

THREE RIVERS HEALTH AND WELLBEING PARTNERSHIP (HWP)

Terms of Reference December 2021

Contents

1 Purpose of the Health and Wellbeing Partnership	Error! Bookmark not defined.
2 Objectives of the Health and Wellbeing Partnership	Error! Bookmark not defined.
3 Health and Wellbeing Partnership Meetings	3
4 Membership and Membership Review	Error! Bookmark not defined.
5 Role of Health and Wellbeing Partnership Members	4
6 Monitoring, Review and Evaluation	5
7 Review of the Terms of Reference	5
8 Appendices A – Member Organisations of Health and Wellbbeing Partnership	Error!

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1 Purpose of the Health and Wellbeing Partnership

The Health and Wellbeing Partnership (HWP) is a working group of the Three Rivers Local Strategic Partnership (LSP) that works to improve the health outcomes and reduce current health inequalities of the residents of Three Rivers. The HWP will work in partnership with relevant agencies and service providers in order to:

- Promote access to and on-going engagement in existing services
- Target services towards defined population groups and areas with greatest need
- Review the key priorities and changing need within the community
- Identify and establish solutions for gaps in service provision

The HWP will work in tandem with the Families First Partnership, Adults with Complex Needs Group, Three Rivers Youth Strategy and Community Safety Partnership to meet the specified goals of the community strategy.

2 Objectives of the Health and Wellbeing Partnership

In order to achieve the above, the Health and Wellbeing Partnership will:

- a) Be an inclusive body of organisations / groups, representative of all sectors, which have a focus on tackling issues related to health and inequalities in Three Rivers.
- b) Work in partnership to address health inequalities and needs across the life course, ensuring that the local people receive the best possible services.
- c) Identify local joint priorities and objectives that reflect local needs.
- d) Develop an action plan, outlining projects and key targets, to ensure a range of opportunities to engage with population groups according to identified needs and inequalities.
- e) Be responsible for co-ordinating and monitoring the HWP areas of the Community Strategy Action Plan for Three Rivers.
- f) Develop and implement partnership projects to encourage and facilitate agencies to work collaboratively, to develop new services where need is identified.
- g) Work with existing partnerships, networks and consultative groups in a manner that adds value, rather than duplication.
- h) Establish current and potential resources to facilitate project delivery.
- i) Review the action plan annually and evaluate progress through improved health outcomes.
- j) Ensure the work of the Board is in line with government guidance, and complements the work of the numerous countywide partnerships.
- k) Review the vision and target outcomes annually through a set of performance measures to evaluate improved outcomes with

- l) Respond collectively to new and emerging needs within the Community, including local and national emergencies.
- m) To advise the Three Rivers Local Strategic Partnership on issues relating to health and wellbeing.

3 Health and Wellbeing Partnership Meetings

- a) The Health and Wellbeing Partnership will hold closed door meetings in order to ensure confidentiality of any discussions of a sensitive nature. Attendance will comprise of members and known representatives of the partnership only.
- b) The Health and Wellbeing Partnership will be serviced by officers of Three Rivers District Council. Agenda and minutes will be provided to the representatives prior to each meeting.
- c) Health and Wellbeing Partnership meetings will be held bi-monthly.
- d) The meetings will be arranged and supported by Three Rivers District Council. Subsequent meeting dates will be agreed in advance and shared at the first meeting.
- e) Meeting dates for the following year will be agreed and arranged prior to the final meeting of the series.
- f) Health and Wellbeing Partnership meetings will take place virtually unless decided and agreed otherwise by the group members. In which case an agreed venue will be decided by the meeting chair.
- g) All partners will have equal rights and representation. To ensure this, partners may send substitutes from their organisation. Substitutes must be fully briefed before meetings and Three Rivers Community Partnerships informed of their attendance.
- h) HWP decisions should be made by consensus. Key decisions will be ratified by Three Rivers Local Strategic Partnership. In the unlikely event that consensus cannot be reached, decisions will be made by voting on the basis of one vote per agency.
- i) Members of the HWP only are allowed to vote. Member substitutes may vote if Three Rivers Community Partnerships have been notified in advance.
- j) The Group will elect a chair and vice-chair bi-annually.
- k) The group may invite other partners to be in attendance at the meetings in order to participate in the discussions of the group. Three Rivers Community Partnerships must be informed of their attendance.
- l) Any decision making required to take place outside of the meeting must be communicated to and agreed by the chair and authorised by the Board by way of email.

