residents of South Lakeland.

2.2. The Forum is recognised by the Cumbria Public Health Alliance as a local influencer and as having a role exploring effective methods of working in the South Lakeland locality. The forum will have a specific remit of having an overview of local issues, providing a means of bringing together partners, and connecting with local communities to mobilise resources to impact on health and well-being. Working through the Cumbria Public Health Alliance it will have a key role in ensuring that locality issues are represented at the Cumbria Health and Well-being Board (6.4).

2.3. The Forum will act to promote strategic coherence across South Lakeland in pursuit of priorities determined by the Health and Well-being Board and local priorities as determined by the Forum. Membership will reflect the diverse interests that contribute to physical, mental and social well-being of the population in South Lakeland

2.4. The Forum will have oversight of the achievement of health and well-being outcomes in the locality. The purpose of the group will be to move “upstream” and focus on primary prevention, preventing disease and illness before it happens, examples of primary prevention include education, immunisation and reducing exposure to hazards.

2.5. The Forum will engage appropriately with statutory and non-statutory bodies to influence those structural factors that influence health and well-being in South Lakeland (Economy, Housing, Infrastructure etc.). The forum will undertake this engagement in pursuit of strategic objectives agreed by partners and described in key documentation, in particular the Area Plan.

2.6. In keeping with the aims of the Forum, members will be expected to agree strategic direction, and commit to actions to deliver agreed work programmes.

2.7. Task & Finish groups will be set up as required to drive specific work streams or initiatives as determined by the Forum.

3. Objectives

3.1. To interpret and ensure delivery of the Health and Wellbeing Board's agreed objectives at local level using the district level JSNA to inform an action plan.

3.2. To ensure that local aspirations, opportunities, needs and issues are adequately identified and represented in the Cumbria Health & Wellbeing Board work programme, particularly the JSNA, Health & Wellbeing strategy and commissioning programmes

3.3. To ensure South Lakeland NHS and Local Authority Commissioning plans are accountable to local stakeholders and respond to local needs. That partner commissioning/delivery plans are shared to identify areas of compatibility and to prevent duplication.

3.4. To ensure local collaborative and creative processes are used for identifying solutions to South Lakeland issues and problems ensuring that all available assets for

promoting health and well-being are understood, recognised and deployed and providing a forum for action planning to address them.

3.5. To contribute to the effective mobilisation of statutory resources and community assets in pursuit of the health well-being and social care agenda.

4. Membership

4.1. The membership of the group consists of the following representatives:

4.2. **Core Membership** (voting members):

CCC Elected Members (x 2)
SLDC Elected Members (x 2)
CALC Representative
Third Sector – Cumbria CVS
Third Sector – Network Representative
Cumbria CCG – GP Commissioning Lead
Cumbria CCG – Commissioning Officer

4.3. **Supporting Officers** (non-voting):

CCC Nominated Officer (Area Team Manager)
SLDC Nominated Officer
Public Health Consultant
Public Health Locality Manager
Healthwatch
Active Cumbria

4.4. **Associate Members** (non-voting, attending as required)

CCC Children's Services Nominated Officer
CCC Young People's Services Nominated Officer
CCC Adult Social Care Nominated Officer
Early Years Provider
Third Sector - Gateway Group
Private/Business Sector – Chamber Representative

5. Meetings

5.1. Meetings will be held quarterly to progress the work of the group.

5.2. Meetings will include core membership and associate members as appropriate.

5.3. Meetings will include agreed standing agenda items, to include:

Healthwatch (update)
Integrated Care Communities (update)
JSNA (review and comment)
SLDC – Update
CCC – Update
Active Cumbria – Update

5.4. Three meetings annually will each have a thematic focus aligned to the 'Life-Course' priorities agreed by the Forum i.e:

- Children, Young People & Young Families,
- Those in working life,

- Older People.

5.5. One annual meeting will include a review of Terms of Reference, a review of membership, nomination of a chair and vice chair, and a review of Forum priorities.

6. Chair & Vice Chair

6.1. The chair will be one of the core members of the Forum (4.2 above). The chair will be elected annually (see 5.5).

6.2. The vice chair will be one of the core members of the Forum (4.2 above) and will not represent the same body as the chair. The vice chair will be elected annually (see 5.5).

6.3. No chair, or vice chair, will be permitted to serve for more than two terms (2 years).

6.4. The chair will be expected to attend the Public Health Alliance meetings on behalf of the South Lakeland Health Forum. Where the chair cannot attend the vice chair will deputise.

6.5. The chair will develop the agenda for meetings taking account of requests from Forum members and in collaboration with the nominated officer from SLDC and the Public Health Locality Manager.

7. Coordination and Administrative Support

7.1. Co-ordination of the forum, and administrative support to the chair and vice chair will be provided by SLDC, this will include:

- Working with the chair to develop the agenda
- Taking minutes at forum and other related meetings
- Timely distribution of papers
- Booking rooms for meetings of the Forum and any task and finish groups established by the Forum
- Updating information on the website (One South Lakeland) and sending the relevant link to the appropriate contact at the Gateway Group
- Other reasonable duties attendant to the effective functioning of the Forum

8. Review

8.1. A review of the work of the group and terms of reference will be undertaken on an annual basis (5.5).