

## **Committee: Standards and General Purposes Committee**

**Date: 5 November 2020**

Wards: All

## **Subject: Health and Wellbeing Board Terms of Reference**

Lead officer: Dr Dagmar Zeuner, Director of Public Health

Lead member: Councillor Stephen Alambritis, Leader

Contact officer: Clarissa Larsen, Health and Wellbeing Board Partnership Manager

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### **Recommendations:**

- A. To agree the draft terms of reference for the Health and Wellbeing Board Community Subgroup to be reported to full Council in November.
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### **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

To set out the proposed terms of reference for the Health and Wellbeing Board (HWBB) Community Subgroup for agreement.

### **2 BACKGROUND**

In September 2020 Merton's statutory Health and Wellbeing Board agreed the attached Terms of Reference (ToR) for its Community Subgroup. The Subgroup was established in response to the Local Outbreak Control Plan (LOCP) that all local authorities were required to produce in June this year. A copy of Merton's Covid-19 Outbreak Control Plan is available [here](#).

### **3 DETAILS**

- 3.1. The HWBB Community Subgroup met for the first time, in public, on 4 August 2020. The Subgroup is supporting the implementation of Merton's Covid-19 Outbreak Control Plan, delivering the 'member-led local governance board', suggested in Government guidance. It has oversight of communication and engagement with the general public, with a focus on protecting vulnerable communities.
- 3.2. In Merton, the Community Subgroup is also providing oversight of work on the impact of Covid-19 on vulnerable communities – those disproportionately impacted by the virus to date. This involves working with communities to gain insight to lived experience through on-going community dialogue; helping to inform and support access to testing, contact tracing and self-isolation as a means to protect from Covid transmission.
- 3.3. ToR for the Community Subgroup are attached as an appendix to this report for agreement.

### **4 ALTERNATIVE OPTIONS**

The alternative option would be for the core statutory Merton Health and Wellbeing Board to take this role, but as the HWBB meets less frequently

and has a broader remit, it would be more difficult for partners to respond quickly to any new developments.

## **5 CONSULTATION UNDERTAKEN OR PROPOSED**

The Health and Wellbeing Board was consulted on the proposal to create a Subgroup on 23 June 2020 and HWBB members are involved in the Subgroup, both directly and through their nominees.

A broad programme of engagement with community groups is taking place and will be reported to the HWBB and the Community Subgroup.

## **6 TIMETABLE**

The Community Subgroup will initially meet for a fixed period up to April 2021.

## **7 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

N/A

## **8 LEGAL AND STATUTORY IMPLICATIONS**

The Community Subgroup will report to the statutory Merton Health and Wellbeing Board. Wider accountability is set out in the attached documents.

## **9 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

The focus of the Community Subgroup is on those vulnerable community groups, that have to date been disproportionately impacted by Covid-19.

## **10 CRIME AND DISORDER IMPLICATIONS**

N/A

## **11 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

N/A

## **12 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix I - Health and Wellbeing Board Community Subgroup Draft Terms of Reference

## **BACKGROUND PAPERS**

[Covid-19 Outbreak Control Plan](#) Merton Council, July 2020

# **Merton Health and Wellbeing Board**

## **HWBB Community Sub-group**

### **Terms of Reference**

#### **1. Purpose**

The HWBB Community Sub-group will support the implementation of Merton's Local Outbreak Control Plan. Delivering the 'member-led local governance board', suggested in Government guidance, to communicate with the general public with a focus on protecting vulnerable communities.

In Merton, the Community Sub-group also has oversight of work on the impact of COVID-19 on vulnerable communities, involving insight to lived experience' and on-going community dialogue; helping to inform and support access to testing, contact tracing and self-isolation as a means to protect from Covid transmission..

#### **2. HWBB Context**

This Community Sub-group is an advisory, consultative forum and is accountable to, Merton Health and Wellbeing Board.

- Merton Health and Wellbeing Board (HWBB) is a statutory partnership providing overall vision, oversight and direction for health and wellbeing in Merton, including service provision and the wider determinants of health.
- It brings together local Councillors, GPs and community representatives, supported by officers, as system leaders to shape a healthy place and health and care services.

