

Committee: Health and Wellbeing Board

Date: 30 September 2014

Wards: All

Subject: Review of One Merton Group Terms of Reference

Lead officer: Kay Eilbert, Director of Public Health

Lead member: Councillor Caroline Cooper Marbiah

Contact officer: Clarissa Larsen

Recommendations:

To agree the revised Terms of Reference for One Merton Group.

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

This report sets out revised Terms of Reference for One Merton Group

2. BACKGROUND

The One Merton Group (OMG) has been established in its current form for two years. The current Terms of Reference were agreed in October 2013..

3. DETAILS

3.1 The Terms of Reference of One Merton Group have been refined to reflect its evolving role and relationship with the Health and Wellbeing Board.

3.2 Membership of the One Merton Group has also been revised to consider and progress strategic issues effectively.

3.3 A set of the revised Terms of Reference are included in Appendix 1.

4. ALTERNATIVE OPTIONS

4.1 None for the purpose of this report.

5. CONSULTATION UNDERTAKEN OR PROPOSED

5.1 The OMG Terms of Reference have been discussed and reviewed by all members of the One Merton Group.

6. TIMETABLE

None for the purpose of this report.

7. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

None for the purpose of this report.

8. LEGAL AND STATUTORY IMPLICATIONS

None for the purpose of this report.

9. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

The One Merton Group is focused on the vision of the Health and Wellbeing Strategy to address health inequalities.

10. CRIME AND DISORDER IMPLICATIONS

None for the purpose of this report.

11. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

None for the purpose of this report.

APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

Appendix 1 – One Merton Group Terms of Reference September 2014

One Merton Group Terms of Reference

1. Purpose

- 1.1 The purpose of the One Merton Group (OMG) is to provide senior executive leadership and oversight of strategic issues, including integration and commissioning strategy, relating to health and wellbeing. Guiding and supporting the effective working of the Health and Wellbeing Board.

2. Context

- 2.1 Merton Clinical Commissioning Group (MCCG), the London Borough of Merton (LBM), HealthWatch and the wider voluntary and community sector recognise that by working together they can have a much greater impact to support health and wellbeing and deliver better value for money.
- 2.2 The Merton Health and Wellbeing Board (HWB) was formed in line with statutory requirements as a committee of Merton Council in April 2013. This succeeded the Shadow Health and Wellbeing Board which had been meeting since 2011.

The HWB is focused on improving the health and wellbeing of local people and addressing health inequalities. Its purpose is to promote joined up services and integrated care, develop a Health and Wellbeing Strategy and a Joint Strategic Needs Assessment (JSNA) which provide strategic insight and influence to local commissioning strategies and plans.

- 2.3 The OMG provides the HWB with a direction, expertise and scrutiny of the work programme. It reviews the HWB forward plan with a focus on promoting integration and joined up services and tackling health inequalities.

OMG also has an important role in providing strategic oversight of the Integration Programme for Merton and evaluation of the Health and Wellbeing Strategy, together with oversight of JSNA

3. Proposed Responsibilities

The One Merton Group will:

- 3.1 Progress and support the work of the HWB to promote joined up services and integration specifically through the Integration Programme for Merton including the Better Care Fund.
- 3.2 Support the oversight, monitoring and delivery of Health and Wellbeing Strategy, including assurance on performance against targets.

- 3.3 Review commissioning strategies and plans, and to develop new proposals, shared by the partner agencies, for new strategies
- 3.4 Guide the refresh of Joint Strategic Needs Assessment led by the HWB.
- 3.5 Provide support to the HWB on the strategic direction of future review of Health and Wellbeing Strategy.
- 3.6 Reviewing and contributing to the HWB forward plan.
- 3.7 Maintaining close links with wider groups and partners including Merton Partnership, the Children's Trust Board, Sustainable Communities the Safer Merton Partnership Board and the NHS England Commissioning Board.
- 3.8 Undertaking other wider work in line with any new HWB responsibilities.

4. Proposed Core Membership of One Merton Group

Core members of the OMG will attend each meeting. The agenda will, where needed be split into Part A for core members and Part B to include others in attendance.

