

Merton Council

Health and Wellbeing Board - Community sub-group Agenda

Membership

Councillor Stephen Alambritis
James Blythe
Rob Clarke
Abi Fafolu
Dr Vasa Gnanapragam
Councillor Rebecca Lanning
Martin Miranda
Councillor Oonagh Moulton
Kalu Obuka
Mohan Sekeram
Councillor Eleanor Stringer
Dr Dagmar Zeuner

Date: Tuesday 4 August 2020

Time: 5.00 pm

Venue: This will be a virtual meeting and therefore will not take place in a physical location, in accordance with s78 of the Coronavirus Act 2020.

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda please contact or telephone .

All Press contacts: communications@merton.gov.uk, 020 8545 3181

Health and Wellbeing Board - Community sub-group Agenda

4 August 2020

1 Welcome

2 Member Introductions

3 Local Outbreak Control Plan

**A COPY OF MERTON'S COVID-19 OUTBREAK CONTROL
PLAN IS AVAILABLE HERE:**

[https://www.merton.gov.uk/assets/Documents/Outbreak%20Control%20LBM%20Outbreak%20Control%20Plan%20for%20publication%20with%20forward%20290620%20\(003\)%20\(002\).pdf](https://www.merton.gov.uk/assets/Documents/Outbreak%20Control%20LBM%20Outbreak%20Control%20Plan%20for%20publication%20with%20forward%20290620%20(003)%20(002).pdf)

4 Impact of Covid-19 on vulnerable communities

5 Terms of Reference

1 - 8

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

Committee: Health and Wellbeing Board Community Subgroup

Date: 4 August 2020

Agenda item:

Wards: All

Subject: Health and Wellbeing Board Community Subgroup - Terms of Reference

Lead officer: Dagmar Zeuner, Director of Public Health

Lead member: Councillor Stephen Alambritis, Leader of Merton Council

Forward Plan reference number:

Contact officer: Clarissa Larsen, Health and Wellbeing Board Partnership Manager

Recommendations:

- A. To agree the draft terms of reference for the Community Subgroup to be reported to the Health and Wellbeing Board for agreement.
-

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

To set out the draft terms of reference for the new Health and Wellbeing Board (HWBB) Community Subgroup for agreement.

2 BACKGROUND

All local authorities have been asked to produce a Local Outbreak Control Plan setting out proposals for Test, Track and Trace. A copy of Merton's Covid-19 Outbreak Control Plan is available [here](#).

3 DETAILS

- 3.1. The HWBB Community Subgroup will support the implementation of Merton's Covid-19 Outbreak Control Plan, delivering the 'member-led local governance board', suggested in Government guidance. It will have oversight of communication with the general public on Test Track and Trace, with a focus on protecting vulnerable communities.
- 3.2. In Merton, the Community Subgroup will also oversight of work on the impact of Covid-19 on vulnerable communities, involving 'lived experience' and on-going community dialogue, which itself will support contact tracing to protect communities, including the most vulnerable.

4 ALTERNATIVE OPTIONS

The alternative option would be for the core Health and Wellbeing Board to take this role, but as the HWBB meets less frequently it would be more difficult for partners to respond quickly to any new developments.

5 CONSULTATION UNDERTAKEN OR PROPOSED

The Health and Wellbeing Board was consulted on the proposal to create a Subgroup on 23 June 2020 and HWBB members are involved in the Subgroup, both directly and through their nominees.

6 TIMETABLE

The Community Subgroup will initially meet for a fixed period up to April 2021.

7 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

N/A

8 LEGAL AND STATUTORY IMPLICATIONS

The Community Subgroup will report to the statutory Merton Health and Wellbeing Board. Wider accountability is set out in the attached documents.

9 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

The focus of the Community Subgroup is on those vulnerable community groups, that have to date been disproportionately impacted by Covid-19.

10 CRIME AND DISORDER IMPLICATIONS

N/A

11 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

N/A

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

Appendix I - Health and Wellbeing Board Community Subgroup Draft Terms of Reference

Appendix II - Community Group Accountability Chart.

BACKGROUND PAPERS

[Covid-19 Outbreak Control Plan](#) Merton Council, July 2020

Merton Health and Wellbeing Board

HWBB Community Sub-group

Terms of Reference DRAFT (270720)

1. Purpose

The HWBB Community Sub-group will support the implementation of Merton's Local Outbreak Control Plan, delivering the 'member-led local governance board', suggested in Government guidance, to communicate with the general public on Test Track and Trace, with a focus on protecting vulnerable communities.

