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# SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

## Membership, Terms of Reference and Operating Arrangements

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### SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

#### 1. PURPOSE

The purpose of the group is to explore new ways of delivering services and interventions that address the wider determinants of health and wellbeing. The aim being to improve the health and wellbeing outcomes for Spelthorne residents. The group will discuss, share and help determine the health & wellbeing priorities for Spelthorne in conjunction with stakeholders across the system. The group will also help raise awareness and support the communication of health & wellbeing information in Spelthorne.

#### 2. FOUNDING MEMBERS

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the chair and vice chair of Community Wellbeing committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst.
- (d) A representative from North West Surrey Alliance (ICP).
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities–Appendix 1) or other suitable representative from the community.
- (f) A representative from CSH.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

**Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.**

### **3. TERMS OF REFERENCE**

The responsibilities of the Spelthorne Healthy Communities Partnership are to:

- (a) oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed.
- (b) drive change in neighbourhoods and support the delivery of what works well locally in step with our communities.
- (c) support the delivery of improved outcomes for residents.
- (d) encourage a focus on learning by doing.
- (e) create a pragmatic structure that can evolve over time that continues to be focussed on delivery and outcomes.
- (f) develop an enabling environment and entrepreneurial culture.
- (g) meetings will be purposeful, and outcomes driven.
- (h) retain a 'pooled budget' that can facilitate community led health interventions.
- (i) consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (j) provide an opportunity for the sharing of relevant information between agencies.
- (e) link to other local, partnership groups as appropriate

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of equality, diversity and inclusion.

### **4. OPERATING PROCEDURES**

#### **(a) Support**

Administrative support will be carried out by Spelthorne Borough Council.

#### **(b) Chair**

The Chair will initially be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the chair of Community Wellbeing Committee. With the opportunity for any of the founding members to take on a rolling chair arrangement with continued administrative support from SBC.

#### **(c) Frequency of meetings**

Spelthorne Healthy Communities Partnership shall meet at least quarterly.

#### **(d) Reporting to the community**

The Group will feed back to its partners on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

**(e) Decision making**

The Group will seek to operate by consensus.

**5. LIFETIME OF THE GROUP**

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

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## APPENDIX 1

### **Roles of Forums and Groups in Spelthorne Healthy Communities Partnership**

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services and interventions in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Healthy Communities Partnership.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Healthy Communities Partnership.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chair.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Healthy Communities Partnership.
10. To receive feedback from and report to Spelthorne Healthy Communities Partnership via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

**APPENDIX 2**  
**SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP**  
**EQUALITIES STATEMENT**

Spelthorne Health and Wellbeing Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation and identity, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Healthy Communities Partnership:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.