



FIT FOR THE FUTURE STEERING GROUP

Terms of Reference 1 April 2005

The Steering Group

Fit for the Future is a programme to reduce health inequalities and support people to adopt healthier lifestyles across the Borough.

The Steering Group will consist of representatives from agencies, community and voluntary groups and the private sector who can bring their expertise to bear on tackling the complex behavioural, personal and 'system wide' causes of health inequalities. It will report to the Local Strategic Partnership, One Barnsley, and the Executive Committee of the Primary Care Trust.

Membership of the Steering Group

Membership of the Steering Group aims to embrace organisations and interest groups who are necessary for the delivery of an effective strategy and action plan while bearing in mind the need for operational efficiency. Its membership consists of the following:

- (a) PCT Board Chair, Barnsley Primary Care Trust
- (b) Assistant Director of Culture & Tourism, BMBC
- (c) Faculty Director, Barnsley College
- (d) Regional Director, Health Development Agency
- (e) Chief Executive, Barnsley Development Agency
- (f) Head of Health Inequalities, South Yorkshire Strategic Health Authority
- (g) Assistant Borough Secretary - Community Planning, BMBC
- (h) Chair, Association of Community Partnerships
- (i) Assistant Director, Education, BMBC
- (j) Chief Executive, Voluntary Action Barnsley
- (k) Consultant in Public Health, Barnsley PCT/BMBC
- (l) Chief Executive, Barnsley Premier Leisure
- (m) Chamber of Commerce and Industry/ Business Community
- (n) Barnsley Voluntary and Community Network
- (o) Community Safety Partnership (tbc)
- (p) Older People's Board
- (q) Black and Ethnic Minority/Faith (tbc)
- (r) Job Centre Plus
- (s) Director, Barnsley Learning Partnership

The Steering Group will review its membership from time to time to ensure that all key interests to a successful implementation are represented. Co-optees may also be invited to attend in connection with specific issues and/or activities.

The Steering Group will elect two of its members to be chair and vice chair.

The presence of at least 50% of members including health and representatives from three other agencies shall constitute the required quorum to enable the Steering Group to operate.

Responsibilities

The responsibilities of the Steering Group are to:

- (a) Review the Fit for the Future Strategy and action plans;
- (b) Oversee the delivery of the Fit for the Future strategy, ensuring that its implementation is in accordance with its aims, values and timetable;
- (c) Deliver the strategy within the wider framework of the Barnsley Community Plan and Barnsley's Local Delivery Plan;
- (d) Ensure the strategy reflects government health policy;
- (e) Ensure the strategy is responsive to community needs;
- (f) Be the Strategic Partnership for Health within the working arrangements of One Barnsley;
- (g) Deliver the Healthier Communities and Older People's Block of the Local Area Agreement;
- (h) Champion healthy living by advocating, advising, recommending and implementing actions to bring about positive changes in people's health;
- (i) Promote joint working amongst partners to deliver the strategy and its action plan, sharing expertise, resources where appropriate, and good practice;
- (j) Individual members of the Group should report back to their respective host organisations in order to maintain the focus of the Group's work.

In order to meet these responsibilities the Steering Group will:

- (a) Prepare a strategy and action plan to reduce health inequalities;
- (b) Receive regular reports on the implementation of the strategy;
- (c) Monitor and review the implementation of the strategy and, if appropriate, take remedial action to ensure that performance targets are met;
- (d) Prepare an annual report on the strategy and its implementation;
- (e) Endorse projects bidding into Government funds that will contribute to the reduction of health inequalities;
- (f) Encourage partner organisations to work together in order to maximise the use of resources;
- (g) Prepare reports, as required, by One Barnsley and the Executive Committee of the Primary Care Trust;
- (h) Co-ordinate publicity campaigns to promote the strategy;
- (i) Respond to government and other requests for information concerning the strategy;
- (j) Endeavour to ensure that Fit for the Future adds value and does not duplicate effort with initiatives being pursued by other agencies;
- (k) Use its influence to draw down funding for new and existing projects;
- (l) Provide the performance monitoring information for the strategy, the Local Area Agreement and the Community Plan.

Working Arrangements

The Steering Group will meet at 6 weekly intervals initially though it may decide to meet at other times should circumstances require. Meetings will be serviced by the Fit for the Future Co-ordinator.

Should decisions of a policy nature need to be fast tracked between meetings, they will be acted upon by the Chair and Vice Chair in consultation with one representative from health, local authority and community/voluntary sectors and reported to the next Steering Group meeting.

It is envisaged that business will normally proceed on the basis of consensus. However, should a vote be required, each member present excluding co-optees shall have one vote each; the Chair shall have the casting vote.

Reports will normally be made available in the public domain through whatever means are felt appropriate.