

TERMS OF REFERENCE

Creating a Mentally Healthy City Forum

1. PURPOSE

- 1.1 The 'Creating a Mentally Healthy City' Forum is a sub-committee of the statutory Health and Wellbeing Board. This 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.
- 1.2 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.
- 1.3 Its purpose is to enable local partnership between the Local Authority, NHS, third and voluntary sector organisations, Faith Groups, the business community, and the wider Public Health sector. These organisations will work as a collective to deliver specific characteristics of the Health and Wellbeing priorities for Birmingham - namely Mental Wellbeing and Mental Wellness.

2. OBJECTIVES

The overarching objectives of this sub-group, 'Creating a Mentally Healthy City', are:

- 2.1 To agree an Action Plan/Framework that will be the focus of the sub-group, enabling the measurement of impact and improvement in local communities in relation to prevention, and the promotion of mental wellbeing by 2020
- 2.2 To work in partnership to implement the evidence-based approaches which create positive mental health and wellbeing, working upstream to increase mental wellness and reduce the need for clinical interventions
- 2.3 To provide a strategic direction and seek alignment with the work being undertaken through a range of other relevant work programmes and Boards
- 2.4 To contribute to the development of the Joint Strategic Needs Assessment (JSNA)
- 2.5 To agree the level of partnership engagement that will measure the impact and improvements in how we work in promoting mental wellbeing
- 2.6 To progress the delivery of a Report on the activities of the Forum to the Health and Wellbeing Board on an annual basis

- 2.7 To promote best practice and sharing of ideas including collaboration that lead to maximising of external funding opportunities
- 2.8 To collaborate and share local information and intelligence between partners and stakeholders that will lead to better relationships with local communities

3. PRINCIPLES

The Forum expects all partner agencies to:

- 3.1 Embrace the aims and objectives of the Forum
- 3.2 Consult and/or inform the Forum over organisational changes (including any changes in representation) that may impact on collective working
- 3.3 Follow and work within the performance management framework agreed by Forum partners
- 3.4 Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working
- 3.5 Own the health and wellbeing inequalities agenda through promoting and driving service transformation and improvement within their respective services and organisations
- 3.6 Report on progress on mutually agreed actions
- 3.7 Share relevant information and promote collaborative and innovative work

4. MEMBERSHIP

The Chair of the Board will be the Birmingham City Council Cabinet Member with a portfolio for Health

- 4.1 The Forum will have a core group of organisations that will play a key role and will have the responsibility to improve the specific aspects/focus of the Forum in relationship to the health and wellbeing of the population of Birmingham.
- 4.2 Forum Members will have the responsibility for communicating the Group's business through their respective organisation communication channels
- 4.3 Each Lead Officer will have responsibility for specific theme areas and items in the Forum Action Plan and to report on these to the sub-committee

- 4.4 Membership will be continuously reviewed, and the Forum reserves the right to co-opt individuals for specific areas as necessary provided that:
- (a) any such new member can demonstrate to the satisfaction of the Forum the contribution that they can make to the overriding aims and objectives; and
 - (b) in deciding whether to admit any such new member the Board shall have regard to the resulting size and composition of the Board were the new member to be admitted
- 4.5 If a member of the group misses three consecutive meeting without giving notice their membership on the sub-committee will be reviewed
- 4.6 The Forum requires its members to:
- 4.6.1 Have the authority to make decisions on behalf of their organisation in relation to mental wellbeing, or to be able to seek and secure decisions within a given timescale as agreed by the Forum
 - 4.6.2 Attend all meetings or, in exceptional circumstances, to arrange for a suitable named delegate to attend as a representative. Delegated representative should be suitably briefed prior to the meeting and have the authority to make decisions in the same capacity as a core member
 - 4.6.3 Have responsibility for representing the views of their nominating organisations and keep their nominating organisation apprised of any actions taken, and decisions and progress made by the Forum
 - 4.6.4 Ensure that actions on delivery and progress are carried out promptly on any actions and strategies agreed by the Forum
 - 4.6.7 Have positive and constructive discussions in order to achieve workable solutions to common issues

Other persons may attend meetings of the Board with the agreement of the Chair and/or Deputy Chair

The core membership of the Forum can be seen at APPENDIX A.

