

Living Well Partnership

Terms of Reference

Purpose

To provide operational leadership of a “whole system” partnership approach to the local delivery and implementation of “living well” health and wellbeing improvements, care model designs, service improvements and savings opportunities identified at a system level in Health & Wellbeing Strategy, Public Health Priorities, Sustainability & Transformation Plan, and Better Care Fund.

Principles

Living Well Partnerships (LWP) will add value by working together and joining-up areas of common interest by:

1. Understanding the health and wellbeing needs and outcomes of its local populations of all ages, related to e.g. access to services, wider determinants of health, health and wellbeing in its widest sense.
2. Demonstrating successful delivery through effective programme and performance management of Health and Wellbeing Board, System Transformation Partnership and Better Care Fund system-wide priorities, plus local initiatives, ideas and priorities.
3. Ensure agreed outcomes are delivered, taking into account local relationships, local residents’ needs, and differing local strengths, assets and priorities.
4. Focusing on aligning and better using partners’ “mainstream” resources.
5. Support the General Practice Forward View and Mental Health Forward View strategies at a local level through co-ordination and connection with local initiatives

Accountabilities

1. Improve patient experience and outcomes on the ground for local people by overseeing the adoption, design and integrated local implementation of system-wide health improvement and wellbeing priorities.
2. Provide operational leadership, and stakeholder, clinical, and professional expertise to local partner organisations to enable them to join-up and improve integration of partnership contributions to improving the health and wellbeing of our “shared people” in our “shared place”.
3. Develop and own local delivery plans, adopting a programme management approach to the monitoring and reporting of local delivery progress, risks, and resident and patient benefits realisation.
4. To support delivery of strategies and projects delegated from the following Boards; Integrated Commissioning Board, Health & Wellbeing Board, Public Health Reference Group, Public Services Board/Health Care Executive, Accident & Emergency Delivery Boards, System Transformation Partnership Delivery Boards, Joint Commissioning Unit for Children and Young People, and Crime and Disorder Partnership to ensure joined-up delivery.

5. Report quarterly to the Health and Wellbeing Board and the Joint Meeting of the Health Care Executive and Public Service Board.
6. Develop and oversee delivery of a local engagement and communication plan, and ensure partners get information to the right people at the right time through an effective information sharing system.
7. Provide a forum that can facilitate learning and sharing good practice about what each partner does and can do.
8. Encourage a partnership response to address gaps in service and identified need and where necessary, to minimise any associated impact.

Meeting arrangements

Notice of Meetings

Meetings of the LWP will be convened by local Districts to arrange the venue, clerking and recording of meetings. Agenda-setting teleconference to take place each month with key partners.

Chairmanship

Health representative preferred by Partners

Meeting Frequency

Every 1/2 months, based on business need, including receiving a full Programme Board report every quarter.

Membership

As a minimum, the Living Well Partnerships will comprise Senior Officers or substitutes from:

Core Group:

Patient Representatives
 Healthwatch
 Relevant CCG Director of Transformation
 Local GP representatives or Primary Care Management Lead
 NHS Foundation Trusts (relevant to local area)
 Cambridgeshire and Peterborough NHS Foundation Trust
 Cambridgeshire County Council / Peterborough City Council
 District Council representatives
 Public Health representative
 Cambridgeshire Community Services
 Pharmacists representative
 Community & Voluntary Sector rep

As required:

Police, Fire & Rescue, East of England Ambulance Trust
 Other partners as relevant.

Conflicts of Interest

Members of the LWP will be required to declare any conflicts of interest.

Reporting / Governance

[https://capccg-my.sharepoint.com/personal/elaine_overend_cpccg_nhs_uk/Documents/Peterborough AEP/2017-18/Agenda/10.January/Agenda Item 2.2 - Living Well Partnership ToR - Dec 2017.doc](https://capccg-my.sharepoint.com/personal/elaine_overend_cpccg_nhs_uk/Documents/Peterborough%20AEP/2017-18/Agenda/10.January/Agenda%20Item%202.2%20-%20Living%20Well%20Partnership%20ToR%20-%20Dec%202017.doc)

Living Well Partnerships will report to the joint Health Care Executive/Public Services Board on a quarterly basis. The Health Care Executive/Public Services Board will agree reports to be sent to individual Partner's governance processes and to Health & Wellbeing Boards.

Status of Reports/Meeting

LWP meetings will not be public meetings. Agendas and minutes will be published.

Impact on Other Boards

Living Well Partnerships will replace separate Local Health Partnership and Area Executive Partnership meetings, both of which will end.

Equality statement

Members of the Living Well Partnership will ensure that these terms of reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.

Review of Terms of Reference

The Terms of Reference will be reviewed on a bi-annual basis, or sooner if required.

Approval

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| Author: | Cath Mitchell, Director of Community Services & Integration |
| Approved by | Peterborough Living Well Partnership |
| Date approved: | 12 January 2018 |

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