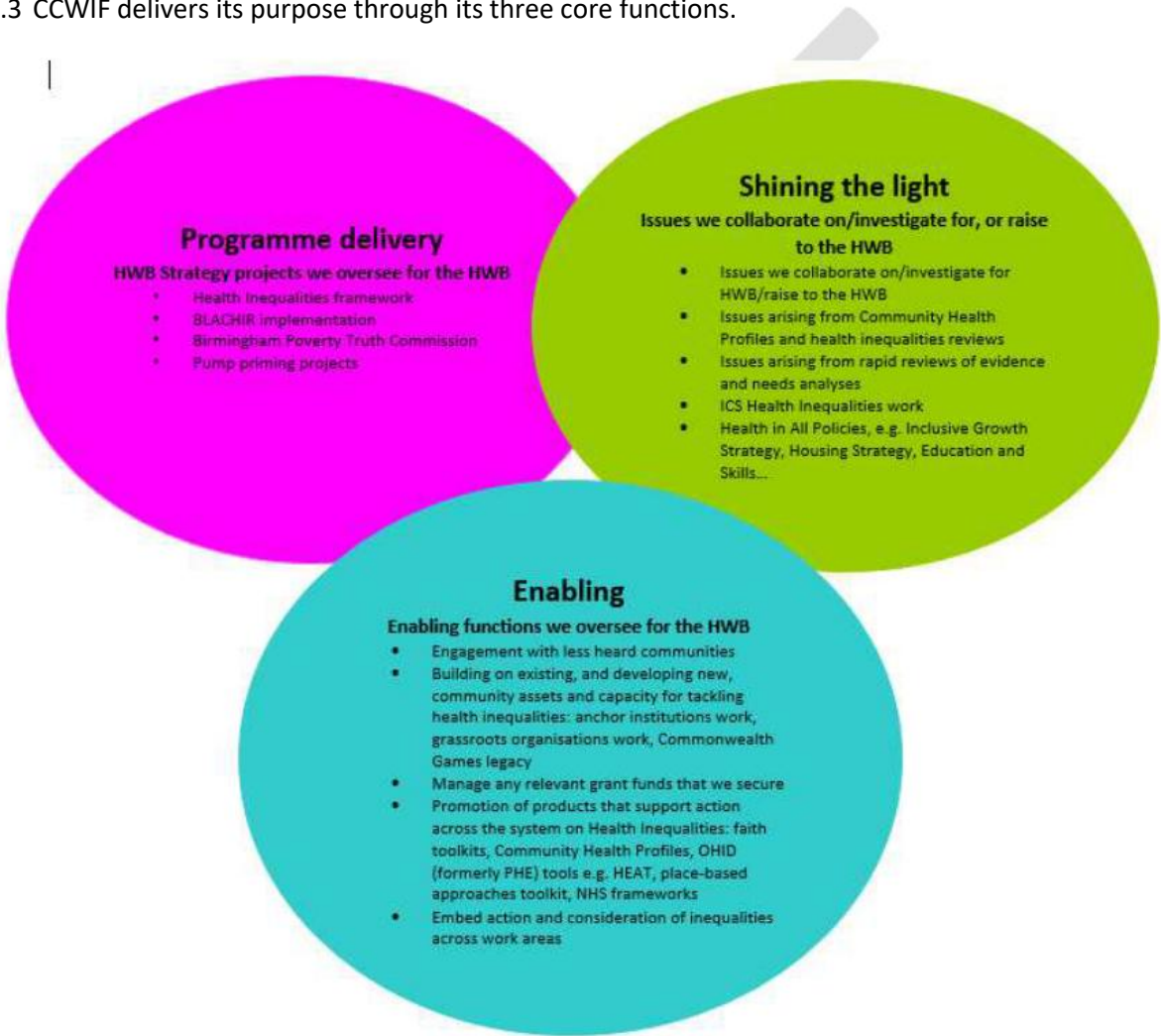


TERMS OF REFERENCE

1. PURPOSE

- 1.1 CCWIF is a subcommittee of the Health and Wellbeing Board (HWB). It operates within the framework of the HWB, and its priorities should be aligned with the priorities of the HWB and the local Integrated Care System (ICS).
- 1.2 The purpose of the forum is to refer opportunities for action to the two strategic boards, influence organisations to build tackling health inequalities into their everyday business, unlock barriers to addressing the health inequalities and to enable community engagement and coproduction. It has overall responsibility to reduce and prevent health inequalities across Birmingham.
- 1.3 CCWIF delivers its purpose through its three core functions.



- 1.4 The forum’s delivery mode is a hybrid between operational and strategic management. It is both an influencer and an enabler. It has an oversight role, on behalf of the HWB.

2. OBJECTIVES

2.1 The Forum has the following overarching objectives:

- (a) To work in collaboration with partners and communities to deliver on the HWB priorities relating to health inequalities, being guided by the Marmot’s six areas of policy action as a framework for localised action¹.
- (b) To oversee specific projects for addressing health inequalities in the city on behalf of the HWB and enable their successful delivery.

