**NHS Greater Glasgow and Clyde**

**Population Health and Wellbeing Committee**

**Terms of Reference**

1. **Introduction**

1.1 The Terms of Reference for Standing Committees within NHS Greater Glasgow and Clyde (NHSGGC) are created in line with the approach to Active Governance ensuring effective Assurance Operating Requirements.

1.2 The Population Health and Wellbeing Committee is established in accordance with NHS Greater Glasgow and Clyde Board Standing Orders and Scheme of Delegation and is a Standing Committee of the NHS Board.

1.3 The overall purpose of the Population Health and Wellbeing Committee is to ensure a dedicated focus on population health across the whole system, overseeing the delivery of the Public Health Strategy - Turning the Tide Through Prevention - August 2018, and working in partnership to promote public health priorities and provide advice and assurance to the NHS Board.

1. **Membership**
   1. The Committee membership shall be nominated by the NHS Board Chair and be approved by the NHS Board.  Committee membership will consist of Non-Executive Board Members and the Executive Lead (when also a NHS Board Member). Other relevant members of the Executive Leadership team will be expected to attend as required. The Committee membership will be subject to review, at least annually and the allocation of Members will be recorded on the Board Members Responsibility template approved by the Board.  The NHS Board Chair and Chief Executive will be ex officio members of the Committee.

The Committee will be supported by a number of professional advisors including:

* Head of Health Improvement
* Two Consultants in Public Health Medicine
* Two HSCP Chief Officers
* Director - Glasgow Centre for Population Health
* Representative of Public Health Scotland

The Committee will be supported by the Director of Public Health, and other Executive Directors as appropriate. Other Board members will have access to the Committee meeting papers via Admin Control. Any vacancies which occur in the membership of the Committee shall be filled by the Board Chair, and endorsed by the Board at the next scheduled meeting.

2.2 Other officers may be invited to attend for all or part of any meeting as and when appropriate.

1. **Arrangements for Conduct of Business**

3.1 **Chairing the Committee**

The Chair and Vice Chair of the Committees of the Board shall be nominated by the Board Chair and approved annually at the meeting of the Board in April or at a meeting to be held as soon as convenient thereafter. In the event of the Chair of the Committee being unable to attend for all or part of the meeting, the meeting will be chaired by the Vice Chair.

3.2 **Quorum**

Meetings will be considered quorate when four Non-Executive Members are present.

3.3 **Voting**

Should a vote need to be taken, all of the voting Members of the Committee shall be allowed to vote, either by show of hands, or a ballot.

3.4 **Frequency of meetings**

The Population Health and Wellbeing Committee shall meet a minimum of four times per year. Additional meetings may be arranged at the discretion of the Committee Chair after consulting with the NHS Board Chair and Chief Executive.

3.5 **Declaration of Interests**

Declarations of Interest will be a standing agenda item. If any member has an interest, pecuniary or otherwise, in any matter, and is present at the meeting at which the matter is under discussion, and considers the objective test is met, they will declare that interest as requested at the start of the meeting and shall not participate in the discussions. Should the member consider that the objective test has not been met, they do not require to declare the interest and can participate in the discussion and decisions made. The Chair will have the authority to request that member to withdraw until the Committee’s consideration has been completed.

3.6 All declarations of interest will be minuted.

3.7 Any actions taken outside the meeting will be reported and minuted at the next available meeting of the Committee.

3.8 **Administrative Support**

Administrative support for the Committee will be provided by a member of the Corporate Services Team.

The administrative support to the Committee will attend to take the minutes of the meeting, maintain a log of actions and a Committee Annual Cycle of Business, provide appropriate support to the Chair and Committee members, and support the preparation of an Annual Report on the work of the Committee for presentation to the Board.

1. **Remit**
   1. The remit of the Population Health and Wellbeing Committee is to promote public health and oversee population health activities with regular feedback to the full Board to ensure that the Board develops a long term vision and strategy for public health.

This includes approval of delivery of the Corporate Objectives (Appendix 1) as approved and allocated to the Committee by the NHS Board, and any operational objectives, as required.

1. **Key Duties of the Committee**

The Key Duties of the Population Health and Wellbeing Committee are as follows:

**Planning**

* To support the Board in taking a long term strategic approach to the health of the population
* To review the application and monitor the Strategic Plan for Public Health - Turning the Tide Through Prevention - August 2018, through regular progress reports and review of intermediate measures and long term outcomes making recommendations to the NHS Board
* To develop a whole system approach to support population wellbeing, working with partners to deliver improved services for people living with mental illness.  (This includes focusing on expanding the workforce, development of primary care and community mental health services and using new methods to deliver services for people living with mental illness)
* To ensure that public health strategic planning objectives are part of the Board’s overall objectives, strategic vision and direction
* To review the development of the Board's Public Health Directorate’s Annual Work-plan across the three domains of Health Protection, Health Improvement and improving the quality of Health Services
* To ensure appropriate links to other key work of the Board such as Realistic Medicine, Clinical service changes and Child Health Services

