

# **Committee: Health and Wellbeing Board**

**Date: 1 October 2013**

Agenda item: 20

Wards: All

## **Subject: Review of One Merton Group Terms of Reference**

Lead officer: Kay Eilbert, Director of Public Health

Lead member: Councillor Linda Kirby

Forward Plan reference number:

Contact officer: Clarissa Larsen

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### **Recommendations:**

- 1. To agree the revised Terms of Reference for One Merton Group.**
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#### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

This report sets out revised Terms of Reference for One Merton Group including a focus on executive support to the Merton HWB and oversight of delivery, monitoring and review of the HWB Strategy.

It outlines the proposed specialist sub groups and task and finish groups to One Merton Group with close links to be retained to the Children's Trust Board, the Sustainable Communities Partnership and other partners.

#### **2. BACKGROUND**

The One Merton Group (OMG) has been established in its current form for just over a year. The current Terms of Reference were agreed in June 2012. Since that time significant changes and transitions have taken place, the Merton Health and Wellbeing Strategy has been developed and the Health and Wellbeing Board has become statutory.

It is therefore timely to review the OMG Terms of Reference and structures to deliver the best health and wellbeing outcomes.

#### **3. DETAILS**

OMG is now providing clearer executive support to the HWB through reviewing agendas, minutes and the forward plan with a focus on promoting integration and joined up services.

OMG also has an important role in providing strategic oversight and monitoring of the Health and Wellbeing Strategy. Oversight of performance

against each priority theme, together with oversight of the JSNA and the future review of HWB Strategy are key roles of OMG.

The draft OMG ToR set out the core tasks of the OMG as providing executive support to Merton Health and Wellbeing Board by:

- Supporting the oversight and monitoring delivery of the Health and Wellbeing Strategy by providing assurance to the HWB Board .
- Guiding the refresh of JSNA (a task and finish sub group can also be formed for this) led by the HWB.
- Supporting the integrated care programme of work for the HWB.
- Providing support to the HWB on the strategic direction of future review of Health and Wellbeing Strategy (a task and finish sub group can also support this when required)
- Reviewing HWB agendas, minutes and forward plan)

### 3.1 OMG Sub and Task Groups

To allow OMG to maintain a strategic focus, reviewing completed work, regular monitoring and progress of the HWB Strategy priorities will take place as set out in the Health and Wellbeing strategy and will be reported through OMG to the Health and Wellbeing Board. The figure below sets out how the four themes will be reported.



Task and finish groups are proposed as the most effective way to support the refresh of the JSNA and review of the HWB Strategy. Membership of these groups can be determined as and when required.

3.2 Full details 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**

6.1 None for the purpose of this report.

**7. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

7.1 None for the purpose of this report.

**8. LEGAL AND STATUTORY IMPLICATIONS**

8.1 None for the purpose of this report.

**9. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

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

**10. CRIME AND DISORDER IMPLICATIONS**

10.1 None for the purpose of this report.

**11. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

11.1 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

## **Appendix 1 – One Merton Group Terms of Reference**

### **Draft for Agreement**

#### **1. Purpose**

- 1.1 The purpose of the One Merton Group (OMG) is to provide executive support to Merton Health and Wellbeing Board providing oversight of the implementation of the Health and Wellbeing Strategy, the JSNA and the promotion of integrated care, to review commissioning strategies and plans, and to develop proposals, shared by the partner agencies, for new strategies.

#### **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 the 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 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 HWB agenda, minutes and forward plans with a focus on promoting integration and joined up services.

OMG also has an important role in providing strategic oversight and monitoring of the Health and Wellbeing Strategy priority themes, together with oversight of JSNA and the future review of HWB Strategy.

#### **3. Proposed Responsibilities**

The One Merton Group will provide executive support to Merton Health and Wellbeing Board by:

- 3.1 Progressing and supporting the work of the HWB to promote joined up services and integration specifically through the integrated care programme
- 3.2 Supporting the oversight, monitoring and delivery of Health and Wellbeing Strategy, including assurance on performance against targets.

