

The Public Health Advisory Board Terms of Reference (ToR's)



Public Health Advisory Board

Background

With the agreement of the six Berkshire unitary authorities (“the 6 UAs”), a single Strategic Director of Public Health (“SDPH”) has been appointed and is employed by Bracknell Forest Council (“BFC”).

In accordance with this agreement, BFC is acting in the capacity of a Host Authority, from which the SDPH and a core team will provide central, coordinated support as a “Shared Service” to individual PH teams across the 6 UAs. The detail of this is contained in a schedule to the Agreement.

Transition planning was previously undertaken by a Berkshire Public Health Transition Group of which all 6 UAs were members. The Public Health Advisory Board replaces the transition group, consequently the terms of reference have changed.

Scope and Extent

The Public Health Advisory Board (PHAB) has no legal status and is not an executive or decision making body. Any decision or agreement reached will be agreed by the appropriate decision making arrangements in each UA.

Purpose

To provide a forum to ensure performance and activity of the contracts are monitored , including the core support team and to share approaches for public health to seek to establish opportunities for collaboration in commissioning and sharing best practice. This will be achieved by the following:

1. Financial assurance and accountability, receiving performance and financial information about the support team and public health contracts
2. Establishing the arrangements for commissioning public health functions and the scrutiny and oversight of contracts rolling forward
3. Establishing and agreeing the priority for recommissioning current contracts
4. Securing value through the integration of public health activity, identifying commissioning opportunities to procure contracts where two or more authorities might work together, or jointly or in an integrated manner to achieve optimum whole population public health outcomes
5. Setting of vision for the public health shared service, strategic direction, prioritisation and actions appropriate to the needs of the 6 UAs taking into account best practice
6. Creating, and monitoring tasks against, a register of risk
7. Overseeing and monitoring the effectiveness of the public health delivery structure and establishing governance arrangements to hold to account against the agreement:
8. The establishment of work streams as necessary to achieve the above
9. To provide guidance on any dispute which may arise between any of the Parties which cannot be resolved by agreement between the Relevant Officers.

Terms of Reference for the Public Health Advisory Board

Membership

Membership is drawn from all six UA's in order to demonstrate equity of membership and representation of the priorities of each area.

Members of the Berkshire Public Health Transformation Group are set out below:

Name	Organisation	Title	Role on Group	
Jane Wood	Slough Borough Council	Strategic Director, Community & Wellbeing	Representing Slough	To be advised
Nick Carter	West Berkshire Council	Chief Executive	Representing West Berkshire	To be advised
Stuart Rowbotham	Wokingham Borough Council	Strategic Director Health & Wellbeing	Representing Wokingham	To be advised
Timothy Wheadon	Bracknell Forest Council	Chief Executive	Representing Berkshire Chief Executives Group	To be advised
Glyn Jones	Bracknell Forrest Council	Director of Adult Social Care, Health and Housing	Representing Bracknell Forest	To be advised
Dr Lise Llewellyn		Director of Public Health Berkshire	Chair	To be advised
Christabell Shawcross	Royal Borough of Windsor and Maidenhead Council	Strategic Director of Adult & Community Services	Representing Windsor & Maidenhead	To be advised
Avril Wilson	Reading Borough Council	Director of Education Social Services & Housing	Representing Reading	Zoe Hanim

Frequency

Meetings will take place bimonthly, with a review of meeting frequency at the end of March 2014.

Management and Administration

Administrative support will be provided by a member of the Shared Team. The Group shall meet in closed meetings in places that are accessible and acceptable to all members. Agendas and papers will be circulated one week in advance. Meetings will be formally minuted.

Reporting requirements

The minutes of the Meeting will be made available to the Berkshire Chief Executives Group (BCExecs) In addition to this there will be quarterly updates to the BCExecs) and six monthly updates to the Berkshire Leaders Group (or more frequently as required) Group Arrangements for executive agreement by the constituent members.

Review of Terms of Reference

These Terms of Reference may be reviewed by the Group to take into account the legislation, regulation, statutory guidance or best practice.

Duration and Termination

As provided in the Agreement