**Performance**

* To undertake scrutiny of individual topics/projects/work-streams to promote the health of the population, including NHSGGC staff
* To oversee the funding allocated to public health activities by the Board
* To support the Directorate of Public Health in its advocacy role with stakeholders, partners, national bodies and Governments in promoting health
* To provide the Board members who are part of IJBs with information and evidence to promote public health
* To oversee the adherence to Equality legislation referring specific staffing elements e.g. Equal Pay to the Staff Governance Committee
* To oversee the requirements of legislation in respect of child poverty making recommendations to the NHS Board
* To monitor and scrutinise key data and information as per the Board’s Assurance Information Framework as part of Active Governance

**Risk Management**

* To ensure appropriate governance in respect of risks, as allocated to the Population Health and Wellbeing Committee by the Audit and Risk Committee relating to *public and population health* reviewing risk identification, assessment and mitigation in line with the NHS Board’s risk appetite and agreeing appropriate escalation.

1. **Authority**

6.1 The Population Health and Wellbeing Committee is a Standing Committee of the NHS Board.

1. **Reporting Arrangements**

7.1 The Population Health and Wellbeing Committee will report to the NHS Board.

7.2 The draft minute will be reviewed by the nominated Executive Lead, prior to clearance by the Chair of the Population Health and Wellbeing Committee and distribution to the Population Health and Wellbeing Committee for ratification at the next Committee meeting. The ratified minutes of the Population Health and Wellbeing Committee will be presented to the NHS Board Meeting to ensure NHS Board members are aware of issues considered and decisions taken.

7.3 In addition, the NHS Board Meeting will receive a Chair’s Report, which summarises the key issues considered at the most recent meeting of the Committee.

7.4 The Chair of the Committee shall draw to the attention of the NHS Board any issues that require escalation or noting.

7.5 The Population Health and Wellbeing Committee will produce an Annual Report to be presented to the NHS Board, as part of the Annual Review of Governance.

1. **Conduct of the Committee**

8.1 All members will have due regard to and operate within the Board’s Standing Orders, Standing Financial Instructions and the Code of Conduct for Members.

8.2 The Committee will participate in an annual review of the Committee’s remit and membership, to be submitted to the NHS Board in June of each year, and more frequently if required by the NHS Board.

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| **Version Control** | **27 June 2023** |
| Author: | Director of Corporate Services and Governance |
| Responsible Executive Lead: | Director of Public Health |
| Approved by: | Population Health and Wellbeing Committee |
| Approved date: | April 2023 |
| Date for review: | March 2024 |
| Replaces previous version: | June 2022 |

**APPENDIX 1**

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| **Corporate Objectives Approved June 2022** |

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| **Code** | **Corporate Objective** | **Lead Committee** |
|  | **Better Health** |  |
| COBH1 | To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment. | Population Health and Wellbeing Committee |
| COBH2 | To reduce health inequalities through advocacy and community planning. | Population Health and Wellbeing Committee |
| COBH3 | To reduce the premature mortality rate of the population and the variance in this between communities. | Population Health and Wellbeing Committee |
| COBH4 | To ensure the best start for children with a focus on developing good health and wellbeing in their early years. | Population Health and Wellbeing Committee |
| COBH5 | To promote and support good mental health and wellbeing at all ages. | Population Health and Wellbeing Committee |

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| **Code** | **Corporate Objective** | **Lead Committee** |
|  | **Better Care** |  |
| COBC6 | To provide safe and appropriate working practices that minimise the risk of infection, injury or harm to our patients and our people. | Clinical & Care Governance Committee |
| COBC7 | To ensure services are timely and accessible to all parts of the community we serve. | Finance, Planning and Performance Committee  /Acute Services Committee |
| COBC8 | To deliver person centred care through a partnership approach built on respect, compassion and shared decision making. | Clinical & Care Governance Committee  /Acute Services Committee |
| COBC9 | To continuously improve the quality of care, engaging with our patients and our people to ensure healthcare services meet their needs. | Clinical & Care Governance Committee  /Acute Services Committee |
| COBC10 | To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community. | Finance, Planning & Performance Committee |

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| **Code** | **Corporate Objective** | **Lead Committee** |
|  | **Better Value** |  |
| COBV11 | To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets. | Finance, Planning & Performance Committee |
| COBV12 | To reduce variation, improve productivity and eliminate waste through clinical engagement and a robust system of efficiency savings management. | Finance, Planning & Performance Committee |
| COBV13 | To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs. | Finance, Planning & Performance Committee |
| COBV14 | To utilise and improve our capital assets to support the reform of healthcare. | Finance, Planning & Performance Committee |

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| **Code** | **Corporate Objective** | **Lead Committee** |
|  | **Better Workplace** |  |
| COBW15 | To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued. | Staff Governance Committee |
| COBW16 | To ensure our people are well informed. | Staff Governance Committee |
| COBW17 | To ensure our people are appropriately trained and developed. | Staff Governance Committee |
| COBW18 | To ensure our people are involved in decisions that affect them. | Staff Governance Committee |
| COBW19 | To promote the health and wellbeing of our people. | Staff Governance Committee |
| COBW20 | To provide a continuously improving and safe working environment. | Staff Governance Committee |