



Development of Health & Wellbeing Board Sub-Committee Structure

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1 Purpose

This document sets out the proposed sub-committee structure to support the delivery of the shared ambitions of the Health and Wellbeing Board, including

- Sub-committee structures and governance
- Roles and responsibilities of different committees
- Draft TOR
- Draft initial membership & chairing arrangements

2 Background

The Health and Wellbeing Board is a statutory partnership committee of Birmingham City Council.

Over 2018/19 the Health and Wellbeing Board has undergone a period of development and refresh and is now moving into a more shared action and delivery phase.

The Board has agreed two priorities for 2019/20:

- Obesity
- Health Inequalities

In addition consultation on the public health priorities for the city has highlighted a need for a stronger upstream and public health focus on mental health and wellbeing.

The DPH has set out an ambition to develop a Health Inequalities Framework for the city which will provide an overarching framework for the Health and Wellbeing Board's shared ambition to protect and improve the health and wellbeing of the citizens of Birmingham. The Framework approach will identify the actions led through a matrix of strategies and action plans across the Council and its partners to deliver change.

In order to support the objective of the Board to improve the health and wellbeing of citizens and reduce health inequalities in the City, the Board needs to establish a sub-committee structure to support focused partnership delivery in areas where there are not currently strategic partnerships, strategies or action plans.

The Board has one existing sub-committee – the Health Protection Forum, which focuses on health protection issues such as vaccination, screening and infection control and is chaired by the Director of Public Health.

Therefore, following discussion with partners and Cabinet members, it is proposed that the Board establishes four new sub-committees to oversee development and delivery of shared action to drive city-wide improvement. The proposed new structures are:

- Creating A Mentally Healthy City Forum
- Creating A Healthy Food City Forum
- Creating An Active City Forum
- Creating A City Without Inequality Forum

These sub-committees will strengthen the connection between the Board and other city and regional partnership bodies.

3 Roles and Responsibilities

Creating A Mentally Healthy City Forum

The Creating A Mentally Healthy City Forum will focus on developing a public health approach to mental health and wellbeing in the city, delivering the Public Mental Health Compact and evolving an evidence-based approach to mental wellbeing that supports every citizen to thrive.

The Creating A Mentally Healthy City Forum will be responsible for oversight of delivery of the Birmingham Suicide Prevention Strategy and Action plan.

The Creating A Mentally Healthy City Forum may support NHS led action on mental health services but this is not its primary focus, instead it will look to work in partnership to implement the evidence based approaches which create positive mental health and wellbeing, increase mental resilience and reduce the need for clinical interventions.

The Creating A Mentally Healthy City Forum will provide a link between the Health and Wellbeing Board and the NHS Mental Health Pathways Programme Board and NHS Mental Health Partnership stakeholder Board.

Creating A Healthy Food City Forum

As part of addressing the ambition to take a strategic upstream approach to tackling obesity at all ages in the city the Creating A Healthy Food City Forum will lead partnership action to create a healthy food environment in the city. This aligns well with our international commitment to the Milan Food Pact and provide a focused partnership group to enable delivery of the Obesity Trailblazer programme (if we are successful). This also supports the NHS STP/CCG commitment to focus action on childhood obesity and leverage action that will create sustainable change in the food environment of the city.

The Creating A Healthy Food City Forum will focus on developing a whole system approach to the food environment in the city, using existing evidence based approaches to planning, skills and education and public sector procurement to drive a step change in the food environment in Birmingham.

The Creating A Healthy Food City Forum will collaborate with the Active City Forum to jointly address the drivers of obesity and excess weight in the city. This work sits alongside the work led through the NHS STP and the Children's transformation programme on clinical weight management support downstream for citizens currently living with weight issues.

Creating An Active City Forum

As part of addressing the ambition to take a strategic upstream approach to tackling obesity at all ages in the city the Creating An Active City Forum will lead partnership action to create an active city and provide a strategic approach to physical activity that draws together active travel, leisure and recreation and the opportunities for the Commonwealth Games physical activity and health and wellbeing legacy.

The Creating An Active City Forum will focus on drawing together a strategic whole system approach to physical activity across the life course and maximise the potential synergies between the environmental transport approaches e.g. clean air strategy, the Commonwealth Games Legacy and the Health and Wellbeing agenda.

The Creating An Active City Forum will provide a link between the Health and Wellbeing Board and the Brum Breathes Executive Board and the Sport England funded Local Delivery Pilot and look to maximise the potential for a joined up approach to inclusive activity across the life course. This Forum will also support the Health and Wellbeing Board in ensuring the city delivery of the Physical Activity and Wellbeing Legacy of the Commonwealth Games.

Creating A City Without Inequality Forum

As part of addressing the specific priority of the Board to develop partnership action to close the health and wellbeing gaps in the city the CWI Forum will bring together partners to focus on health inequalities and wider inequalities in the city.

The CWI Forum will bridge between the Health and Wellbeing Board and the emerging thinking on the community cohesion, homelessness and inclusion health as well as linking to the child poverty forum. This Forum will also look to strengthen the link with the Community Safety Partnership, Safeguarding Boards for Children and Adults and the Inclusive Growth governance structures in the city.

4 Governance and Administration

4.1 Draft TOR

The Fora will have common core terms of reference which are attached at the end of this document and align with the Health Protection Forum TOR.

4.2 Initial Membership

The Fora are designed to be focused on developing and delivering action plans and frameworks for their lead areas.

It is envisaged that each Fora will chaired by a cabinet member or senior officer from the Council and a partner agency lead, and will include core representation from the NHS, Academia, Birmingham Community & Voluntary Sector, and where appropriate Police, Fire and DWP.

