

Behaviour Change Implementation Group

TERMS OF REFERENCE

Aims

To oversee and drive the mobilisation of the new Southampton Integrated Health Improvement and Behaviour Change Service.

Role

The group is responsible for:

- Overseeing the mobilisation of the new Southampton Integrated Health Improvement and Behaviour Change Service within the timescales determined
- Providing advice and support around
 - democratic processes, governance and timescales
 - engagement with service users and stakeholders
 - mobilisation process and options
- Acting as the conduit between incumbent and new providers, by facilitating discussions to ensure smooth transition from old to new services
- Ensure continuity of service is maintained, and that there is minimal disruption to service users throughout the transition process
- To ensure links with the wider Prevention & Early Intervention agenda are identified to complement and avoid duplication
- Taking a system-wide view of health improvement and behaviour change to ensure that resources are prioritised and organised in a joined up way so as to maximise impact and outcomes
- Ensuring that the mobilisation plan is delivered to time, risks and mitigation are documented, highlighting issues to the P&EI Board with required actions to unblock in order to maintain progress
- Ensuring that stakeholders across the system are engaged and informed.
- Maintaining a focus on outcomes and good return on investment

Activities

1. Monitor and support the delivery of the Behaviour Change work programme for the P&EI Board.
2. Identify any risks, blockages or constraints and ensure they are mitigated.
3. Interpret, critically assess and challenge the potential impact of proposed activity to ensure it delivers improved outcomes, tackles inequalities and makes best use of limited resources, achieving efficiencies where possible.

4. Ensure that the aims, objectives and actions of the work programme are properly communicated across the system.
5. Provide a link between the Behaviour Change work programme and other inter-related activities and projects within the City Council and CCG.
6. Ensure that local people (adults, children and young people) are at the centre of decision making and that their voices are heard.

Membership

The membership of the Group includes (but is not limited to):

Representing	Member
ICU	Commissioning Lead – Behaviour Change Community & Supplier Lead (TBC) Service Development Officer (TBC) Contracts Lead
Public Health	Consultant Public Health Practitioner
CCG	Head of Stakeholder Engagement Primary Care Commissioning Support Officer
SCC	Public Health Communications Lead
Capita	Procurement Services Business Partner
Service Provider	Roles to be agreed following award of contract

Members of the Group will be expected to represent their department attending meetings as the agenda dictates.

Members will be responsible for nominating a representative should the agenda require.

Members to nominate additional attendees to be invited as and when the agenda and work programme require.

Members of the Group will be responsible for bringing to the attention of the P&EI Board any decisions being made elsewhere which could adversely affect delivery of the work programme.

Operation

The Group will:

- be chaired by the Consultant in Public Health
- nominate a vice chair
- meet fortnightly until mobilisation period complete
- regularly review of risk register and performance
- ensure that the engagement processes allows for different interest groups to be actively involved.

- minute all meetings ensuring that they contain sufficient information on the activities undertaken and actions agreed to enable the Commissioning Partnership Board and Health and Wellbeing Board to effectively monitor the work of the group.
- provide a verbal update to the P&EI Board and report on any risks, issues or proposals for decision.
- ensure compliance with corporate governance and procurement procedures

Accountability

The Behaviour Change Implementation group will be accountable to the Southampton Prevention & Early Intervention Board

It is expected that members of the P&EI Board will take and report key decisions to their respective management teams and governance structures.