

Birmingham City Council Task force
Terms of Reference

Appendix 2

Background

Birmingham City Council and Lewisham Council completed a review of health inequalities affecting the Black African and Black Caribbean communities in Birmingham and Lewisham. The Birmingham and Lewisham African and Caribbean Health Inequalities Review (BLACHIR) has been endorsed by both Lewisham and Birmingham's health and wellbeing boards. The report was published in March 2022. Both Councils are now working with partners in their localities to implement the opportunities for action identified by the review. The BLACHIR implementation board is charged with the responsibility of implementing the overarching plan. The BLACHIR BCC task force will report to the BLACHIR implementation board and ensure that relevant opportunities for action and findings from the review are implemented within the Council.

1. Purpose

- 1.1 The Birmingham City Council (BCC) BLACHIR task force alongside the Integrated Care Systems BLACHIR taskforce are sub-groups of the BLACHIR implementation board, which reports to the Creating City without Inequalities forum (CCWIF) and the Birmingham Health and Wellbeing Board.
- 1.2 The BCC BLACHIR task force will drive and monitor the implementation of the BLACHIR findings and opportunities for action within the Council.

2. Objectives

The task force has the following objectives:

- 2.1 To work in collaboration within the council using the 39 opportunities for action from the BLACHIR report as a framework for effecting the required change.
- 2.2 To identify risks and develop and deliver an action plan to ensure that BLACHIR opportunities for action are being achieved across the whole Council.
- 2.3 To develop mechanisms for monitoring and reviewing progress against the implementation plan within the Council.
- 2.4 To influence relevant BCC teams and ensure their commitment, shared responsibility, and accountability towards the delivery on the opportunities for actions.
- 2.5 To provide operational direction for the BLACHIR implementation programme within the Council; seek alignment with other BCC programs, boards, and partnerships relevant to the work.
- 2.6 To ensure effective engagement to support the work to embed best practice within BCC teams and communities.

3. Principles

The task force expects all members to:

- 3.1 Commit to co-develop delivery plans and lead on the implementation of the BLACHIR opportunities for action within their Team, Division or Directorate, as per the delegated authority by their Director, and share / report on their progress to the taskforce.
- 3.2 Support the aims and objectives of the task force to progress work focused on achieving the required change and tangible outcomes relating to the implementation of the BLACHIR opportunities for action and prevention of further exacerbation of inequalities faced by Black African and Black Caribbean people in Birmingham.
- 3.3 Consult and/or inform the task force of team changes (including any changes in representation) that may impact on collective working.
- 3.4 Follow and work within the performance management framework to review and monitor progress as agreed by the BLACHIR Implementation Board and CCWIF.
- 3.5 Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.

- 3.6 Drive the BLACHIR agenda within the council through promoting service transformation and improvement within their respective teams.
- 3.7 Report on progress on allocated/ agreed actions in a timely manner.
- 3.8 Share relevant information and promote collaborative and innovative work.

4. Membership

- 4.1 The task force will have a core group of representatives from key teams within the Birmingham City Council that will have the responsibility to monitor the implementation of BLACHIR opportunities for action across various teams within the Council.
- 4.2 The membership of the BCC BLACHIR taskforce is listed in appendix 1
- 4.3 The task force requires its members to:
 - Have sufficient delegated authority to make decisions in relation to the BLACHIR implementation programme on behalf of their Team, Division or Directorate.
 - Attend all meetings, or in exceptional circumstances, to arrange for a suitable named delegate to attend in their place. In case of delegating, the nominee should be appropriately briefed prior to attending the meeting and have sufficient delegated authority to make decisions on behalf of their Team, Division or Directorate.
 - Represent the views of their nominating team, to keep their nominating Team, Division, or Directorate to keep them informed about progress and to communicate the outcomes of the task force meetings to their various teams.
- 4.4 The membership of the task force may be reviewed as necessary. New members maybe invited provided that:
 - 4.4.1 The member is a member of a Team or Division within BCC who is in a position to drive the implementation of the relevant BLACHIR opportunities for action within their Team, Division or Directorate.
 - 4.4.2 any new member can demonstrate to the satisfaction of the task force the contribution that they can make to the overriding aims and objectives; and
 - 4.4.3 in deciding whether to admit any new member, the task force shall consider the resulting size and composition were the new member to be admitted.
- 4.5 Other persons may attend task force meetings and or be invited in as expert advisors with the agreement of the co-chairs.

