

**Oxfordshire Health and Well-Being Partnership
Officers Group
Terms of Reference**

Introduction

The Local Government White Paper “Strong and Prosperous Communities” (October 2006) gave a clear indication that health and well-being partnership arrangements should be set-up in England, which led in September 2007 to the establishment of the Health and Well-Being Partnership Board in Oxfordshire. Discussion at the HWB Partnership Board in September 2008 led to the creation of a HWBP Officer Group. In so doing, it terminated the existence of a previous officer group established to progress action in support of LAA1 targets (under the Healthy Communities and Older people block).

Aim

To enable the HWBP Board to function effectively by:

- creating time and space to deal with more detailed day-to-day matters;
- giving the work of the Board continuity between its formal quarterly meetings;
- advising the Board and bringing relevant issues to their attention
- promoting action across partner agencies in support of the Board’s priorities.

Objectives

The Officer Group should not duplicate the work of other groups – it should motivate and challenge other groups to tackle barriers, develop markets and ensure appropriate activities get delivered.

1. Include views of Provider organisations / clinicians when relevant to discussions and work in hand.
2. Ensure full participation in the LAA Delivery Groups from all partner organisations who can make a contribution.
3. Deliver the work agreed by the partnership, either directly or through those commissioned to deliver.
4. Ensure the H&W-B Partnership is represented on the Partnership Development Group and works effectively with other partnerships.
5. Solve problems by thinking beyond confines of target-hitting about how to improve the delivery of services in a sustainable way.
6. Monitor delivery of LAA targets and report exceptions to the Board on a quarterly basis.
7. To keep an eye on future issues coming over the horizon and bring them to the attention of the HWBP Board.
8. Build partnerships by strengthening and deepening relationships, both intra-agency and across sectors.
9. Influence other thematic partnerships and the wider agenda in recognition of the cross-cutting nature of health and well-being.
10. Create clarity and focus for the health and well-being agenda.

Membership

It is proposed that membership should be flexible according to task but must reflect the membership of the partnership. At its core it will comprise:

- The Chair (or another representative) from each of the district LSP Health and Well-Being sub-groups. District councils are to decide themselves if additional representation is required or would be of benefit.
- The Target Lead from each of the LAA target Delivery Groups.
- The Chair (or another representative) from each of the three HWBP Board strategic priorities' Delivery Groups.
- A representative of the Board (currently Anita Higham) will act as a 'participant observer' on behalf of the Board at HWBP Officer Group meetings.
- A representative from the Performance Information Unit within Social & Community Services will act as an adviser on how targets connect to the wider target setting agenda and the Comprehensive Area Assessment.

Working arrangements

- Prepare papers, conduct research and lead discussion across the partnership between meetings to enable the Board to work effectively at meetings. This will include the agreed strategic priority areas and future focus.
- Participants are expected to be committed to feeding back to, and feeding in from, their own organisations and to regularly update relevant colleagues through their own structures and relationships.
- Meetings will be held eight times per year, shortly after each HWBP Board meeting and a few weeks before the next HWBP Board meeting. The location of meetings will move around the county.
- The meeting will select their own chair (currently Jackie Wilderspin).
- The Health and Well-Being Partnership officer (currently Matt Bramall) will act as an additional conduit between the two structures and help manage relationships to this group.
- Consider creating a budget for itself if and when the need arises.

Reporting and governance arrangements

The HWB Officer Group will be subject to the governance arrangements agreed by the Health and Well-Being Partnership Board.

The HWB Officer Group will oversee the work of the LAA delivery groups on behalf of the HWBP Board and the Public Service Board.

LAA Delivery Groups

- *Work to the guidelines set out by the LAA Steering Group and Public Service Board.*
- *Report quarterly to the HWBP Board and the Public Service Board.*
- *Undertake any necessary activity in delivering the target and ensure progress against targets.*
- *Reporting from the LAA Delivery groups to the H&W-B partnership and the PSB will be coordinated by the Health and Well-Being Partnership Officer.*

The HWB Officer Group will oversee the work of the HWBP Board's three strategic priority delivery groups on behalf of the HWBP Board.

Strategic Priority Delivery Groups

- *Work to the guidelines set out by the Health and Well-Being Partnership Board.*
- *Advise the Board on relevant aspects of its work and help to inform the Board's decision-making through this dialogue.*
- *Implement action plans, assess risks and ensure progress across partner organisations to ensure added value in the priority areas.*
- *Report quarterly to the HWBP Board.*
- *Reporting from the strategic priority delivery groups to the H&W-B partnership will be coordinated by the Health and Well-Being Partnership Officer.*

Structures