The Health and Social Care Act 2012 made Health and Wellbeing Boards statutory for all local authorities. The Act also permits the local authority to arrange for HWBBs to exercise 'any functions that are exercisable by the authority'.

#### **3. Responsibilities**

The Community Sub-group supports delivery of Merton's Local Outbreak Control Plan. Specific responsibilities are the oversight of:

- i. Communication and engagement with Merton residents on local outbreak control.
- ii. Support for vulnerable people, as required by the Local Outbreak Control Plan, to get help to self-isolate as one of the interventions to protect vulnerable communities.
- iii. Engagement with vulnerable communities through a rolling programme of voluntary sector led dialogues to gain insight to lived experience (including

BAME communities, older people and people with learning disabilities and autism, and involving children and young people).

- iv. Review health and wellbeing services (working closely with Merton Health and Care Together) to ensure a culturally appropriate offer, accessible to all, that meets the needs of diverse communities, to support access to services and promotion of Covid-fit and pre-habilitation.

#### 4. Principles and Priorities

The priority of the Community Sub-group is to support and protect the health and wellbeing of Merton's most vulnerable communities, learning from people's lived experience. In doing so, the work of the group will adhere to Merton HWBB's agreed core principles of:

- Tackling health inequalities.
- Prevention and early intervention.
- Health in All Policies approach.
- Community engagement and empowerment.
- Experimenting and learning.
- Think Family.

#### 5. Membership

The Community Sub-group, is member led. The Chair is the Chair of Merton Health and Wellbeing Board. The broader composition of the Sub-group is made up of members of the core HWBB and additional nominees with the right skills and community connections, sponsored by Board members.

HWBB Community Sub-group membership	HWBB member
Chair of Merton HWBB (Chair)	Y
Cabinet Member for Children's Services & Education	Y
Member of Health Scrutiny Panel	N
Member of the Conservative Group	Y
CCG Borough Committee Chair	Y
CCG East Merton Locality Lead	N
CCG Locality Executive Director Merton and Wandsworth	Y
CCG Comms & Engagement Lead	N
Young Inspector	N
Voluntary / Community sector representative	Y
Voluntary / Community sector representative	N
Healthwatch Merton representative	N
LBM Director of Public Health	Y

In addition to the formal membership, LBM and other officers will attend as needed including LBM's Head of Communications, Head of Strategic Commissioning (Public Health) and Health and Wellbeing Board Partnership Manager as regular attendees.

## **6. Accountability**

The Community Sub-group, as an advisory and consultative forum, reports to Merton Health and Wellbeing Board. It can also report, if required, to LBM Corporate Management Team and will link closely to the Outbreak Control Officer Group, Merton Health and Care Together and other contacts involved in delivery of the Local Outbreak Control Plan.

Accountability is outlined in the chart in Appendix I

## **7. Operational Arrangements**

### **Frequency of meetings**

The Community Sub-group meets more frequently than the core HWBB in order to respond more quickly emerging issues. Meetings will alternate with the core HWBB, for a fixed period and additional meetings of the Sub-group can be arranged if needed, to respond to any significant developments.

### **Duration & setting of meetings**

Meetings of the Community Sub-group last for 1 hour 30 minutes and will initially be held virtually, via Zoom.

### **Agenda and papers**

Agendas are agreed with the Community Sub-group Chair in advance. Formal reports will be kept concise and to a minimum with a focus on key information in accessible written or slide format.

Agendas and any papers will be circulated beforehand wherever possible, no later than five working days in advance of the meeting, via the Merton Democratic Services web pages.

### **Transparency**

Meetings (other than any informal workshops / seminars) will take place in public and formal minutes will be taken and posted on the Council's Democratic Services web pages.

### **Quorum**

At least four members of the Community Sub-group must be in attendance including at least one member from each of the following constituent groups, before decisions can be taken:

- Council Members
- Council Officers
- Merton Clinical Commissioning Group
- Voluntary Sector

**Code of conduct and conflict of interests**

The obligation to register disclosable pecuniary interests applies to all Community Sub-group members who will be asked to declare any interests in matters under consideration and on a general basis declare any interests in the Register of Interests.

