

Peterborough Cardiovascular Disease Programme Steering Group

Terms of Reference

1. Purpose

Cardiovascular Disease (CVD) has been agreed as the top priority focus area by Peterborough Health and Wellbeing Board and a CVD Joint Strategic Needs Assessment (JSNA) was carried out to inform the development of a CVD work plan. Furthermore it was agreed that a CVD Programme Steering Group be established to develop and take forward this plan of work. The overall aim of this work is to improve the cardiovascular health of all Peterborough residents whilst addressing the issues of inequality in risk, access and outcomes.

2. Objectives

The specific objectives of the CVD Programme Steering Group are:

- To lead the development of a strategy to improve the CVD outcomes of Peterborough residents and contribute to reduced inequalities in health.
- To direct the development of and monitor plans for the prevention, treatment and care of people with CVD across Peterborough
- To take an evidence based approach to develop the CVD programme, considering the findings of the Peterborough CVD JSNA and relevant national guidance
- To work in partnership with health, social care, voluntary organisations and local people to deliver improved CVD outcomes
- To consider CVD from across the lifecourse, for individuals and populations at different levels of prevention.

3. Membership

Membership includes representatives from the following organisations and individuals:

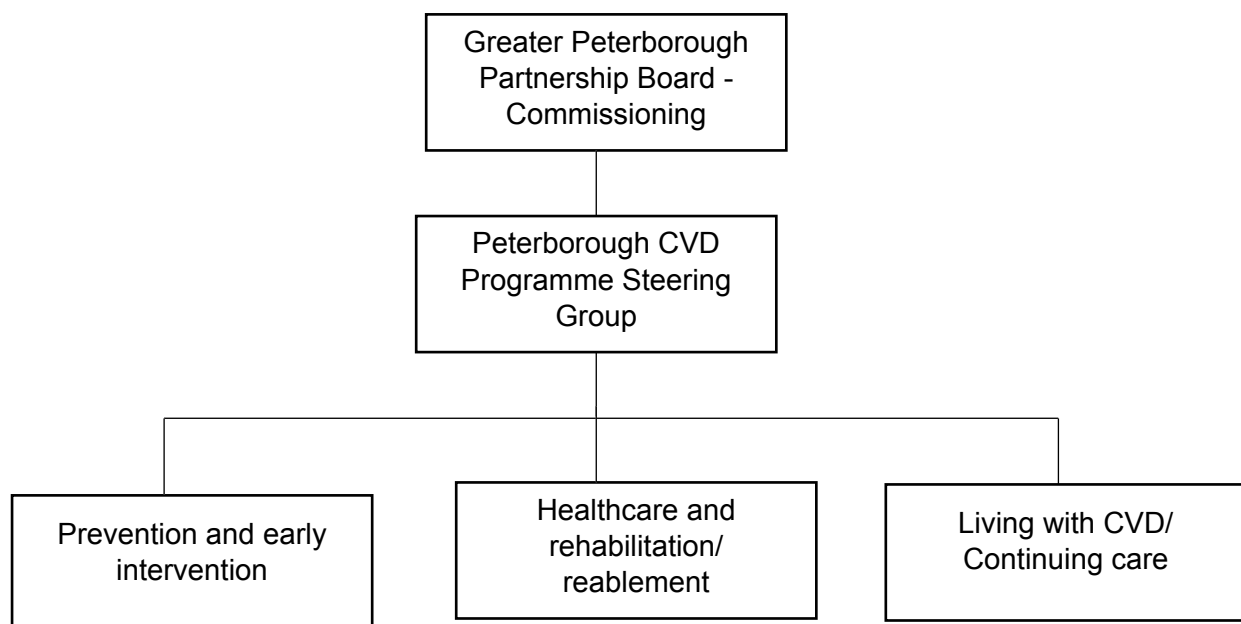
Peterborough City Council Public Health
 Peterborough City Council Social Care
 Greater Peterborough LCG
 Cambridgeshire and Peterborough Clinical Commissioning Group
 Peterborough and Stamford NHS Hospital Foundation Trust
 Cambridgeshire and Peterborough NHS Foundation Trust
 Primary Care CVD Lead
 Lead Nurse NHS Health Checks
 Patient representative
 British Heart Foundation representative

The Steering Group will be chaired by Peterborough City Council Public Health.

4. Delivery and Accountability

Working groups/Task and finish groups will be established under the strategic themes of prevention and early intervention, healthcare and rehabilitation/reablement and living with CVD/continuing care to develop implementation plans for the strategy and project plans as appropriate. In developing these plans, these groups should pay attention to the Steering Group objectives. These groups may meet virtually and may include different members as appropriate, with an appropriate named lead who will report to the Steering Group on progress and delivery.

The CVD Programme Steering Group will report to the Greater Peterborough Executive Partnership Board – Commissioning. The reporting mechanisms are illustrated in the figure below.



5. Interdependencies

It is important this this steering group links with other work relating to cardiovascular disease that is taking place across Cambridgeshire and Peterborough. In particular the CVD working group of the Proactive care and prevention workstream and the Elective cardiology workstream of the Cambridgeshire and Peterborough Sustainability and Transformation Plan.

6. Meeting Arrangements

Quorum - Four representatives including the Chair and working group leads (or nominated deputy). In the event of a meeting not being quorate, items requiring decision may be actioned by written procedures.

Frequency - The Group shall meet on a quarterly basis and meetings will be timetabled for 2 hours.

Papers for the Board will be issued by email one week in advance of the meeting. Any papers relating to urgent business may be considered at the meeting subject to the Chair's

discretion. The Chair may add an item to the agenda less than one week before the meeting on request from a member of the Group. The Chair may also deal with appropriate business through written communication with the Group.

Minutes of each meeting will be circulated by email within 10 working days.

7. Review dates

The Terms of Reference will be reviewed at least annually or in line with any changes to the organisations or work programmes concerned.

August 2016

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