5 Meetings (Frequency and Support)

- 5.4 The task force will meet every month for 1 hour. Other special meetings may be held as deemed necessary at the discretion of the co-chairs.
- 5.5 Members will be requested to contribute agenda items in advance of the meetings.
- 5.6 The agenda for meetings, agreed by the co-chairs, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the co-chairs.
- 5.7 Action notes of all meetings of the task force will be circulated within 10 working days following the meeting.
- 5.8 The task force support will be provided by Public Health Inclusion Health Team.
- 5.9 The taskforce will be monitored and accountable to the BLACHIR Implementation board and the Creating a City without Inequality Forum, a sub forum of the Health and Wellbeing Board with reporting arrangements as follows (see overleaf):

6 Decisions and escalation

- 6.4 Any recommendations and decisions commensurate with the task force remit will be arrived at by consensus and recorded in the action notes.
- 6.5 Significant decisions and risks impacting on the progress of the implementation will need to be escalated to the BLACHIR Implementation Board or CCWIF when necessary.

7 Conflicts of Interest

- 7.4 Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the task force, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the task force that representative shall take no part in the decision-making process.

8 Review

- 8.4 These terms of reference will be reviewed annually, considering views expressed by relevant partner agencies.

DRAFT

Appendix 1

BIRMINGHAM CITY COUNCIL TASKFORCE MEMBERSHIP FOR BLACHIR

Representative Role/Organisation	Name	Email address
Co-Chair	Marcia Reid – Team leader, Child employment	marcia.reid@birmingham.gov.uk
Youth Deputy Chair	Victor Agbontean – former advisory board member, CCWIF youth member	Victoragbontean5@gmail.com
Representative from Housing, BCC	Helen Shervington - - Housing Strategy & Modernisation Service Manager/ Birmingham Financial Inclusion Partnership Deputy Lead	helen.shervington@birmingham.gov.uk
Representative from Community Safety BCC	Pamela Powis (tbc)	Pamela.powis@birmingham.gov.uk
Representative from Birmingham Children's Trust	Lorraine Donovan - Equalities and Diversity Manager	lorraine.donovan@birminghamchildrenstrust.co.uk
Representative from Knowledge, Evidence and Governance BCC	Rebecca Howell-Jones – Service Lead, Knowledge	rebecca.howell-jones@birmingham.gov.uk
Representative from Adults and Social Care	Maria B Gavin – Assistant Director, Quality and Improvement	maria.b.gavin@birmingham.gov.uk
Representatives from BLACHIR Team	Nonso Nwaiwu – Programme Senior Officer Pamela Okakpu – Public Health grad	Nonso.nwaiwu@birmingham.gov.uk Pamela.okakpu@birmingham.gov.uk
Representative from children and families directorate, including education and skills BCC	Razia Butt - Independent Education Adviser • Education & Skills Juliet Faulkner - Senior Youth Worker • Education & Skills	razia.butt@birmingham.gov.uk juliet.c.faulkner@birmingham.gov.uk
Digital and customer services	Junior Bucknor – Team manager (tbc)	Junior.Bucknor@birmingham.gov.uk
Citizen Involvement Officer Digital and Customer Services	Simon Furze – Citizen Involvement Officer	Simon.Furze@birmingham.gov.uk
Representative from PH Communities team, BCC	Joseph Merriman – Program Senior Officer Ricky Bhandal – Service Lead	Joseph.merriman@birmingham.gov.uk Ricky.bhandal@birmingham.gov.uk

Representative, PH health protection team, BCC	Helen Bissett – Program senior officer	Helen.Bissett@birmingham.gov.uk
Representative from the PH Adults team, BCC	Juliet Grainger – Service Lead David Miller – Senior Officer	Juliet.Grainger@birmingham.gov.uk David.M.Miller@birmingham.gov.uk
Representative from PH CYP team, BCC	Joann Bradley – Service lead Kathy Lee – Program senior officer	Joann.Bradley@birmingham.gov.uk Kathy.Lee@birmingham.gov.uk
Representative from Equalities and Cohesion, BCC	Suwinder Hundal – Head of BCC equalities and cohesion Arif Sain – EDI lead on delivery	Suwinder.Hundal@birmingham.gov.uk Arif.Sain@birmingham.gov.uk
Representative from the public health directorate	Justin Varney – Director of Public Health Helen Harrison – Assistant director	Justin.varney@birmingham.gov.uk Helen.harrison@birmingham.gov.uk
HR & OD	tbc	