

Woking Joint Committee Health and Wellbeing Task Group Terms of Reference (Updated Oct 2021)

The Health and Wellbeing Task Group is a Task Group of the Woking Joint Committee. The Terms of Reference and membership of the Task Group are agreed by the Woking Joint Committee at the start of the Municipal Year. The Health and Wellbeing Task Group now incorporates the function of the Early Help Advisory Board.

Role:

The Health and Wellbeing Task Group will assist and advise the Joint Committee in relation to improving the health and wellbeing of all our residents across the Borough.

Functions:

1. To develop, implement, monitor and review a local plan for improving health and wellbeing outcomes in Woking which is consistent with the Surrey Health and Wellbeing Strategy, whilst retaining a local (place) context.
2. The Task Group shall ensure robust communication with key stakeholder organisations, to ensure that the implementation of the plan is working in integration with community partners and the wider Surrey Heartlands Integrated Care System.
3. To provide updates and make recommendations to the Woking Joint Committee and via them to the Surrey Health and Wellbeing Board.
4. To identify areas of health and wellbeing need, using population level data to provide a targeted approach to services.
5. To reduce the health and wellbeing inequalities between different areas and populations within our borough.
6. To ensure that the Early Help Offer is integrated within the health and well-being plan, with links to the Family Centres, Family Support Programme, Youth Offer and the Family Information Service.
7. To support the streamlining of provision of services with our partner organisations, e.g. health, social care, mental health, faith and voluntary sectors.
8. Promote the reduction and elimination of barriers to care and support.
9. Identify areas of funding to support the implementation of the local plan.
10. Promote self-help and independence of residents.
11. Ensure that the Marmott principles of 'Health in All Policies' is incorporated so that the Wider Determinants of Health are considered within the relevant committees in the Council, and considered as good practice and business as usual.
12. To be responsible for monitoring the implementation of the Health and Wellbeing Strategy and action plan.

Membership:

The Task Group will comprise the following representation:

www.woking.gov.uk
www.surreycc.gov.uk/woking

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- Up to 4 councillors

Current Joint Committee Membership (appointed Jun 2021)

Health & Wellbeing Task Group
Cllr Ellen Nicholson (WBC)
Cllr Riasat Khan (SCC)
Cllr Liz Bowes (SCC)
Cllr Saj Hussain (SCC)

- North West Surrey Clinical Commissioning Group (NWS CCG)
- Mental Health Services, Surrey and Borders Partnership (SaBP)
- NWS Integrated Care Partnership (NWS ICP)
- Family Centre lead
- Education representative
- Domestic Abuse representative
- WBC officer support;
 1. Family Services
 2. Health and Wellbeing

Other representation may be invited to attend the Task Group on an ad hoc basis at the discretion of the Chairman.

The quorum for the Task Group meetings is one Councillor appointed by the Woking Joint Committee.

Chairman:

The Chairman of the Task Group for each Municipal Year will be elected by the Councillors appointed to the Task Group at its first meeting of the new Municipal Year.

Operations of the Task Group:

- The Task Group shall exist to advise the Woking Joint Committee. It has no formal decision making powers. The Task Group will:
 - ✓ Meet in private, unless otherwise agreed.
 - ✓ Develop a work programme that links directly to the implementation of the local plan.
 - ✓ Receive verbal/ brief written updates as appropriate.
 - ✓ Record actions and maintain an action log.
 - ✓ Report back to the Joint Committee
- Officers supporting the Task Group will consult the Group prior to the submission of any officer report to the Joint Committee.
- The Task Group will meet 3 to 4 times per year. The meetings will be held during the normal working day in respect to the non Council representatives.
- The Task Group will ensure that they are aware of the work of the other Task Groups to provide appropriate links and manage overlap/ gaps.

Responsibilities of Attendees:

- Ensure papers are read in advance of the meetings.
- Ensure that any actions they are responsible for are completed and fed back to the Group.

- Ensure that the work of the Group is fed back to their own organisations and promote integration and understanding of services across the system
- If unable to attend a meeting, to send a deputy, or at least a report of any actions from the last meeting that they own.

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