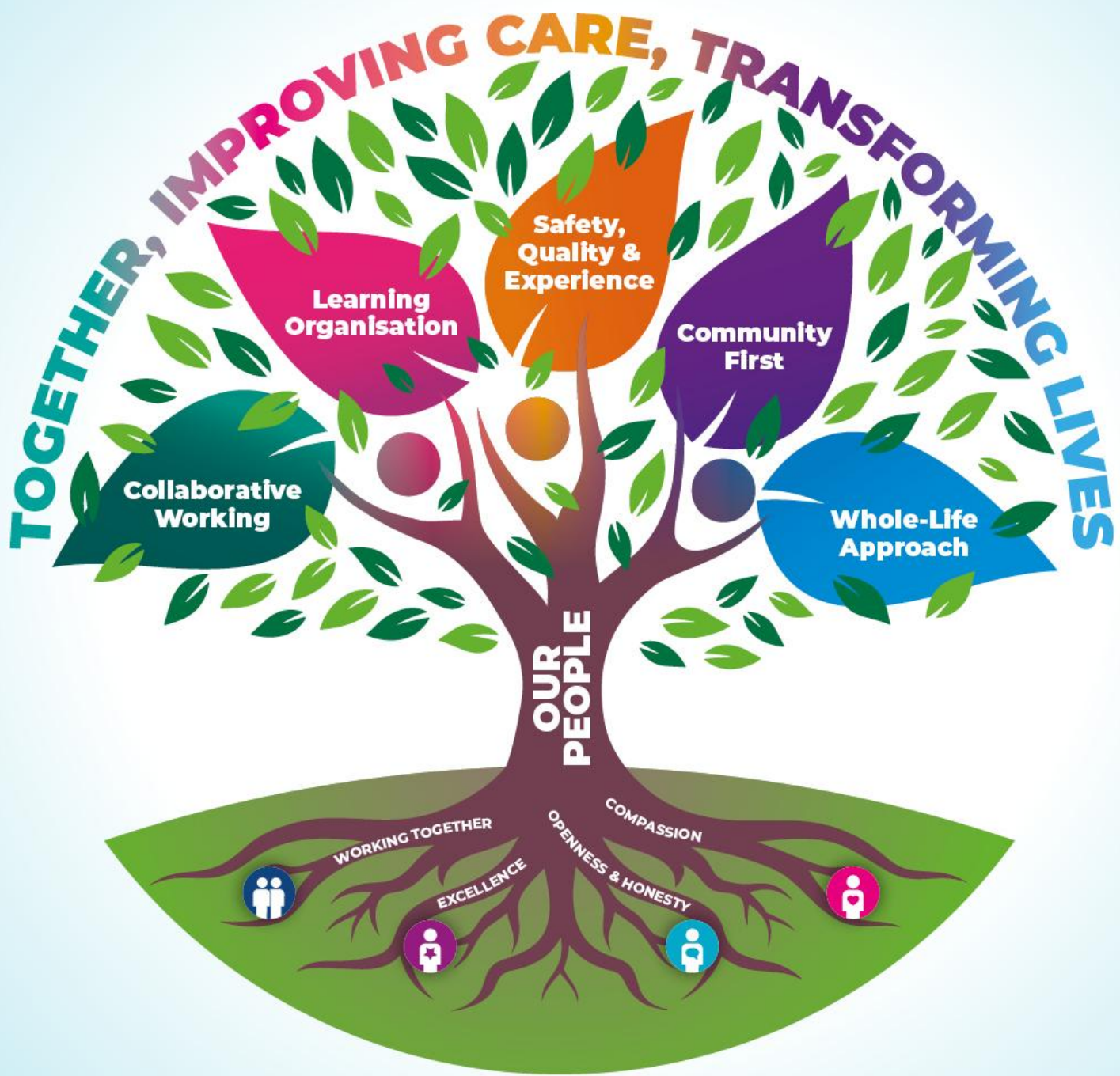


# DRAFT POPULATION HEALTH AND PARTNERSHIP COMMITTEE TERMS OF REFERENCE



<b>VERSION</b>	1
<b>ASSURANCE</b>	<b>SECOND LINE ASSURANCE</b>
<b>CONSTITUTION</b>	<p>The Trust Board (The Board) hereby resolves to establish a Committee of the Board to be known as the Population Health and Partnership Committee (The Committee) to assist the Board in exercising its key functions as set out in the purpose statement below.</p> <p>The Committee is a Non-Executive and Executive Director committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference.</p>
<b>PURPOSE</b>	<p>The Committee will provide assurance to Trust Board on all matters relating to engagement with and the health and wellbeing of the population we serve. The Committee will receive information from the Trust, partners, patients and service users, carers and regional initiatives to reduce health inequalities, improve service integration and ensure our services are designed and delivered to meet the needs of individuals and communities.</p> <p>The Committee will conduct its functions in line with the Trust’s Vision and Strategy 2030.</p>
<b>MEMBERSHIP</b>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Chair of Population Health and Partnership Non-Executive Director</li> <li>• 2 Non-Executive Directors, following recommendation from the Trust Chair</li> <li>• Executive Medical Director</li> <li>• Director Children and Young People/Executive Director of Social Work</li> <li>• Director of Performance, Planning and Informatics</li> </ul> <p><b>Attendance for the full meeting:</b></p> <ul style="list-style-type: none"> <li>• Director of Medicine and Unscheduled Care</li> <li>• Director of Mental Health and Disability Services</li> <li>• Service User Representatives (Title TBC)</li> <li>• Assistant Director Quality Improvement</li> <li>• Assistant Director Promoting Wellbeing</li> </ul> <p>In exceptional circumstances:-</p> <p>Where the Chair is unavailable, a Non-Executive Director shall Chair the Committee.</p> <p>Where a Director is unavailable, a deputy (Assistant Director / Deputy Director) will be required to attend.</p> <p><b>Attendance for specific agenda items:</b></p> <ul style="list-style-type: none"> <li>• Requirement that a Director / Assistant Director will be requested to attend when a report pertinent to their area of responsibility is being discussed.</li> </ul>

