Birmingham
City Council

BLACHIR Implementation Board   **Appendix 2**

Terms of Reference

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.

1. Purpose

1.1   The BLACHIR Implementation Board (BLACHIRIB) is a sub-group of the Creating a City Without Inequality Forum (CCWIF), which is a subcommittee of the Birmingham Health and Wellbeing Board (HWB).

1.2   The BLACHIRIB will oversee and lead on the implementation of the opportunities for action identified by the review and co-produce implementation plans, as required. It will mobilise, influence, and work collaboratively with partners and agencies.

2. Objectives

The Board has the following overarching objectives:

2.1   To work in collaboration with partners using the 39 opportunities for action from the BLACHIR Report as a framework for effecting the required change.

2.2   To develop an overarching implementation plan to progress the BLACHIR opportunities for action.

2.3   To review and develop mechanisms for monitoring and reviewing progress against the implementation plan.

2.4   To influence partner organisations/partnerships to ensure their commitment, shared responsibility, and accountability towards the focus on the opportunities for action through their policy and decision making, development and redesign of services, practice and working culture development.

2.5   To provide an operational direction and assurance for the BLACHIR implementation programme; seek alignment with other work programmes, boards and partnerships relevant to the work.

2.6   To ensure an effective engagement programme to support the BLACHIRIB work to co-produce and embed best practice within organisations and communities.

3. Principles

The Board expects all partners to:

3.1   Support the aims and objectives of the Board to progress work focused on achieving 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.

3.2   Consult and/or inform the Board of organisational changes (including any changes in representation) that may impact on collective working.

3.3   Follow and work within the performance management framework to review and monitor progress as agreed by CCWIF.

3.4   Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.

3.5   Drive the overall BLACHIR agenda through promoting service transformation and improvement within their respective services and organisations.

3.6   Report on progress on allocated/ agreed actions in a timely manner.

3.7   Share relevant information and promote collaborative and innovative work.

4.   Membership

4.1   The Board will have a core group of organisations that will play a key role and will have the responsibility to oversee the implementation of the opportunities for action from the BLACHIR Report.

4.2   The membership of the BLACHIRIB is listed in appendix 1

4.3   The Forum requires its members to:

- Have Sufficient delegated authority to make decisions in relation to the BLACHIR implementation programme on behalf of their organization, as required, or be able to seek and secure them within timescales agreed by the Board.

- Attend most meetings, or in exceptional circumstances, to arrange for a suitable named delegate to attend in his/her 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 organisation.

- Represent the views of their nominating organisation, to keep their nominating organisation informed about progress and to communicate the outcomes of the Board meetings to their organisations.

4.4   The membership of the Board may be reviewed as necessary. New members maybe invited provided that:

4.4.1 any new member can demonstrate to the satisfaction of the Board the contribution that they can make to the overriding aims and objectives; and

4.4.2 in deciding whether to admit any new member, the Board shall consider the resulting size and composition were the new member to be admitted.

4.5   Other persons may attend Board meetings and or be invited in as expert advisors with the agreement of the Chair/ Deputy Chair.

5   Meetings (Frequency and Support)

5.4   The Board will meet every two months for 2 hours. Other special meetings may be held as deemed necessary at the discretion of the Chair/ Deputy Chair.