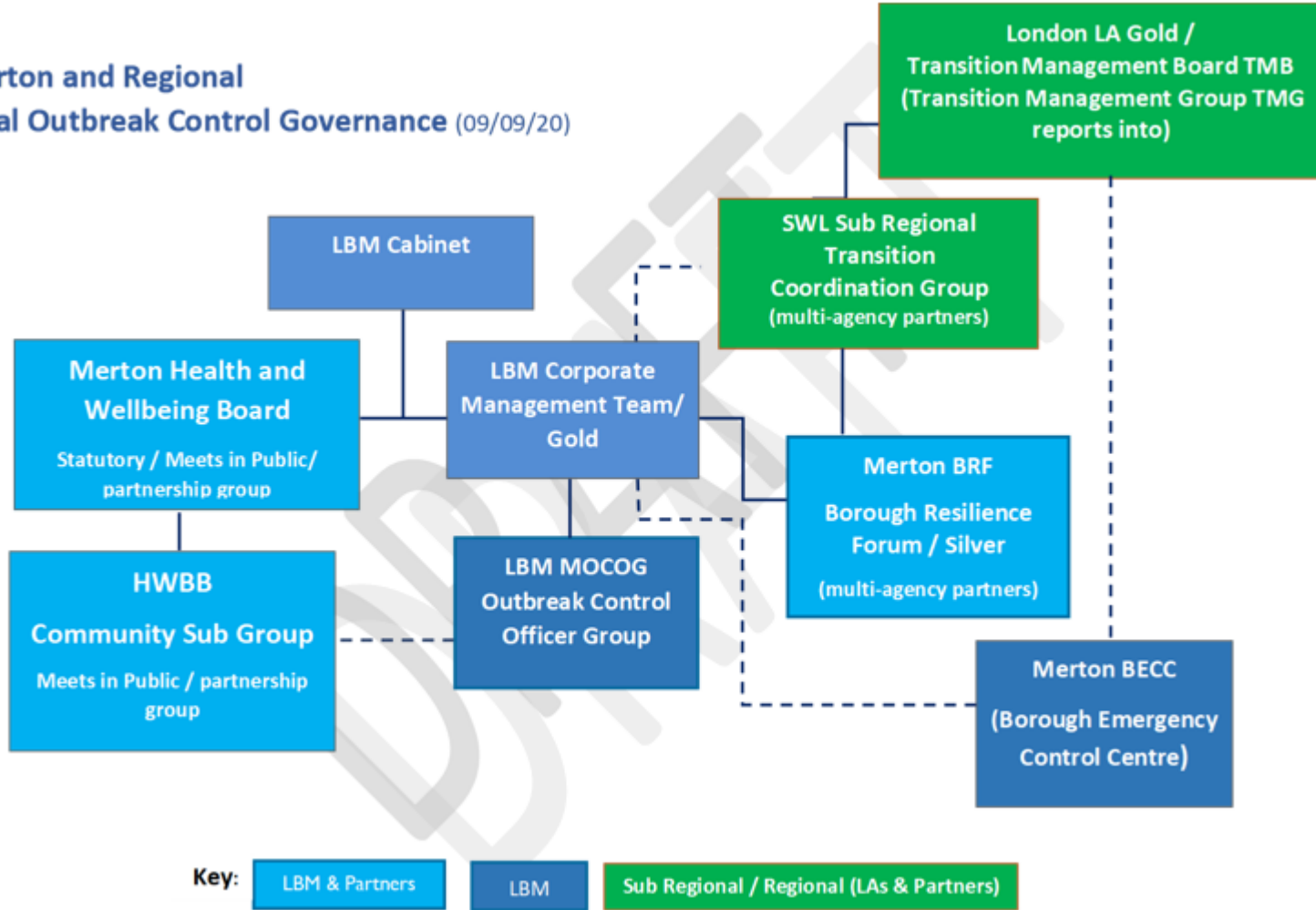
All members of the Board will be subject to the standards and behaviours set out in the Council's Code of Conduct.

**Duration of Community Sub-group**

The proposal is that the Community Sub-group is a task and finish group, has a fixed term and will be reviewed at the end of April 2021.

Appendix 1 – HWBB Community Sub-group Governance Chart

Merton and Regional  
Local Outbreak Control Governance (09/09/20)



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