- 4.1 Core members
MCCG Chief Officer
MCCG Director of Commissioning and Planning
LBM Director Community and Housing
LBM Director of Public Health
LBM Director Children, Schools and Families
- 4.2 In attendance
For Part B of the agenda, where appropriate, other partner representatives together with specialist officers will be in attendance.
These will include the Chief Executive of MVSC, LBM Head of Commissioning for Adults and for Children and other officers including those from environment and regeneration.
- 4.3 Chair
The Chair of the Board will rotate between LBM and MCCG.

Members will make every effort to attend and ensure relevant officers attend for Part B where required to present particular papers or comment on particular areas of work.

5. Operational Arrangements

- 5.1 The OMG will be facilitated by the organisation that holds the Chair. Members will have the opportunity to view a draft agenda and suggest items. Papers will be circulated approximately a week in advance.

5.2 The OMG carries no formal delegated authority. Members bring the responsibility, accountability and duties of their individual roles to the OMG and by agreeing to exercise those collectively, provide authority to the group. Authority to act will be on the basis of recommendations agreed by the appropriate governance bodies. Wider relationships of the OMG are reflected in Appendix 1.

5.3 To enable this transparency of working relationships, members will support the development of and share the content of each others annual plans, budgets and any other relevant documentation.

6. Quorum

Decisions taken will require a minimum of three core members to be present including at least one member of MCCG.

7. Frequency of Meetings

Meetings will be held monthly and for up to a maximum of two hours.

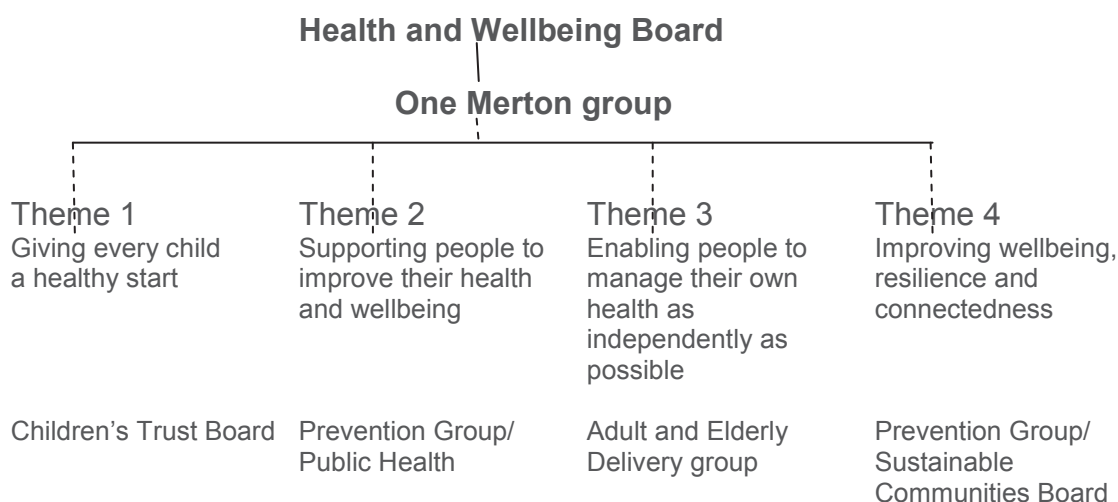
8. Governance

8.1 The One Merton Group reports to the Health and Wellbeing Board and respective partners' governing bodies..

8.2 A number of groups will make reports to the HWB through the One Merton Group.

- Integration Project Board
- A Prevention group that works across Priorities 2 and 4 with the Sustainable Communities Board and Public Health
- Adult and Elderly Delivery Group for Priority 3 – a new group to deliver this priority
For reporting on delivery of the Health and Wellbeing priority themes:
(See Figure 1 below)
- The Children's Trust Board provides reports on Priority 1 of the Health and Wellbeing strategy but does not report to the One Merton Group.

Figure 1 Health and Wellbeing strategy reporting



- 8.3 Task and Finish Groups
OMG will set up task and finish groups as required to progress specific pieces of work. The task and finish groups will be time limited and membership will be as nominated by the One Merton Group.