¹ [HEALTH EQUITY IN ENGLAND: THE MARMOT REVIEW 10 YEARS ON](#)

- (c) To use evidence to raise issues to the HWB and relevant partnerships to inform policy and decision making.
- (d) To review and develop mechanisms for monitoring and reviewing progress against the actions agreed by the Forum.
- (e) To use opportunities to collaborate with and influence partner organisations/partnerships to ensure their commitment, shared responsibility and accountability towards the focus on inequalities through a system that is centred in prevention and early intervention.
- (f) To provide strategic and operational direction for addressing health inequalities, to seek alignment with other relevant work programmes from the HWB and ICS boards, and to inform commissioning intentions (as deemed appropriate).
- (g) To contribute to the implementation and update of organisational policies impacting on addressing or preventing the exacerbation of health inequalities (internally and externally).
- (h) To contribute to the development of Public Health Birmingham's Joint Strategic Needs Assessment (JSNA).
- (i) To promote community engagement, co-production and other tools and approaches that support action on health inequalities across the system.

3. PRINCIPLES

3.1 The Forum expects all partners to:

- (a) Support the aims and objectives of the Forum.
- (b) Consult and/or inform the Forum of organisational changes (including any changes in representation) that may impact on collective working.
- (c) Follow and work within the agreed framework to review and monitor activity led by the Forum.
- (d) Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.
- (e) Drive the health inequalities agenda through promoting service transformation and improvement within their respective services and organisations.
- (f) Report on progress on mutually agreed actions in a timely manner.
- (g) Share relevant information and promote collaborative and innovative work.

4. MEMBERSHIP

4.1 The Forum has a core group of organisations that play a key role in its activity and are able to make joint decisions on behalf of their organisations. Co-opted membership will also be considered to ensure relevant expertise and influence for specific subject areas.

4.2 The Forum requires its members to:

- have the sufficient authority to make decisions in relation to the inequalities' agenda on behalf of their organisation or be in a position to seek and secure them within timescales agreed by the Forum.
- attend the majority of 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 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 Forum meetings to their organisation.
- ensure that there is prompt progress and delivery by their nominating body on any actions and strategies agreed by the Forum.

- positive and constructive discussions between members in order to achieve workable solutions to common issues

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

4.4 The Chair of the Board will be the Birmingham City Council Cabinet Member with a portfolio for equalities. **(See appendix 1)**

5.0 MEETINGS

5.1 The Forum 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.

5.2 Partners will be requested to contribute to a forward plan which will be used to develop the agenda for meetings.

5.3 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.

5.4 Minutes/action notes of all meetings of the Forum will be approved by the Chair/ Deputy Chair and circulated to attendees within 10 working days following the meeting. They will be approved by the forum at the next meeting.

5.5 The Forum's administrative support will be provided by Public Health Inequalities team, and they will be responsible for organising the meetings, taking minutes and or action notes and disseminating supporting information to Forum members. They will monitor accuracy of the membership records.

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

6. DECISIONS AND INFORMATION SHARING

6.1 Recommendations and decisions will be arrived at by consensus and recorded in the minutes and a decision log. If a consensus cannot be reached the Chair will call for a vote. The Chair will have a (second) casting vote in the case of equality of votes.

6.2 Members will support work on appropriate data sharing and development of protocols where appropriate.

7. CONFLICTS OF INTEREST

7.1 Whenever 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 record the interest in the minutes of the meeting 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, taking into account views expressed by relevant partner agencies.

DRAFT

Creating a City without Inequality Forum membership

Designated position/organisation/service	Name
Cabinet Member for Social Justice, Community Safety and Equalities (Chair)	Cllr John Cotton
Assistant Director of Public Health – Healthy Behaviours and Communities (Deputy Chair)	John Forde
Director of Public Health	Dr Justin Varney
Public Health, Inequalities service lead (Lead Officer)	Monika Rozanski
Public Health Officer- Health inequalities (Support Officer)	Estella Makumbi
Adult Social Care Commissioning leads	Louise Collett Kalvinder Kohli Marcela Hoxha
Equalities & Cohesion lead	Kwabena Osayande
Neighbourhoods/ Housing leads	Guy Chaundy Julie Griffin
Economic Growth/ Levelling Up lead	Mark Gamble Greg Ward
Financial Inclusion Partnership lead	Helen Shervington
Birmingham Children’s Trust	Graham Tilby
Education & Skills	Lisa Fraser
Environment and Transport	TBC
Integrated Care System – Inequalities lead	Salma Yaqoob Nicola Pugh
Local NHS commissioners/ providers	Patrick Nyarumbu Dr Okonkwo Onyinye Carol Herity Terence Read Sylvia Owusu-Nepaul
Office for Health Improvement and Disparities (OHID)	Sean Meehan
Voluntary & community sector leads	Ray Walker Janice Nichols Saidul Haque Marj Rogers
Local academic representation	Lawrence Moulin
Department for Work & Pensions	Theresa O’Borne Emma McGuire Joanna Statham
Representation form the Youth City Board	Victor Agbontean Jake Williams Ivan Brosnan Malika Habib
Elected member from the opposition	Alex Yip
Criminal Justice System leads	Marj Rogers - HMPPS Paul Wood - HMPPS Jacqueline Ayee - HMPPS
Communications	TBC