5.5   Partners will be requested to contribute agenda items in advance of the meetings.

5.6   The agenda for meetings, agreed by the Chair, 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 Chair.

5.7   Action notes of all meetings of the Board will be circulated within 10 working days following the meeting.

5.8   The Board support will be provided by Public Health Inequalities team.

5.9   The Board will be monitored and accountable to the Creating a City without Inequality Forum, a sub forum of the Health and Wellbeing Board with reporting arrangements as follows (see overleaf):
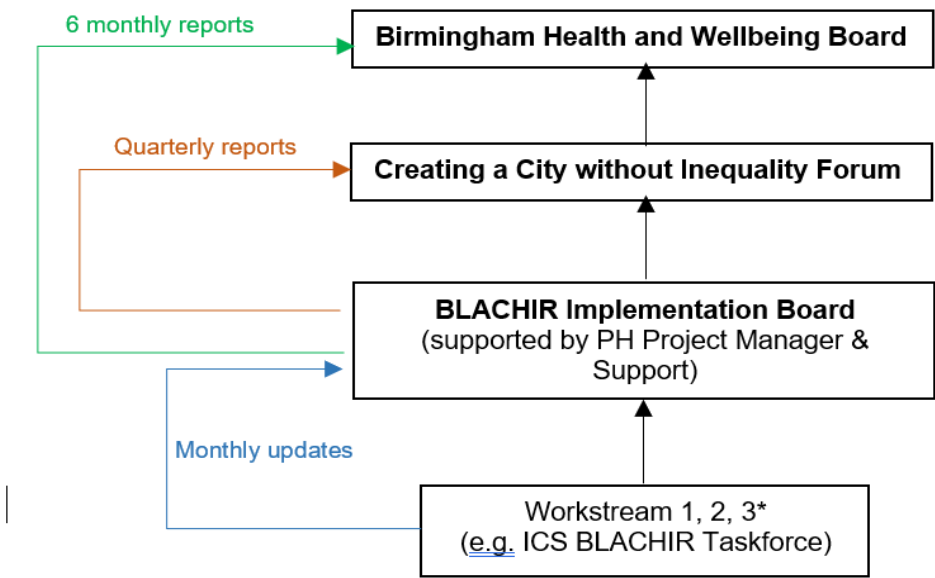
* Groups/ plans to implement BLACHIR opportunities for action within specific parts of the system/ organisations that may also be governed through their internal structures

6   Decisions and escalation

6.4   Any recommendations and decisions commensurate with the Board's 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 CCWIF.

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 Board , 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 Board 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.

Birmingham City Council

BLACHIR Implementation Board (BLACHIRIB) Membership

Representative Role/Organisation	Name
Independent Chair	TBA
Deputy Chair	Cllr Mariam Khan – Cabinet Member- Health and Social Care, Birmingham City Council
Youth Deputy Chair	Victor Ogbotean – former advisory board member, CCWIF youth member
Community engagement partners: Mindseye Development CIC and partner (Phoenix Thrive) Allies Network CIC Black Heritage Support Service	Simeon Moore Michael Brown Shakira Brown Nura Ali Anika Cobblah
Academic post from Newman University in honour of Prof. Nicole Andrews	TBA
Chair of the ICS Taskforce on BLACHIR	Dr Onyinye Okonkwo
Representative from the Equalities and Cohesion Team, BCC	Kwabena Osayande – Cohesion and Equalities Service Manager
Representative from the Local Maternity System	Sylvia Owusu-Nepaul
Representative from NHS Provider organisations	Patrick Nyarumbu, MBE - Executive Director of Strategy, People and Partnerships, Birmingham & Solihull Mental Health NHS Foundation Trust Jara Phattey - Lead Nurse/ Team, Umbrella Sexual Health, University Hospitals Birmingham NHS Foundation Trust
Representative from Adult Social Care	Kalvinder Kohli - Programme Director – Prevention and Early Intervention
Representative from the Birmingham Children's Trust	Graham Tilby – Assistant Director
Representative from the Criminal Justice System	Sarah Tambling – Strategic Police Collaborative Partner Oliver Burne – HM Prison and Probation Service
Representative from Public Health, BCC	Monika Rozanski - Public Health Service Lead – Inequalities, BCC
Representative from Housing, BCC	Helen Shervington - Housing Strategy & Modernisation Service Manager/ Birmingham Financial Inclusion Partnership Deputy Lead
Representative from Education	TBC
Chair of the Corporate Black Workers Group, BCC	Marcia Reid – Team Leader – Education & Skills
Project lead	Ayola Beckford – Public Health Senior Officer