

CAMBRIDGE LOCAL HEALTH PARTNERSHIP

# Proposed Terms of Reference

Draft: 11 June 2012

## 1. Purpose

Set within the context of ongoing public health and other reforms, this partnership will provide strong local representation and accountability. It will help shape local policies and the delivery of local services and promote the health and wellbeing of Cambridge's residents.

The Cambridge Local Health Partnership will look to add value to existing partnerships, where it can, and choose to focus on local project delivery, where it can make a difference. Emphasis will be on getting things done, making the best use of the assets of partners and keeping the bureaucracy of the Partnership to a minimum.

## 2. Role

The role of the Cambridge Local Health Partnership is to:

- Be a place where knowledge about the local health and wellbeing needs of Cambridge citizens and the assets of service providers is shared and understood, so that local collaborative work is better informed
- Identify a small number of local priorities where joint action can improve the health and wellbeing of local people
- Commission Task and Finish Groups, involving a wide range of stakeholders with an interest in an identified priority, to develop, implement, monitor and review a work programme
- Inform and contribute to the developing **Health and Wellbeing Strategy** for Cambridgeshire
- Provide a brief annual report showing headline achievements over a year
- Represent the interests of local people and to utilise existing community engagement mechanisms, where possible, so that the plans and strategies of local agencies are better informed, and
- Maintain a two-way flow of communication with the **Shadow Cambridgeshire Health and Wellbeing Board** to develop joint working and to play a role in its network

### **3. Membership**

Membership of the Cambridge Local Health Partnership will cover:

- Cambridge Council Executive Member for Community Services and Health
- Cambridge Council Executive Member for Housing
- Cambridge Council Opposition Spokesperson
- Cambridgeshire County Councillor
- GP representative of Cam. Health / CATCH
- Cam. Health / CATCH Manager/s
- Locality Public Health representative
- Representative of the Shadow Health and Wellbeing Board / Director of Public Health
- Representative of the community and voluntary sector
- Representative from Cambridgeshire Children's Trust
- Head of Refuse and Environment (City Council)

### **4. Meeting Arrangements**

#### **Notice of Meetings**

Meetings of Cambridge Local Health Partnership will be convened by Cambridge Council, who will also arrange the clerking and recording of meetings.

#### **Chair**

Cambridge Local Health Partnership will elect a Chair and Vice-Chair.

#### **Quorum**

The quorum for all meetings of the Cambridge Local Health Partnership will be achieved when at least 3 different organisations are in attendance. The role of members will be to regularly attend meetings.

#### **Substitutes**

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings.

#### **Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

## **Meeting Frequency**

Cambridge Local Health Partnership will meet quarterly.

## **Status of meetings and reports**

Cambridge Local Health Partnership meetings shall be open to the press and public and the agenda, reports and minutes, will be available for inspection at the City Council's offices and website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.]

## **Officer Support**

Cambridge Council will offer procedural advice and the servicing of meetings.

## **5. Governance and Accountability**

Cambridge Local Health Partnership will be accountable for its actions to its individual member organisations. Representatives will be accountable through their own organisations for the decisions they take. It is expected that members will have delegated authority from their organisations to take decisions within the terms of reference. It is expected that decisions will be reached by consensus.