

Kettering Health and Wellbeing Forum Terms of Reference

1. Introduction

1.1 The Kettering Health & Wellbeing Forum is the local constituent to the countywide Health and Wellbeing Board. It is the mechanism for delivering and driving forward the health and wellbeing elements of future Kettering strategies and the Northamptonshire Health & Wellbeing Strategy. It will also feed in the local perspective to inform and influence the delivery of integrated, efficient and cost effective services for the local population of Kettering.

1.2 For the purpose of this Forum, the geographical boundaries of the Kettering locality will be as defined by Kettering Borough Council

2. Purpose

2.1. The Kettering Health & Wellbeing Forum is established to enable local partners from the public, private and voluntary sectors to work together to improve the health and wellbeing of the people in the local area.

2.2 Through the development and implementation of an agreed, local, multi-partner action plan, the local health and wellbeing Forum will respond to existing and future community health and wellbeing issues.

3. Priorities

3.1. The Forum will support the development and delivery of a Kettering Action Plan and the countywide Health and Wellbeing Strategy. The Forum provides an opportunity to influence a collaborative clinical commissioning agenda.

3.2. An action plan will be developed in the context of the Kettering Health and Wellbeing Forum priorities. A current action plan is attached as Appendix 1.

Additionally the eight priorities from the Draft Northamptonshire Health & Wellbeing Strategy will be considered:

- Every child is safe and has the best start in life
- People choose healthier lifestyles and exert greater control over their health and wellbeing.
- Vulnerable adults and elderly people are safe and able to use services and support that helps them to live as independently as possible.
- Improve the health and wellbeing of those communities and individuals with the worst health in our county. These communities may be groups of people or certain geographic areas in the county.
- Health, social care and public health services work together in all areas and services are joined-up where people have both health and social care needs.
- The numbers of people experiencing emergency, unscheduled care is reduced.
- Businesses focused on improving health and wellbeing operate successfully in communities across Northamptonshire.
- Led by NHS and Local Authorities, employers throughout the county promote the health and wellbeing of their employees.

4. Objectives

- 4.1 The Health and Wellbeing Forum will provide local leadership on health and wellbeing issues
- 4.2 The partnership aims to support the development and delivery of the countywide Health and Wellbeing Strategy, as well as monitor and support the implementation of a local Health and Wellbeing Action Plan
- 4.3 The focus of the group will remain current by reviewing evidence on local health needs and determining issues that need addressing
- 4.4 The meetings will act as a Forum for partners to raise issues, as well as to maximise opportunities for information sharing, joint working and integration of services
- 4.5 The decisions made by the forum will help to influence the commissioning process for the local area

5. Membership

5.1 The Forum will include a core group of organisations that have a key role and responsibility to improve health and wellbeing in the local area. Membership will be reviewed continuously and individuals can be co-opted for specific issues.

5.2 Membership of the Forum will include representatives from the following:

Health & Health Commissioning

- NHS Nene Clinical Commissioning Group
- Kettering General Hospital Foundation Trust
- Northamptonshire Healthcare Foundation Trust
- EMAS

Local Authority

- Kettering Borough Council (including Environmental Health, Housing, Community Services)
- Northamptonshire County Council

Voluntary and Community

- Kettering Voluntary Network
- Age UK
- Accommodation Concern
- Women's Aid
- Citizens Advice Bureau
- Sure Start
- Home Start
- Mental Health
- Pharmacy
- Younger People Representative (when required for relevant issues)

Public and Service Users/Carers

- Healthwatch
- Representative from Community

Other

- Police
- PE and School Sport Partnership
- Fire Dept.

6. Chair and Vice Chair arrangements

6.1 The Chair and Vice Chair positions will be held on an alternating basis for a period of one financial year, rotating between Nene CCG, Kettering Borough Council, and representatives from the Voluntary Sector.

6.2 In the absence of the Chair, the Vice Chair will chair the meeting.

7. Conduct of Meetings

7.1 Meetings will take place every two months, and will be held at Kettering Borough Council Offices unless otherwise agreed.

7.2 NHS Nene CCG and Kettering Council will provide administrative support to the Forum and will be responsible for arranging meetings and for disseminating information amongst members.

7.3 An Agenda will be issued seven days prior to the meeting. If separate papers require circulation, these must be circulated with the Agenda. This will allow members the opportunity to read the papers prior to the meeting.

7.4 Requests for items to be included on the Agenda should be sent to the Chair or administrative support at least ten days before the meeting. Inclusion of items will be at the discretion of the Chair.

7.5 If any item needs to be raised on the day, this will be covered under Any Other Business, subject to there being available time

7.6 The agenda and records of meetings will be shared with the Nene CCG Kettering Patient Engagement Group, and made publicly available via the Council's website, NHS Nene CCG website (Kettering section), and through NVCA networks

8. Ways of Working

- 8.1 Decisions will be arrived at by consensus and recorded in the minutes.
- 8.2 The Action Plan will be a standing item on the agenda allowing progress reports where relevant for outstanding actions.
- 8.3 Task & Finish groups will be set up to take forward actions and these will meet as required.

9. Accountability and Monitoring of Effectiveness

- 9.1 An annual report will be produced, and a review of the structure and operation of the Forum will be conducted on a two yearly basis.
- 9.2 The Chair of the Forum, or a nominated representative, will present progress reports when required to the Kettering Partnership Board and County Health & Wellbeing Board.
- 9.3 The Forum will provide input into the Kettering Partnership Board and County Health and Wellbeing Board, and will ensure it has a reliable and credible route to communicate with the Board.