The initial thinking on membership is included alongside the draft core-TOR at the end of the document.

4.3 Secretariat

It is suggested that partners will share the secretariat support for the new sub-committees to ensure that this doesn't all fall to the Council.

The secretariat will be responsible for room booking, agenda and papers coordination and circulation and taking action point minutes.

Rooms for meetings will be provided by the Council where possible but we encourage partners to host meetings around the city footprint.

The proposed secretariat leads are:

- Creating a mentally healthy city – NHS
- Creating a healthy food city – BCC
- Creating an active city – BCC

- Creating a city without inequality – BCVS
- Health Protection Forum - BCC

4.4 Governance

The Fora are accountable through their chairs to the Health and Wellbeing Board and each Fora will have at least one annual substantive update session at the Health and Wellbeing Board.

The Fora will also have a matrix relationship with other strategic boards and partnerships across the city, for example the Creating an Active City Forum will connect with the Brum Breathes Executive Group and Commonwealth Games Physical Activity & Wellbeing Legacy Group.

As part of the initial meetings the Fora will map their relationships with other external boards and establish clear engagement agreements and clarify respective lead areas to ensure there replication is avoided.

Creating A XXX City Forum

Birmingham Health and Wellbeing Board Sub-Committee

Draft Core Terms of Reference

1. Purpose

1.1 The Birmingham Health and Wellbeing Creating A XXX City Forum is a sub-committee of the statutory Birmingham Health and Wellbeing Board.

1.2 The Forum has been established to enable local partners from Local Authority, NHS, third sector organisations and the wider Public Health sector to work as a collective to deliver a specific aspect of the Health Wellbeing priorities for Birmingham, namely XXXXX.

2. Objectives

The objectives of Health and Wellbeing Creating A XXX City Forum are to:

- Oversee and support the development and delivery of a strategic action plan/framework to deliver a measurable impact on citizens lives in Birmingham by 2020.
- Contribute to the development of the Joint Strategic Needs Assessment (JSNA)
- Progress and report to the Health and Wellbeing Board on an annual basis.
- Foster and develop partnership arrangements to deliver improvements in health and wellbeing for citizens of Birmingham.
- Other delegated responsibilities from the Health and Wellbeing Board.

3. Membership

3.1 The Fora will have a core group of organisations that will play a key role and will have the responsibility to improve the specific aspect/focus of the Forum in relation to the health and wellbeing for the population of Birmingham. Membership will be continuously reviewed and the Forum reserves the right to co-opt individuals for specific areas.

3.2 Each member of the group is accountable and has the responsibility to communicate through their respective organisation communication mechanisms the Forums business.

3.3 Each Lead officer has the responsibility for theme areas and items in the Forum action plan and to report on these to the Forum.

3.4 The core membership of the Forum will include:

	Name	Role/Organisation
Co-Chair		
Co-Chair		
Public Health Technical Advisor		
NHS Commissioner Representative		
NHS Provider Representative		
Academic Representative		
BCVS Representative		
Other		

3.5 If a member of the group misses 3 consecutive meeting without giving apologies, the organisation membership will be reviewed.

4. Frequency of meeting

4.1 Meetings will be scheduled to take place bi-monthly

4.2 However meetings may be called more frequently should commissioning decisions drive the agenda.

5. Working Arrangements

5.1 The Forum will be monitored and accountable to Health and Wellbeing Board through the agreed reporting arrangements.

5.2 The chairing arrangements will be agreed by the Chair of the Health and Wellbeing Board.

5.3 The Forum administrative support will be provided by XXXX and they will be responsible for arranging and minuting meetings, and disseminating supporting information to Forum Members.

5.4 Recommendations will be arrived at by consensus and recorded in the action minutes.

5.5 The Forum may establish task and finish groups as agreed by the Forum co-chairs.

5.6 A review of the Forum will take place on a yearly basis. The next review will be March 2020.

Annex B: Initial Membership for Forums

Creating a Mentally Healthy City Forum

	Name	Role/Organisation
Co-Chair		NHS
Co-Chair	Cllr Paulette Hamilton	BCC Cabinet Member for Health & Social Care
Public Health Technical Advisor	Dr Dennis Wilkes	Assistant Director of Public Health (Healthcare & Populations)
NHS Commissioner Representative		
NHS Provider Representative		
Academic Representative		
BCVS Representative		
Other		

Creating a Healthy Food City Forum

	Name	Role/Organisation
Co-Chair	Cllr Paulette Hamilton	BCC Cabinet Member for Health & Social Care
Co-Chair		
Public Health Technical Advisor	Dr Justin Varney	Director of Public Health
NHS Commissioner Representative		
NHS Provider Representative		
Academic Representative		
BCVS Representative		
Other		

Creating an Active City Forum

	Name	Role/Organisation
Co-Chair	Cllr Waseem Zafar (tbc)	BCC Cabinet Member for Transport & Environment
Co-Chair		
Public Health Technical Advisor	Duncan Vernon	Interim Assistant Director of Public Health (Wider Determinants)
NHS Commissioner Representative		
NHS Provider Representative		
Academic Representative		
BCVS Representative		
Other		

Creating a City Without Inequality Forum

	Name	Role/Organisation
Co-Chair	Cllr John Cotton (tbc)	BCC Cabinet Member for Community Cohesion & Equalities
Co-Chair	tbc	BCVS
Public Health Technical Advisor	Dr Justin Varney	Director of Public Health
NHS Commissioner Representative		
NHS Provider Representative		
Academic Representative		
BCVS Representative		
Other		