In Merton, the Community Sub-group also has oversight of work on the impact of COVID-19 on vulnerable communities, involving 'lived experience' and on-going community dialogue, which itself will support contact tracing to protect communities, including the most vulnerable.

2. HWBB Context

This Community Sub-group is an advisory, consultative forum and is accountable to, Merton Health and Wellbeing Board.

- Merton Health and Wellbeing Board (HWBB) is a statutory partnership providing overall vision, oversight and direction for health and wellbeing in Merton, including service provision and the wider determinants of health.
- It brings together local Councillors, GPs and community representatives, supported by officers, as system leaders to shape a healthy place and health and care services.

The Health and Social Care Act 2012 made Health and Wellbeing Boards statutory for all local authorities. The Act also permits the local authority to arrange for HWBBs to exercise 'any functions that are exercisable by the authority'.

3. Responsibilities

The Community Sub-group supports delivery of Merton's Local Outbreak Control Plan. Specific responsibilities are the oversight of:

- i. Communication and engagement with Merton residents on the Local Outbreak Control Plan arrangements for Test, Track and Trace.
- ii. Support for vulnerable people, as required by the Local Outbreak Control Plan, to get help to self-isolate as one of the interventions to protect vulnerable communities.

- iii. Engagement with vulnerable communities through a rolling programme of voluntary sector led dialogues to gain insight to lived experience (including BAME communities, older people and people with learning disabilities and autism, and involving children and young people).
- iv. Review health and wellbeing services (working closely with Merton Health and Care Together) to ensure a culturally appropriate offer, accessible to all, that meets the needs of diverse communities, to support health seeking behaviours and prehabilitation.

4. Principles and Priorities

The priority of the Community Sub-group is to support and protect the health and wellbeing of Merton’s most vulnerable communities, learning from people’s lived experience. In doing so, the work of the group will adhere to Merton HWBB’s agreed core principles of:

- Tackling health inequalities.
- Prevention and early intervention.
- Health in All Policies approach.
- Community engagement and empowerment.
- Experimenting and learning.
- Think Family.

5. Membership

The Community Sub-group, is member led. The Chair is the Chair of Merton Health and Wellbeing Board. The broader composition of the Sub-group is made up of members of the core HWBB and additional nominees with the right skills and community connections, sponsored by Board members.

HWBB Community Sub-group membership	HWBB member
Chair of Merton HWBB (Chair)	Y
Cabinet Member for Children’s Services & Education	Y
Member of Health Scrutiny Panel	N
Member of the Conservative Group	Y
CCG Borough Committee Chair	Y
CCG Clinical Director	N
CCG Chief Executive Merton and Wandsworth	Y
CCG Comms & Engagement Lead	N
Young Inspector	N

Voluntary / Community sector representative	Y
Voluntary / Community sector representative	N
LBM Director of Public Health	Y

In addition to the formal membership, LBM and other officers will attend as needed including LBM's Head of Communications, Head of Strategic Commissioning (Public Health) and Health and Wellbeing Board Partnership Manager as regular attendees.

6. Accountability

The Community Sub-group, as an advisory and consultative forum, reports to Merton HWBB. It can also report, if required, to LBM Corporate Management Team and will link closely to the Outbreak Control Officer Group, Merton Health and Care Together and other contacts involved in delivery of the Local Outbreak Control Plan.

Accountability is outlined in the chart in Appendix I

7. Operational Arrangements

Frequency of meetings

The Community Sub-group meets more frequently than the HWBB in order to respond more quickly emerging issues. Meetings are usually every four to six weeks, alternating with the core HWBB, for a fixed period.

Duration & setting of meetings

Meetings of the Community Sub-group last for 1 hour 30 minutes and will initially be held virtually, via Zoom.

Agenda and papers

Agendas are agreed with the Community Sub-group Chair in advance. Formal reports will be kept concise and to a minimum with a focus on key information in accessible written or slide format.

Agendas and any papers will be circulated beforehand wherever possible, no later than five working days in advance of the meeting, via the Merton Democratic Services web pages.

Transparency

Meetings (other than any informal workshops / seminars) will take place in public and formal minutes will be taken and posted on the Council's Democratic Services web pages.