9. Code of Conduct and Conflicts of Interests

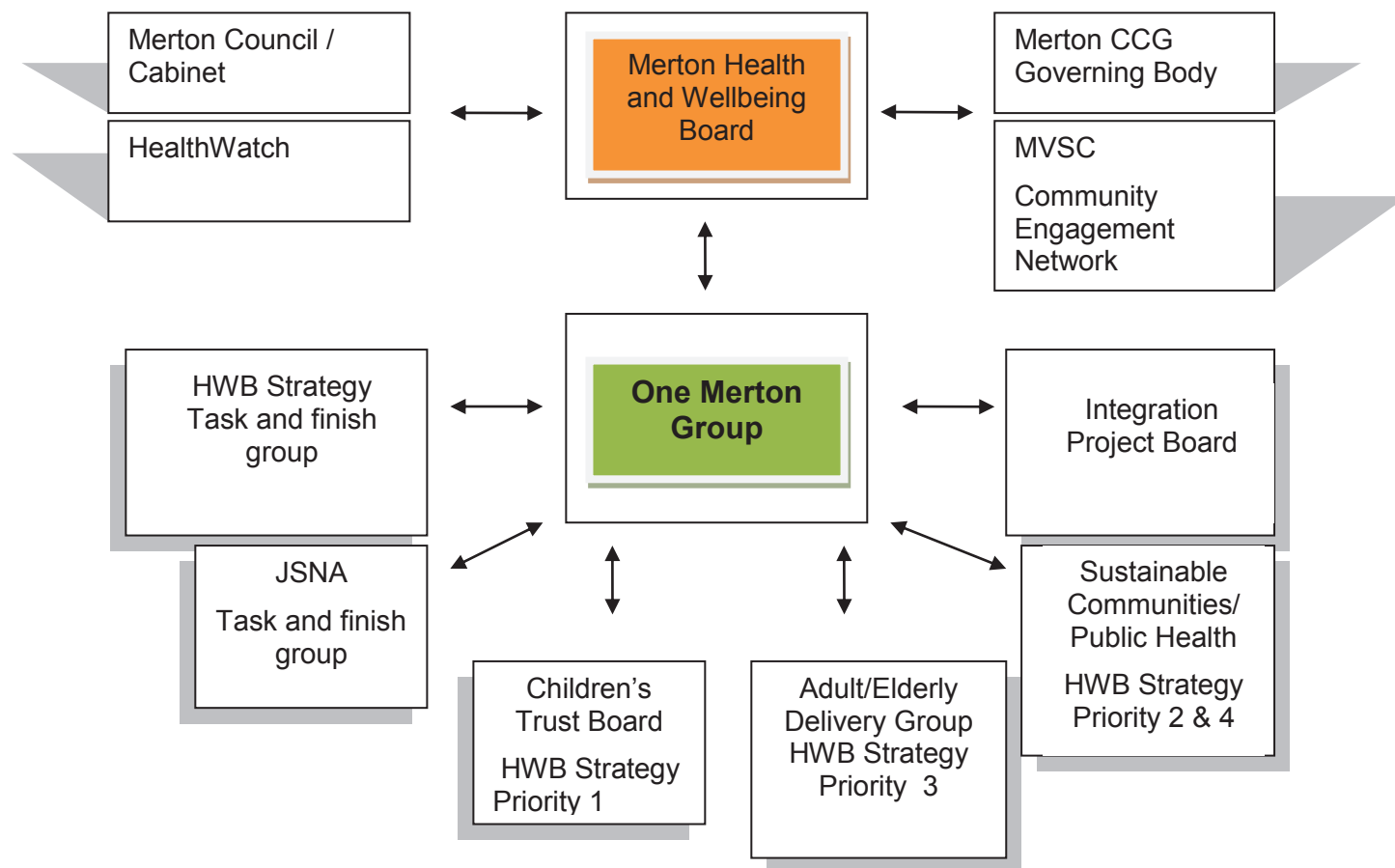
- 9.1 At One Merton Group meetings or when representing the OMG, a representative of a member partner must:
- Promote equality by not discriminating unlawfully against any person;
 - Treat others with respect;
 - Not do anything, which compromises or is likely to compromise the impartiality of those who work for, or advise the OMG;
 - Not disclose information given to them in confidence by anyone, or information they believe is of a confidential nature, without the consent of the person authorised to give it;
 - Not use their position as a member of the OMG improperly to confer on or secure for themselves or any person, an advantage or disadvantage and;
 - Declare any potential conflicts of interest including any of GPs as commissioners and providers.

10. Review

The terms of reference will be reviewed in **March 2015** and thereafter annually or earlier if necessary.

September 2014

Appendix 1 One Merton Group – DRAFT Structural Links and Sub Groups



This page is intentionally left blank