

Healthy Blaenavon Partnership Terms of Reference

Status

1. The Healthy Blaenavon Partnership Board is non-statutory / advisory board established as a mechanism for partnership delivery of Torfaen's Community Wellbeing Strategy and Community Operating Model

Purpose

2. The purpose of the Board is to facilitate collaborative action to improve the health and wellbeing of local individuals and the community.
3. In pursuing this purpose, the Board will contribute to the objectives of the Gwent Public Service Board, in line with the principles and ways of working of the Wellbeing of Future Generations Act:
 - We want to create a fairer, more equitable and inclusive Gwent for all
 - We want a climate-ready Gwent, where our environment is valued and protected, benefitting our well-being now and for future generations.

Vision Statement

(Adapted from Torfaen CBC's Community Wellbeing Strategy)

The Healthy Blaenavon Partnership will put 'communities' and 'wellbeing & prevention' as genuine cornerstones in the way we design our services so that we can empower our communities to be healthier, better connected and more equal.

Our communities are central to supporting the wellbeing and independence of residents. We will embrace the passion and knowledge that our communities have about their local area and will work together to jointly design solutions with each local community at the centre. Together, we will tackle early, and head-on, the issues that make the biggest difference to wellbeing, resilience, and independence.

Responsibilities:

4. The Board has four key responsibilities:
 - To work alongside the community to develop and deliver a local action plan with established priorities and objectives.
 - To use data and community insight to inform our priorities and to take collaborative action towards our objectives.
 - To empower our operational teams to work collaboratively with communities and with each other.
 - To report progress on our activities and outcomes to relevant organisational and partnership boards

Principles and values

5. The Board will operate with mutual respect and challenge, in the spirit of collaborating to improve the health and wellbeing of the area. Members will seek to be at the forefront of planning, will be inquisitive of new approaches, and will act to bring their combined resources to bear to make any changes in partnership delivery that are needed to meet our priorities.
6. Sustainable development is an underpinning principle of the Board's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
7. Consistent with the Wellbeing of Future Generations Act, this means working in ways that take into account:
 - **Long-term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
 - **Prevention:** Understanding the root causes of issue that affect health and wellbeing and acting to prevent problems occurring or getting worse
 - **Integration:** Considering how the Boards objectives may impact upon each of the wellbeing goals, on their other objectives, or on the objectives of other public bodies
 - **Collaboration:** Acting in collaboration with any other person that could help the Board to meet its wellbeing objectives
 - **Involvement:** The importance of involving people with an interest in achieving our objectives and ensuring that those people reflect the diversity of Blaenavon

Membership

8. The Members of the Board are:
 - Aneurin Bevan University Health Board (Blaenavon Medical Practice, Primary Care & Community Locality Team, Public Health Team)
 - Blaenavon Heritage VC Primary School
 - Blaenavon Town Council
 - Bron Afon Community Housing
 - Gwent Police (Neighbourhood Policing Team)
 - The Hwb Torfaen
 - Abersychan Comprehensive School
 - Ysgol Bryn Onnen
 - Torfaen County Borough Council (Adult & Communities Directorate & Elected Members)
 - Torfaen Voluntary Alliance

9. **Partners:** The Board will work with key partners who have an interest in the health and wellbeing of the area including local community groups and their representatives, the wider third sector and statutory sector partners.

Data sharing

10. The Board will use data and insight to inform its priorities and monitor progress. There is a general commitment to the sharing of data across partners for identified purposes and an agreement that data sharing agreements will be developed as appropriate.

Quorum

11. The quorum of the Board is a third of the organisational membership.

Decision Making

12. Blaenavon Town Council will host and Chair the Board
13. Board decisions will be agreed by consensus but may be taken by vote carried by simple majority.
14. In the event of a disagreement between members it is the responsibility of the Chair to mediate an agreement and to ensure that this is presented to the next available meeting of the Board or to a special meeting if required.

Ordinary Meetings

15. Ordinary meetings of the Board will take place, as a minimum, every three calendar months at Blaenavon Town Council offices. If this venue is unavailable any alternative must be in the town of Blaenavon. Members may attend virtually.
16. Meetings should not be limited to standing items, but also include specific challenges and how we can each contribute.
17. Each meeting may consider, but not be limited to, the following agenda items:
- Welcome and apologies
 - Declarations of interest
 - Minutes of the last meeting
 - A specific challenge for the group
 - Feedback from the community
18. Minutes of meetings and relevant reports will be available on the Healthy Blaenavon website. Appropriate redactions will be made to ensure no confidential data or information is shared.

Sub-groups

19. The Board is able to establish sub-groups to support it in undertaking its functions

Support

20. Administrative support for the Board will be provided by.....

This includes:

- Ensuring the Board is established and meets regularly
- Preparing the agenda and commissioning papers for meetings
- Inviting participants and managing attendance
- Uploading minutes and relevant reports to the Healthy Blaenavon website.

21. Ensuring that the functions of the Board are properly resourced is the responsibility of all members. Members may provide advice, assistance, and other 'in kind' resources to the board for instance in the form of analytical or professional expertise.

22. Invited participants and other partners may also provide advice, assistance, and other 'in kind' resources to the Board for instance in the form of analytical or professional expertise.

Wider engagement

23. The Board's citizen and community focus means it will engage in a purposeful relationship with the people and communities in the area, including children and young people, Welsh-speakers and those with protected characteristics (Equality Act 2010), in all aspects of its work.

Performance and Reporting

24. The Board will develop an action plan and report on progress against this annually.

Review and Amendment

25. While the Board must review these terms of reference annually, the Board may review, and agree to amend it at any time providing all members agree.

DRAFT