

Terms of Reference

The Durham and Chester-le-Street Health Improvement Group

1. Introduction

The Health Improvement Group (HIG) for Durham and Chester-le-Street is a policy group of both the City of Durham Local Strategic Partnership (LSP) and the District Partnership, the LSP for Chester-le-Street.

Both The City of Durham Local Strategic Partnership (LSP) and the District Partnership in Chester-le-Street have established six LSP Policy Groups, together with a cross-cutting group, through which partners of the LSP work to progress their collective aims. The collective aim of all partners within the LSP is to improve the quality of life for people who live in, work in and visit the City of Durham District.

These terms of reference provide a structure for the HIG and define its relationship to other groups, the Community Networks, and the LSPs.

The HIG will endeavour to operate an inclusive partnership with an open and transparent style; contributions and involvement will be equally respected from all partners regardless of size, statutory status etc.

2. Statement of purpose

'To develop strategic plans for health improvement and tackling inequalities in health, working with the Local Strategic Partnerships, communities and organisations to deliver agreed service priorities and achieve agreed targets and outcomes.

3. Area of benefit

The area of benefit will be the local authority areas of the City of Durham Council and Chester-le-Street District Council (hereinafter known as the 'area').

4. Vision

To work together as a strong partnership providing strategic guidance and leadership to improve health and reduce health inequalities throughout the area and to encourage and develop community involvement in all elements of the group's work.

5. Aims

- a) To be the main forum in the area for developing the health improvement and tackling health inequalities agenda and to recommend strategic action to the LSPs and constituent agencies around joint working, planning and commissioning.
- b) To generate and support the development of a partnership approach with all local service providers to ensure linked agendas and a focussed, shared vision in the production of strategies and other relevant initiatives that improve quality of life.

- c) To provide a partnership structure which can influence policies of partners through the identification of issues at a strategic level that will thus need to be taken forward by them.
- d) To provide a structure for co-ordinating activity addressing health inequalities by ensuring effective liaison is maintained with similar groups within the neighbouring LSPs and the County Durham Strategic Partnership, through representation and the referral of relevant issues.
- e) To provide a strategic overview of the delivery of health improvement in Durham and Chester-le-St to service providers and partnerships in order to support the planning and delivery of services.

6. Main functions

- a) To identify and analyse issues connected with health improvement and inequalities, and consider their inter-relationships with the issues relevant to other policy groups.
- b) To disseminate agency held information and strategies that contribute to LSP endorsed strategies to avoid duplication and wasted resources.
- c) To 'bend' mainstream funding, and identify other potential sources of funding, to meet agreed aims.
- d) To establish if necessary, and / or liaise with, other groups or partnerships operating within the area covering issues relating to health improvement.
- e) To review the vision and aims on an annual basis, to ensure that the LSP Policy Group is continuing to respond to agreed priorities and continues to maintain a client and carer focus.

7. Membership

Membership of the HIG will be open to any organisation or group in the area active in the sector of health improvement. Members may be drawn from the public sector, private sector and the community and voluntary sector.

Each agency or organisation on the HIG will be expected to ensure that their representation is at an appropriate level in their structure. This can be expressed as a senior officer or key individual, who is able to influence the responses of their organisation. They will be committed to ensuring that there is an active dialogue between their organisation and the Policy Group.

Delegate representation will be subject to the approval of group members, and will include the group meetings themselves, and any task groups, etc. that may be convened from time to time.

Membership of the group will be reviewed and new members will be encouraged on an ongoing basis. Core members include:

Age Concern County Durham
Chester-le-St Council
Chester-le St CVS

City of Durham CVS
City of Durham Council
Co. Durham and Darlington Acute Hospitals NHS Trust
Community representatives
Durham and Chester-le-St Carers Support
Durham and Chester-le-St Primary Care Trust
DCC Adult Services
Patient & Public Involvement Forum
Sure Start
Tees Esk and Wear Valleys NHS Trust

8. Chairperson/Co-ordinator

The Chairperson must be appointed by the group and will serve for 3 years, after this period the Chair may be re-elected for a further 3 years. Secretariat for the group will be provided through the Chairperson or Co-ordinator.

9. Frequency of meetings

It is expected that the HIG will meet every two months to fit in with the LSP's reporting arrangements and timetables. Further meetings, specific project meetings and the like may take place as frequently as the members of the group deem necessary to discharge the work of the group. Any decision making will require a quorum of 1/3 of the group's membership.

10. Performance monitoring

A suite of relevant indicators will be developed to enable monitoring of the group's agreed objectives. Performance monitoring will take place on a quarterly basis and all partners must provide previously agreed information as requested.

Terms of reference adopted: (hopefully May 2006)

Terms of reference to be reviewed: (12 months after adoption)