4 Membership and Membership Review

- a) Membership of the Health and Wellbeing Partnership will consist of representatives from the organisations listed in Appendices A.
- b) Member organisations will be responsible for appointing a representative to attend Health and Wellbeing Partnership meetings. Each representative will act as a point of contact for the work of the partnership.
- c) Members of the group must have the appropriate authority to speak for the organisations they represent; to sign up to the vision and outcomes agreed for district of Three Rivers. As such nominated members should have strategic capacity.
- d) Succession Planning – as a way of ensuring continuous representation from organisations, and to develop people who may succeed a colleague on the HWP, members are able to bring a ‘guest’ to the HWP meetings by way of introduction, where the guest can gain knowledge in a supportive manner. Guests’ attendance should be agreed in advance, and their position made clear at the subsequent meeting.
- e) Appendix “A” provides a proposed list of members of the HWP
- f) Membership should be reviewed in accordance with government guidance and with the ‘outcomes’ stated in the Community Strategy. This will be done every two years, with the Terms of Reference also to be reviewed within this time period. Any additional members will be invited by the Chair following the agreement of the Partnership.
- g) Members of the Health and Wellbeing Partnership are expected to attend meetings regularly. Continuous representation from all partners is necessary. Should a statutory organisation fail to be represented at three consecutive meetings, the Chair of the Health and Wellbeing Board will write to the organisation requesting attendance/ representation.

5 Role of Health and Wellbeing Partnership Members

The role of the HWP members will be to:

- a) Contribute to the work and development of the Partnership, by participating in the decision making process, providing constructive input on issues raised and debates, which will enable the board achieve the goals of the LSP.
- b) Attend HWP meetings regularly.
- c) Remain up to date on emerging policy, themes and best practise related to their respective areas of speciality.
- d) Develop and agree ‘Outcomes’ towards the Community Strategy action plan which are SMART (specific, measurable, achievable, resourced, and time-scaled).

- e) Represent the HWP at other relevant meetings when required, at district, county or regional level.
- f) Identify and explore resources, financial and other, to be utilised by the HWP as a means to achieve its shared outcomes and goals of the LSP.
- g) Monitor and review progress, and delivery in accordance with agreed outcomes. Evaluate success regularly.
- h) Approve plans presented to at the HWP and ensure that these plans are aligned with other county and local partnership initiatives.
- i) Report and communicate arrangements of the work of the HWP within their respective organisations and networks.
- j) Ensure engagement with community networks and existing County-wide and sub county partnerships, in order to endure that emerging issues are brought to the attention of the group.
- k) Be aware of cross-cutting issues and be responsive to the needs of socially excluded or disadvantaged groups.

6 Monitoring, Review and Evaluation

The Health and Wellbeing Partnership will be responsible for reviewing and evaluating its work in relation to the Community Strategy, which will be reported to the Local Strategic partnership. Upon review, action will be taken to address any further unmet needs through the development of new interventions, based on priority.

7 Review of Terms of Reference

The Health and Wellbeing Partnership will review the terms of reference every two years.

8 Appendices A - Member Organisations of the Health and Wellbeing Partnership.

1. Three Rivers District Council (Community Partnerships, Leisure & Housing)
2. Herts MIND Network
3. Healthy Hubs
4. ASCEND
5. CGL
6. Primary Care Networks (PCNs)
7. HCNS Representatives
8. Community Pharmacy Hertfordshire (LPC)
9. Watford and Three Rivers Trust
10. Healthwatch Hertfordshire
11. Herts Equality Council
12. Carers in Herts
13. CDA Herts
14. Everyone active

15. Herts Sports Partnership
16. Hertfordshire Partnership University Foundation Trust
17. Watford FC Community Sports & Education Trust