	<ul style="list-style-type: none"> <li>Partner organisations will be invited to attend / present at meetings where relevant agenda items are included</li> </ul> <p><b>Secretary:</b> Meetings will be administrated via the Office of the Chair and Chief Executive.</p> <p>Other members of Trust staff may be required to attend meetings as the Committee considers necessary.</p>
<b>DUTIES</b>	<p>The remit of the Committee is to: -</p> <p><b>Population Health Strategy</b></p> <ul style="list-style-type: none"> <li>Contribute and inform the implementation of strategies aim at improving population health outcomes, addressing health inequalities and promoting prevention and early intervention.</li> <li>Ensure that the strategies are data driven and make best use of health intelligence evidence.</li> </ul> <p><b>Partnership Working</b></p> <ul style="list-style-type: none"> <li>Seek assurance that the Trust is working effectively with key stakeholders for example, Area Integrated Partnership Board, local councils, community and voluntary organisations, GP Federations and other HSCNI partners.</li> </ul> <p><b>Patient and Service User Involvement</b></p> <ul style="list-style-type: none"> <li>Seek assurance that the voices of patients, service users and carers are embedded in the design, delivery and evaluation of services</li> <li>Provide assurance that co-design and co-production are embedded in how we shape our services</li> </ul> <p><b>Integration of Care</b></p> <ul style="list-style-type: none"> <li>Seek assurance on the integration of services across organisational boundaries including HSCNI partners and third-party providers</li> </ul> <p><b>Analysis of Key Metrics</b></p> <ul style="list-style-type: none"> <li>Scrutinise metrics relating to population health improvement, prevention, patient and service user satisfaction, community outcomes and partnership working effectiveness.</li> </ul> <p>The Committee will receive a copy of the Corporate Risk Register at every meeting for reference.</p>
<b>AUTHORITY</b>	<p>The Committee is authorised to examine any activity within its terms of reference. It is authorised to seek any information it requires from any employee, through the relevant Director, and will be given the resources necessary to carry out its role. The Committee will be given full access to any information within the Southern Health and Social Care Trust that it requires to fulfil its function. The Committee is authorised by the Board to obtain external professional advice and to invite external personnel with relevant experience and expertise if it considers this necessary.</p>

	<p>The Committee will at its discretion where it is deemed relevant, be able to refer risks and other issues to other standing Trust Board Committees</p>
<p><b>MEETINGS</b></p>	<p><b>Quorum:</b> A quorum shall be three members, two of which must be Non-Executive Directors. A preference for at least one service user representative (Title TBC) is noted however does not impact quoracy.</p> <p><b>Frequency of Meetings:</b> Meetings shall be held on a quarterly basis. The Chair can convene a meeting for a special purpose at any time.</p> <p><b>Papers:</b> Meeting agenda and papers will be disseminated no later than 5 working days prior to the meeting date.</p> <p><b>Meeting Arrangements:</b> All meetings will be held in person. At the Chair’s discretion, a virtual meeting may be held.</p>
<p><b>REPORTING</b></p>	<p>Formal minutes will be recorded of each meeting of the Committee and will be distributed to the members of the Committee for approval at the subsequent meeting and submitted to the Board.</p> <p>Following each Committee meeting, the Committee Chair will present a written summary report on the meeting to the next Board meeting, drawing to the attention of the Board any issues that require executive action. This will include recommendations made by the Committee for Trust Board approval.</p> <p>Any business conducted in a confidential session by the Committee will be reported to a confidential session of the Trust Board.</p> <p>The Committee will report to the Board annually on its work in discharging its responsibilities.</p>
<p><b>OTHER MATTERS</b></p>	<p>The Committee shall be supported administratively by the Office of the Chair and Chief Executive, whose duties in this respect will include:</p> <ul style="list-style-type: none"> <li>• Agreement of agenda with the Chair</li> <li>• Collation and distribution of papers no less than 5 working days in advance of the meeting</li> <li>• Ensuring appropriate arrangements are in place for the servicing of the Committee including taking and producing draft minutes of the meeting for the Chair’s approval</li> <li>• Taking forward matters arising and issues to be carried forward</li> <li>• Assisting the Committee Chair in ensuring the effective operation of the Committee</li> <li>• Advising the Committee on pertinent issues</li> <li>• Annual review of the Terms of Reference and recommendation of updates</li> </ul>

	<ul style="list-style-type: none"> <li>• Development and maintenance of the Committee work plan for the calendar year</li> <li>• Production of Committee Annual Report in conjunction with the Committee Chair</li> <li>• Ensuring that new members receive appropriate induction training and that all members are supported in identifying and participating in ongoing training</li> </ul>
<p><b>CONFLICT/ DECLARATION OF INTEREST</b></p>	<p>The Chair of the Committee shall seek any declaration or conflict of interest on any matter at the outset of each meeting. All stated declarations of interest made shall be formally recorded in the minutes.</p> <p><b>Withdrawal of individuals in attendance:</b> If a Conflict of Interest is established, the member concerned should withdraw from the discussion and play no part in the relevant discussion or decision.</p> <p>Individuals invited for a specific item will be asked to withdraw following completion of that item.</p> <p>All stated declarations of interest made shall be formally recorded in the minutes.</p>
<p><b>REVIEW</b></p>	<p>The Committee will review and approve its Terms of Reference on an annual basis and present to Trust Board.</p>