Membership list of other invited participants can be seen at APPENDIX B:

5. MEETINGS AND WORKING ARRANGEMENTS

- 5.1 The Forum will meet every two months scheduled for two hours. Additional meetings may be held as necessary at the discretion of the Chair should commissioning decisions drive the Agenda
- 5.2 Chairing arrangements will be agreed by the Chair of the Health and Wellbeing Board
- 5.3 The Agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least five working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair
- 5.4 Action Notes of all meetings of the Forum (including a record of attendance and any conflict of interest) will be approved and circulated within 10 working days before the next meeting
- 5.5 The Forum administrative support will be provided by the Public Health Division and will have responsibility for arranging meetings, note-taking, and disseminating supporting information to the Forum Members
- 5.6 The Forum will be monitored and accountable to the Health and Wellbeing Board through the agreed reporting arrangements
- 5.7 Forum Members will be requested to contribute to a Forward Plan that will be used to develop the Agenda for the meeting
- 5.8 The Forum may establish a 'Task and Finish' Group as agreed by the Forum Co-Chairs

6. DECISIONS

- 6.1 Recommendations and decisions will be arrived at by consensus and these will be recorded in the action notes and on the Action Log.

7. CONFLICTS OF INTEREST

- 7.1 If a representative has a conflict of interest in a matter to be decided at a meeting of the Forum, the representative concerned shall declare such interest at or before discussions begin on the matter. The Chair shall ask for this conflict to be recorded in the actions notes and unless otherwise agreed by the Forum that representative shall take no part in the decision-making process.

8. REVIEW

- 8.1 These Terms of Reference will be reviewed annually for updating purpose and to express the views of relevant partner agencies.

Version 0.3 Final
25 October 2019

Dr Justin Varney
Director of Public Health
Public Health Division
Partnership, Insight and Prevention
Birmingham City Council

APPENDIX A:

Core Membership

	NAME	ROLE/ORGANISATION
Chair	Cllr Paulette Hamilton	Cabinet Member for Health and Social Care, Birmingham City Council
Deputy Chair	Dr Justin Varney	Director of Public Health, Birmingham City Council
Public Health Technical Advisor	Mo Phillips	Service Manager, Wider Determinants of Health and Wellbeing, Public Health, Birmingham City Council
NHS Commissioner Representative	Joanne Carney	Associate Director Joint Commissioning, Birmingham and Solihull Clinical Commissioning Group
Academic Representative	Dr Adam Benkwitz Dr Karen Newbigging	Head of Sport and Health, and Social Care, Newman University Director of Impact & Knowledge Exchange; Lecturer Health Service Management Centre; and Director of Institute for Mental Health UoB
BVSC Representative	John Bristow	Director of Operations, Birmingham MIND
Schools Forum	Bev Mabey	Washwood Heath Multi Academy Trust

APPENDIX B:

Other Essential Members

	NAME	ROLE/ORGANISATION
Strategic Collaborative Partner	Dr Yasmin Akram	West Midlands Combined Authority
NHJS Provider	Salma Yaqoob	Birmingham & Solihull Mental Health NHS Foundation Trust
NHS Commissioner	Paul Russell	Sandwell and West Birmingham CCG
NHS Provider	Elizabeth England	Sandwell and West Birmingham CCG
Birmingham Voluntary Sector	Joy Doal	Anawim – Women Working Together
Birmingham Voluntary Sector	Launa Brooks	PAPYRUS
Strategic Partner Public Health England	Paul Sanderson	Health and Wellbeing Programme Lead
Police and Crime Commissioner's Office	Carl Binns	Policy
Faith Group	Dr Peter Rookes	BCF Faiths Promoting Health and Wellbeing
Birmingham Children's Trust	Dawn Roberts	Assistant Director
Birmingham City Council	Helen Ward	Assistant Director Organisational Development
Birmingham City Council	Kalvinder Kohli	Commissioning Adult Social Care