

Project Scope

Title	Mapping and Governance Review: Health and Wellbeing Board, Borough Partnership and Sub-groups
To	Dudu Sher-Arami, Director of Public Health (Project Sponsor)
Date of Meeting	10 September 2024
Author	Matthew Cagnetta, National Management Trainee
Project Governance	<p>The project will be delivered by Matthew Cagnetta, National Management Trainee with the support of Victoria Adnan, Policy and Performance Manager. Regular updates will be provided to Dudu Sher-Arami throughout the lifecycle of the project.</p> <p>The final report will be presented to People DMT, the Health and Wellbeing Board and Borough Partnership.</p>

Purpose:

The Director of Public Health has initiated a mapping exercise to identify opportunities to further enhance joint working between the Health and Wellbeing Board (HWB), the Borough Partnership (BP), and their sub-groups.

This project will review all Terms of Reference (ToRs) for these entities to identify core functions, areas of overlap and difference, governance processes; and potential opportunities for improving the effectiveness of partnership working. Additionally, it will propose a streamlined reporting structure to enhance communication and effectiveness.

Objectives:

- To identify all subgroups of the Health and Wellbeing Board and Borough Partnership and their key contacts (including Chair and Administrator).
- To obtain and analyse all ToRs, highlighting which functions are statutory, if there is any overlap and how information is shared between the groups.
- To identify overlap and suggest opportunities for streamlining / bringing together groups with overlapping responsibilities
- To identify how regularly each group meets and if there are opportunities to enhance joint working and reporting, based on scheduling.
- To identify the mechanisms and structures sub-groups currently use to report to the Health and Wellbeing Board and Borough Partnership.
- To recommend opportunities to enhance the reporting system and joint working to ensure regular and succinct updates are provided to the HWB, including those relating to the Health and Wellbeing Strategy Action Plan.

Outputs:

- To develop a full governance map of all relevant subgroups (initial map commenced in 2023/24 is included in appendix 1).
- To create a table of governance, which includes the Chair, Administrator, a brief description of responsibilities, regularity of meetings and reporting process for each group.
- To produce a concise report summarising the findings and recommendations relating to the mapping and review, based on the agreed objectives set out in this scope.

Out of scope:

- Updating or producing new ToRs on behalf of groups considered as part of this review and mapping exercise.
- Establishing or co-ordinating new or existing groups.
- Producing a public landing page for the partnership boards.

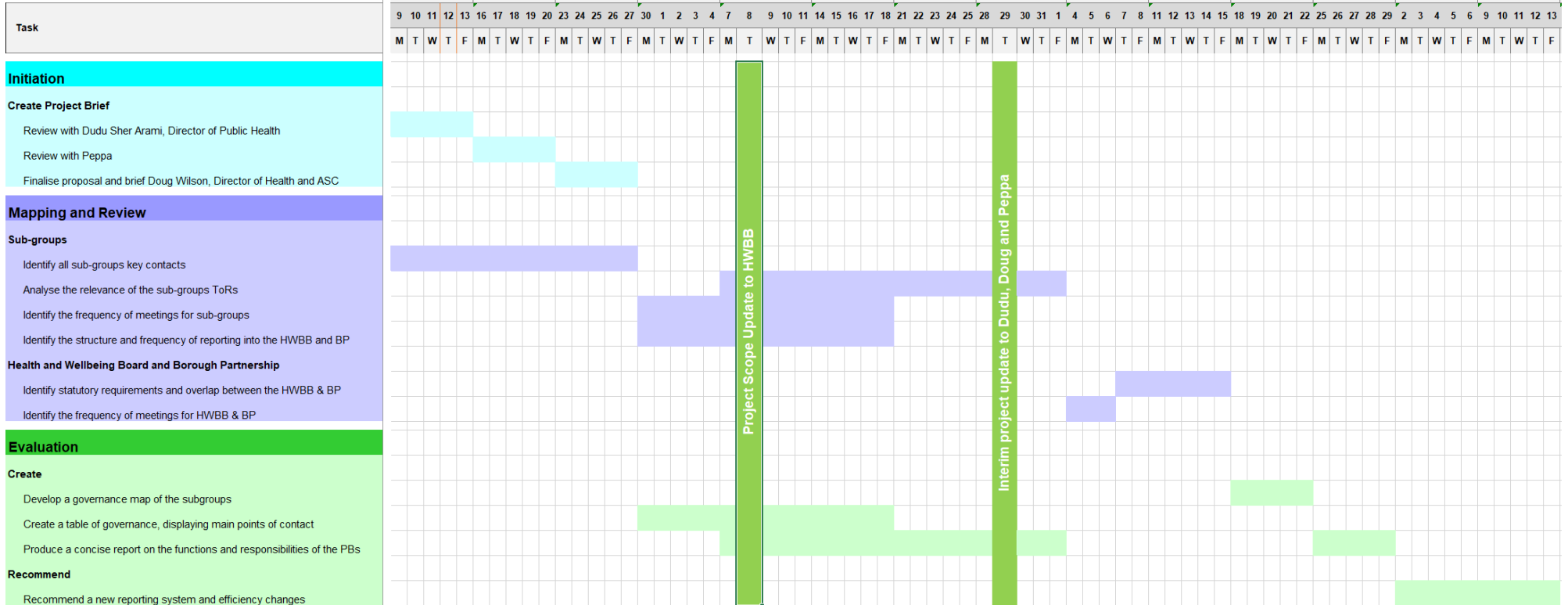
Next Steps

- Share a summary of the project's objectives and scope with the chairs of the Health and Wellbeing Board, the Borough Partnership and other key stakeholders.
- Initiate contact with relevant groups to obtain ToRs.
- Deliver a short introduction and presentation to be provided to the Health and Wellbeing Board on Tuesday 8th October 2024 and to the Borough Partnership (meeting TBC).

Timeline: Proposed Project End Date: Friday 13th December
 See Gantt chart below for the split

Borough Partnership & HWBB Governance Review Public Health

Project lead: Matthew Cagnetta



Appendix 1: Governance Map 2023/24