- 3.3 Guiding the refresh of Joint Strategic Needs Assessment led by the HWB.
- 3.4 Providing support to the HWB on the strategic direction of future review of Health and Wellbeing Strategy.
- 3.5 Reviewing HWB agendas, minutes and forward plan and setting the One Merton Group forward plan to reflect this.
- 3.6 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.
- 3.7 Undertaking other wider work in line with any new HWB responsibilities.

#### **4. Proposed Core Membership of One Merton Group**

##### **4.1 Core members**

CCG Chief Officer  
 CCG Director of Commissioning  
 CCG Clinical representative

LBM Director of Public Health  
 LBM Director Children, Schools and Families  
 LBM Director Community and Housing  
 MVSC Chief Executive

##### **4.2 In attendance**

LBM Head of Commissioning Adults  
 LBM Head of Commissioning Children

Other specialist officers will attend as required including environment and regeneration.

##### **4.3 Chair**

The Chair of the Board will be rotated between the Merton Council and the Merton CCG.

- 4.3 Members will make every effort to attend or send an appropriate representative, ensuring relevant officers attend to present particular papers or comment on particular areas of work.

#### **5. Operational Arrangements**

- 5.1 The OMG will be facilitated by LBM. 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. The OMG will report into and guide the Merton HWB. 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 two Clinical Commissioning Group representatives and two LBM officers to be present.

## **7. Frequency of Meetings**

Meetings will be held monthly and for up to a maximum of two hours usually between 11.30 am and 1.30 pm on a Tuesday

## **6. Governance**

- 6.1 The OneMerton Group reports to the Health and Wellbeing Board.

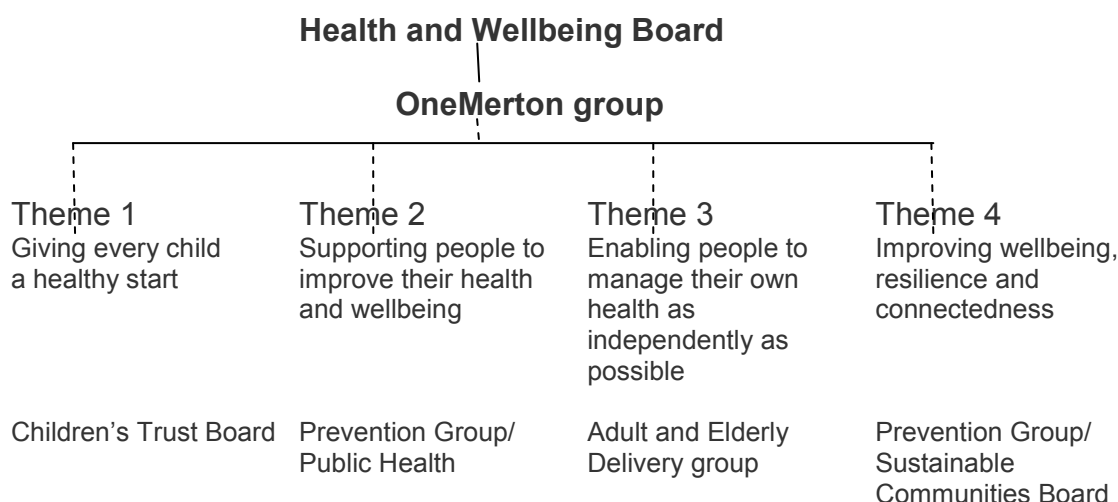
- 6.2 A number of groups report to the OneMerton Group. These are

For reporting on delivery of the Health and Wellbeing priority themes: (See Figure 1 below)

- 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  
and  
Integration Project Board

The Children's Trust Board provides reports on Priority 1 of the Health and Wellbeing strategy but does not report to the OneMerton Group.

**Figure 1 Health and Wellbeing strategy reporting**



## 6.2 Task and Finish Groups

OMG will set up task and finish groups as required to progress specific pieces of work. There will be a task and finish group to develop the refreshed JSNA and another to review and refresh the Health and Wellbeing Strategy.

The task and finish groups will be time limited and membership will be as nominated by the One Merton Group.

## 7. Code of Conduct and Conflicts of Interests

7.2 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.

## 8. Review

The terms of reference will be reviewed in **March 2014**, in line with the review of the Health and Wellbeing Board following its first year of operation, and thereafter annually or earlier if necessary.

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

