
TERMS OF REFERENCE - DRAFT

Creating a Physically Active City

1. Purpose

- 1.1 The Creating a Physically Active City (CPAC) Forum is a sub-committee of the Birmingham Health and Wellbeing Board. The purpose of the Forum is to work together to increase physical activity at a population level across Birmingham by ensuring that a joint action plan is developed and delivered.

2. OBJECTIVES

2.1 The Forum has the following overarching objectives:

- (a) To deliver a joint vision for addressing current physical activity levels in the city and to exploit opportunities for joint working.
- (b) To develop a robust action plan that will underpin the delivery of the Health & Wellbeing Board's physical activity priorities and indicators and oversee its delivery.
- (c) To provide a strategic direction and seek alignment with the work being undertaken through a range of other relevant work programmes and boards.
- (d) To contribute to the development of the Joint Strategic Needs Assessment (JSNA).
- (e) To contribute to informing the commissioning intentions.
- (f) To promote and facilitate coordination between partners and partnerships and to consider what agendas and resources might be shared more effectively, where appropriate.
- (g) To report to and support the activities of the Health and Wellbeing Board.
- (h) To promote communication and engagement with the stakeholders and residents of Birmingham relating to the physical activity agenda.
- (i) To promote best practice and sharing of ideas including collaboration that lead to maximisation of external funding opportunities.
- (j) The Forum will oversee performance and address areas for future development and improvement.

3. PRINCIPLES

3.1 The Forum expects all partner agencies to:

- (a) Embrace the aims and objectives of the Forum
- (b) Consult and/or inform the Forum over organisational changes (including any changes in representation) that may impact on collective working.
- (c) Follow and work within the performance management framework agreed by Forum partners.

- (d) Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.
- (e) Own the physical activity agenda through promoting and driving service transformation and improvement within their respective services and organisations.
- (f) Report on progress on mutually agreed actions.
- (g) Share relevant information and promote collaborative and innovative work.

4. MEMBERSHIP

4.1 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 increasing physical activity levels for the population of Birmingham.

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

4.4 The Forum requires its members to:

- have the authority to make decisions in relation to the physical activity agenda on behalf of their organisation or be in a position to seek and secure them within timescales agreed by the Forum.
- attend all 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 able to make decisions on behalf of the organisation they represent.
- 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 organisations.
- 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.

Membership of the Forum is as follows:

Insert table (to be agreed)

4.5 The membership of the Forum may be reviewed from time to time as necessary. New members may be admitted provided always that:

- (i) any such new member is able to demonstrate to the satisfaction of the Forum the contribution that they can make to the overriding aims and objectives; and
- (ii) in deciding whether or not 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 Other persons may attend meetings of the Board with the agreement of the Chair/ Deputy Chair.

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- 4.6 The Chair of the Board will be the Birmingham City Council Cabinet Member with a portfolio for Transport and Environment

5 MEETINGS

- 5.1 The Forum will meet every two months for 2 hours. Such other meetings may be held as necessary at the discretion of the Chair or should commissioning decisions drive the agenda.
- 5.2 Partners will be requested to contribute to a forward plan which will be used to develop the agenda for meeting.
- 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 of all meetings of the Forum (including a record of attendance and any conflicts of interest) will be approved and circulated within 5 working days and submitted for approval to the next appropriate meeting.
- 5.5 The Forum may establish task and finish groups as agreed by the Forum Chairs.
- 5.6 The Forum administrative support will be provided by the Public Health Division and they will be responsible for arranging and minuting meetings and disseminating supporting information to Forum Members.
- 5.7 The Forum will be monitored and accountable to Health and Wellbeing Board through the agreed reporting arrangements.

6. DECISIONS

- 6.1 Recommendations and decisions will be arrived at by consensus and recorded in the minutes and a decision log.

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.

7. REVIEW

- 7.1 These terms of reference will be reviewed annually, taking into account views expressed by relevant partner agencies.