

Terms of Reference Health and Wellbeing Delivery Group

**Purpose**

The purpose of the Shropshire Health & Wellbeing Delivery Group (as a sub-group of the Health and Wellbeing Board), is to drive the development and delivery of the Health and Wellbeing work/ action plans by leading on integrated working, and performance monitoring. In particular, to take responsibility for the day to day management of the Better Care Fund including financial and performance monitoring.

**Vision**

**Everyone living in Shropshire is able to flourish by leading healthy lives, reaching their full potential and making a positive contribution to their communities**

**Objectives**

The Health and Wellbeing Delivery Group will:

- Lead on Outcome 5 of the Health and Wellbeing Strategy – Health, social care and wellbeing service are accessible, good quality and seamless. The two priorities are; (i) developing collaborative commissioning between the local authority and the CCG (ii) making it easier for the public and professionals to access information, advice and support.
- Lead on the implementation and delivery of the Better Care Fund Plan, ensuring quarterly financial and performance reporting to the Health and Wellbeing Board
- To Manage the Better Care Fund Assurance Framework, ensuring that any areas of concern are reported to the Health and Wellbeing Board and mitigating actions are agreed and implemented.
- To receive regular reports from the Finance/ Contracts and Performance Group and the Service Transformation Group
- Develop a genuinely collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people.
- Monitor the work plans (actions plans) and performance of all Health and Wellbeing Strategy outcomes and priorities, including HWB Board subgroups to ensure work is moving forward.

- Ensure that appropriate stakeholders, including commissioners, provider organisations, patient and participation groups, and the VCSA, are involved with the development and delivery of Health and Wellbeing work/action plans.
- Ensure that stakeholders have appropriate methods for engagement including providing ideas, concerns, and feedback on action plans, the Better Care Fund Plan and Health and Wellbeing developments.
- To discuss Health and Social Care issues affecting service delivery in Shropshire items and their relevance to the Health and Wellbeing Board.
- The Health and Wellbeing Delivery group will follow the Health and Wellbeing Board Principles:
  - The Health & Wellbeing Board will work primarily to improve the health and wellbeing of the citizens of Shropshire.
  - The Health & Wellbeing Board will work collaboratively and consensually.
  - The Health & Wellbeing Board will add value over and above our current arrangements to really tackle key priorities and delivery outcomes for our communities.
  - Members of the Health & Wellbeing Board will have genuine levels of trust and an open and honest willingness to work collaboratively.
  - The Health & Wellbeing Board will communicate, listen and engage with the communities they serve, actively seeking ways to enable stakeholders to influence the work of the Health & Wellbeing Board.
  - Decisions will be based on evidence (both qualitative and quantitative) and data sharing will be the norm.
  - Will develop creative and constructive challenge to ensure that the Board is always working to maximise its potential as partners
  - Will be pro-active by developing collaborative working to deliver the HWB strategy, and the Better Care Fund Plan whilst maintaining appropriate flexibility to respond to issues as they arise.

	<ul style="list-style-type: none"> <li>• Responsibility and accountability - to our members, our staff and our public.</li> <li>• The role and functioning of the Health &amp; Wellbeing Board is evolving and will be subject to regular review.</li> </ul>
<b>Membership</b>	<p>Chair: TBA Minutes: PA of Chair</p> <p>Group Membership:</p> <ul style="list-style-type: none"> <li>• Director of Public Health (Chair)</li> <li>• Director of Children's Services</li> <li>• Director of Adult Services</li> <li>• Clinical Commissioning Group – Clinical Director- Better Care Fund &amp; Special Projects</li> <li>• Clinical Commissioning Group – Director of Strategy and Service Design</li> <li>• Clinical Commissioning Group – Chief Operating Officer (Vice Chair)</li> <li>• Clinical Commissioning Group – Head of Partnership and Planning</li> <li>• Representative from Housing</li> <li>• Shropshire Commander, West Mercia Police</li> <li>• Director of Commissioning, Shropshire Council</li> <li>• Head of Service: Improvement and Efficiency</li> <li>• Better Care Fund Manager</li> </ul> <p>Membership to send deputies when not available</p>
<b>Reports to</b>	Health & Wellbeing Executive Board with individual reports to the HOSC as requested.
<b>Links to</b>	Clinical Assurance Panel and Service Review & Procurement Group at the CCG Senior management team at the council
<b>Frequency of Meetings</b>	<b>Monthly from April 2014.</b>
<b>Administration</b>	Personal Administrator to the Chair
<b>Review Record</b>	<b>The chair will sign off the previous month's action notes and these shall form the written review record.</b>
<b>Quorum</b>	Minimum of 2 senior management representatives and 1 senior clinician from both the CCG and the local authority

**Date drafted for initial review by group: March 2014**

**Date revised following comment: May 2014**

**Date for future review: October 2014**