

Barnsley Health and Wellbeing Board

**SENIOR STRATEGIC DEVELOPMENT GROUP**

**THE EXECUTIVE OF THE BARNSELEY HEALTH AND WELLBEING BOARD**

**DRAFT TERMS OF REFERENCE**

**(September 2016)**

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**The Vision for Health and Wellbeing in the Borough**

Our Vision for health and wellbeing in Barnsley is:

*“That the people of Barnsley are enabled to take control of their health and wellbeing and enjoy happy, healthy and longer lives, in safer, stronger communities, wherever they are and wherever they live..”*

(Barnsley Health and Wellbeing Strategy (2016-20))

**Purpose**

The purpose of the Senior Strategic Development Group or SSDG is to oversee and collectively be responsible for ensuring the delivery of the Barnsley Health and Wellbeing Strategy and its regular review, through its role as the Executive Group of the local Health and Wellbeing Board.

The SSDG brings together senior leaders from across the Health and Social Care system to effectively drive forward the implementation of the priorities and objectives of the Strategy, report on progress and recommend any action to the Board in order to manage or mitigate any emerging risks, on an exception basis.

The SSDG will have a particular focus on transforming the health and social care system in order to help improve the range of outcomes for people in the Borough. This will be achieved through the following principles:

- All members of the SSDG will have an equal say in the deliberations of the Group, its operation and its outputs as part of ensuring the shared leadership of health and social care and its transformation, in the Borough.
- Each member will be individually responsible for the achievement and implementation of any of the SSDG's outputs accorded to their organisation, within the context of mutual accountability.
- All members of the SSDG will demonstrate a commitment to bring together and help develop all transformational projects which impact on local health and social care, within an integrated, overall programme for the Borough.
- The SSDG, both collectively and individually, will be committed to ensuring that the delivery of the priorities and objectives of the Barnsley Health and Wellbeing Strategy remains at the heart of everything the Group does.
- The SSDG will adopt a whole systems approach to service transformation and service re-design, as part of implementing improved outcomes for the people of Barnsley.

## **Membership**

The SSDG will be composed of the following senior leaders (and/or their nominated representatives)

- Executive Director (People) Barnsley MBC
- Chief Operating Officer, Barnsley CCG
- Chief Executive, Barnsley Hospital NHS FT
- Executive Director (Communities) Barnsley MBC
- Director of Public Health, Barnsley MBC
- Chief Executive, South and West Yorkshire Partnership NHS FT
- Chief Superintendent (Barnsley District), South Yorkshire Police
- Chief Fire Services Officer, South Yorkshire Fire and Rescue Service
- Chief Executive, Berneslai Homes
- Chairperson of Barnsley Healthwatch
- Service Director (Governance and Member Support) Barnsley MBC

In addition, the Head of Commissioning, Governance and Partnerships, together with the Barnsley Health and Wellbeing Board Manager will be responsible for the overall co-ordination of the Board's work programme and for supporting its work.

Each member of the SSDG will, also, nominate a designated deputy to represent his/her organisation at meetings of the Group when the permanent member is unable to attend. This will be to ensure the continual and unfettered engagement of all partner organisations towards the shared objective of improving health and wellbeing outcomes in the Borough and their collective ownership. Additional officers may attend meetings of the SSDG to present specific reports.

## **Roles and Responsibilities**

Individual members of the Group will undertake to:

- Express the view of their organisation on matters of health and social care policy; ensure they are sufficiently briefed in order to contribute to and add value to the deliberations of the Group; help make decisions and ensure any decisions or outputs emerging from the SSDG are disseminated, progressed and implemented within their organisation, within a context of mutual accountability.
- Adopt a whole systems approach of collaborative working, to be based on a Memorandum of Agreement, outlining protocols on matters such as sharing data and information and to include giving due consideration to whether an organisation's resources can be aligned with another or others to improve health and wellbeing outcomes for the people of Barnsley.
- To act as a 'champion' for the Barnsley Health and Wellbeing Strategy within their organisation and within their network of associates.

## **Probity and Transparency**

Each member of the SSDG will ensure that any personal, professional or pecuniary interests, relating to any matter being considered by the Group is properly stated and recorded, during its meetings.

## **Role of the Chair of the SSDG**

The primary role of the Chair of the Group will be to actively bring together and engage partner representatives in the SSDG's work. The Chair will ensure that the priorities and objectives of the Health and Wellbeing Strategy, including any revisions to the Strategy, following review, together with the recommendations of associated policies, plans and strategies, are progressed and implemented, following approval by the Health and Wellbeing Board.

The Chair will ensure that the work of the SSDG accords with the highest principles of public service. The Chair will act to ensure steps are undertaken to expedite any outputs, leading to improvements in the health and wellbeing of people in the Borough.

The Chair will also act as the SSDG's spokesperson on other forums to which it is invited and with the media, in consultation with the Chair of the Health and Wellbeing Board.

The Group may give consideration to rotating the role of Chair of the SSDG among members.

## **Governance and Accountability**

The SSDG will be accountable to the Barnsley Health and Wellbeing Board and its recommendations will be submitted for the Board's consideration, approval and adoption.

Meetings of the SSDG will be held approximately every four weeks with a minimum of 10 meetings per calendar year. The Group's meetings are not open to the public and observers wishing to attend the meeting, including those invited by individual members of the Group, must obtain the approval of the Chair, in advance of a meeting.

The quorum or minimum attendance for a meeting of the Group to begin, will be one quarter of its membership. This should include one senior leader from Barnsley MBC and one senior leader from Barnsley CCG.

Agendas for meetings of the SSDG will be agreed and approved by the Chair and the minutes will be approved at the next meeting of the Group.

Individual members of SSDG can request the inclusion of matters to be considered at future meetings by contacting the Health and Wellbeing Board Manager, no later than 10 working days before the date of the meeting. Urgent matters may be included at the end of an agenda, subject to the agreement of the Chair, at the beginning of the meeting.

Papers will be distributed a minimum of 5 clear days before the meeting.

## **Review**

The SSDG should review its terms of reference every 12 months.

Richard Lynch (Head of Commissioning, Governance and Partnerships (People Directorate, Barnsley MBC))