Quorum

At least four members of the Community Sub-group must be in attendance including at least one member from each of the following constituent groups, before decisions can be taken:

- Council Members

- Council Officers
- Merton Clinical Commissioning Group
- Voluntary Sector

Code of conduct and conflict of interests

The obligation to register disclosable pecuniary interests applies to all Community Sub-group members who will be asked to declare any interests in matters under consideration and on a general basis declare any interests in the Register of Interests.

All members of the Board will be subject to the standards and behaviours set out in the Council's Code of Conduct.

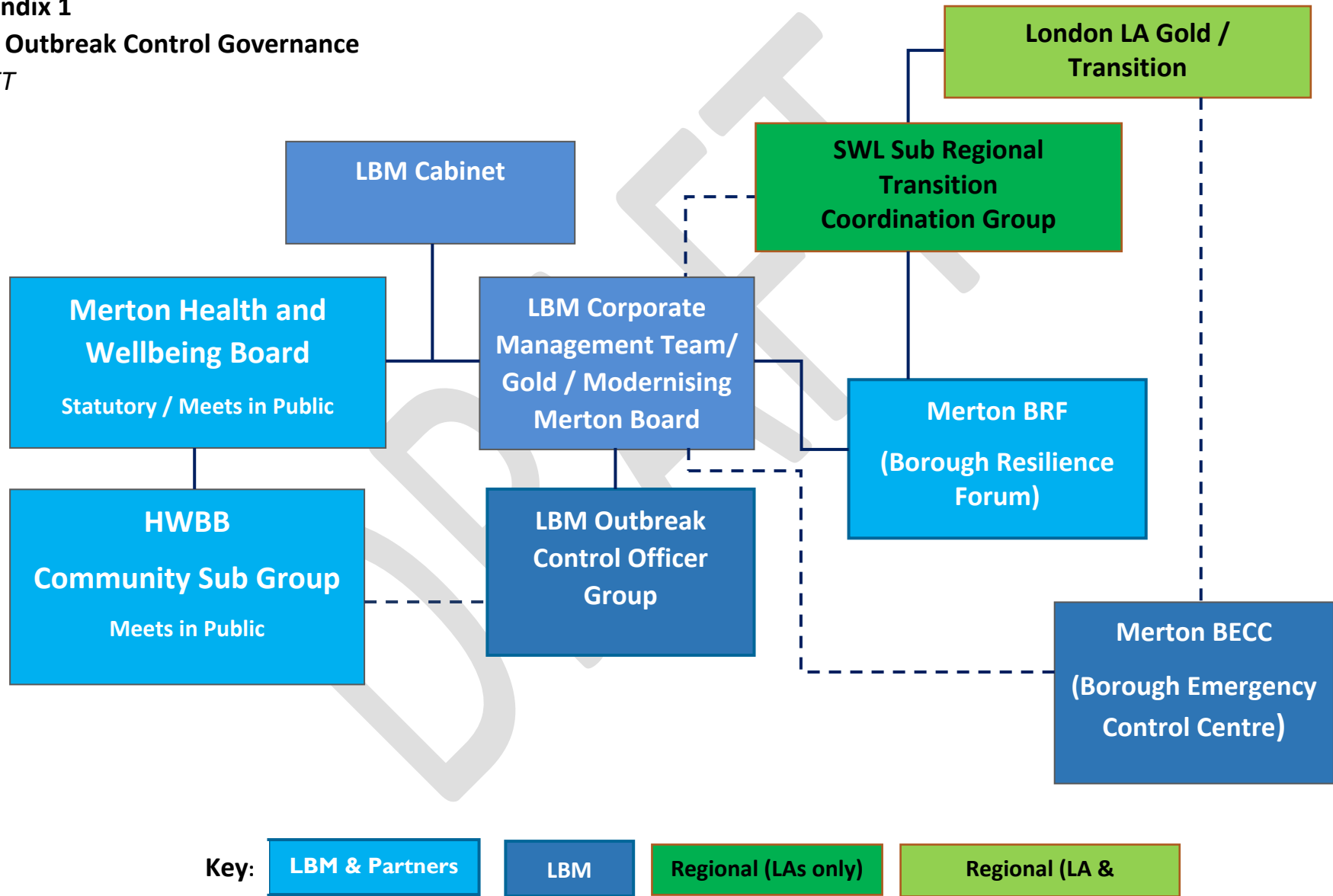
Duration of Community Sub-group

The proposal is that the Community Sub-group is a task and finish group, has a fixed term and will be reviewed at the end of April 2021.

DRAFT

Appendix 1
Local Outbreak Control Governance
DRAFT

Page 7



This page is intentionally left blank