

# St Albans & District Healthier Communities & Older People Partnership

## Terms of Reference

### 1. INTRODUCTION

St Albans & District Local Strategic Partnership (LSP) brings together the public, private, voluntary and community sectors to improve the economic, social and environmental well-being of the District.

LSP partners are committed to working together to provide better services and a higher quality of life for all of the residents within our District. Through partnership working the LSP takes a 'joined-up' approach to strategic decision making and facilitating improvements in service delivery.

The Healthier Communities and Older People Partnership (HCOPP) reports to the Local Strategic Partnership and seeks to facilitate joint action to achieve 'Keeping the District Healthy' - one of the four key priorities identified in the Sustainable Community Strategy (SCS) for the District 'Shaping our District together for 2021'.

Furthermore the HCOPP leads the delivery of targeted action to address the gap area – meeting the needs of an ageing population, identified in the update of the SCS in 2009.

Priorities for action are agreed by the group and the LSP Management Committee, with regular performance reporting to the Management Committee and Board.

### 2. AIM, PURPOSE & OBJECTIVES

#### AIM

To ensure that everyone in the District, no matter where they live, has the opportunity to live a longer and healthier life.

#### PURPOSE

- To lead on the delivery of targeted action to address the gap area of '**Meeting the needs of an ageing population**' identified within the Sustainable Community Strategy.
- To monitor the performance of partners working across the District in delivering their own strategies to achieve the '**Keeping the District Healthy**' priority identified within the Sustainable Community Strategy.
- To advise the Local Strategic Partnership Management Committee and Board on health related issues and priorities.
- To work with and contribute to the work of the 'Reducing Inequalities' project group regarding the reduction of health inequalities in the District's areas of deprivation
- To liaise with other theme partnerships and project groups on cross cutting health & well being work

## **OBJECTIVES**

### **Long term objectives:-**

By 2021 St Albans District will :-

- Be a healthy place to live with access to high quality facilities and services which support active lifestyles
- Provide easy access to healthcare services, especially for the more vulnerable or disadvantaged groups in the community
- Offer a comprehensive range of preventative and support services through its thriving voluntary and community organisations
- Enable independent living for older people

### **Short term objectives:-**

- Encouraging and supporting healthy lifestyles and well being
- Ensuring residents have access to excellent healthcare services and empowering individuals to self care
- Helping to build the capacity of the voluntary sector to provide preventative and support services (*linking into the Growing Stronger project group tasked with addressing this gap area as required*)
- Meeting the needs of an ageing population
- Supporting the needs of carers

## **3. MEMBERSHIP & CHAIR**

The core membership will include representatives from the following organisations:-

Adult Care Services (HCC)

Age Concern Herts

Carers in Herts

Centre for Voluntary Services

Crime & Disorder Reduction Partnership (RAG)

District Sports Partnership (Active St Albans)

Herts Constabulary

Herts LINKS

Herts Partnership Foundation Trust

Practice Based Commissioning

St Albans City & District Council (Health – Lead Officer & Portfolio Holder)

St Albans City & District Council (Housing - Lead Officer & Portfolio Holder)

St Albans City & District Council (Chair of the NHS Committee)

St Albans District Access Group

St Albans Mencap

West Herts Hospital Trust

NHS Hertfordshire

The Chairman will be appointed every two years and will hold a seat on the LSP Board for the duration of their term in the role. The current Chair is in post until the beginning of 2012.

A Vice Chair will be appointed to support the Chair on the same cycle.

In addition to the core membership, others may be invited to attend meetings on a one-off basis or for a limited period, in order that they might offer specific expertise or knowledge.

#### **4. MEETING CYCLE**

The partnership will meet a minimum of four times per year, preferably before the LSP Management Committee (MC) meets for its quarterly performance review meeting, so that the HCOPP can report to the MC and subsequently to the LSP Board.

Meeting dates for 2011 are:-

Thursday 13 <sup>th</sup> January	(2.00 – 4.00pm)
Thursday 26 <sup>th</sup> May	(2.00 – 4.00pm)
Thursday 21 <sup>st</sup> July	(2.00 – 4.00pm)
Thursday 27 <sup>th</sup> October	(2.00 – 4.00pm)
Thursday 15 <sup>th</sup> December	(2.00 – 4.00pm)

#### **5. OFFICER SUPPORT**

A tailored package of support from the LSP support team will be discussed and agreed with the Chair of each partnership and project group identified within the LSP delivery framework.

During the initial 6 months of the partnership set up meeting arrangements, agenda and minutes will be handled through the central LSP support officer.

After this initial phase the new partnership will aim to resource their administration through agreed contribution by one or more partners on the group (contribution in kind to be recognised)

The LSP Coordinator will make every effort to attend theme partnership meetings when requested and will liaise with the specialist link officers in between meetings as required.

#### **6. FINANCE ARRANGEMENTS**

Partners should commit resources where possible for projects identified in the partnerships delivery plan or seek sources of funding through a variety of routes. PRG funds can be accessed through the bidding process for the Targeting Change Fund (£2 – 10k) or the LSP Board may commission the partnership to deliver a specific project using PRG funds (work identified either through the delivery planning process or by the LSP Board as a priority area for delivery).

The partnership will report on income and expenditure as part of the performance reporting process to the LSP.