

Oxfordshire HWS Task and Finish Group

Terms of Reference

Purpose

The Oxfordshire Health and Wellbeing Strategy Task and Finish Group will meet monthly between April and December 2023 to oversee the update of the Oxfordshire's Health and Wellbeing Strategy. This document defines the Terms of Reference for the group.

1. Background

- 1.1. The Health and Social Care Act 2012 established Health and Wellbeing Boards (HWBs) and required them to publish a Joint Local Health and Wellbeing Strategy (JLHWBS). HWBs and their strategies are a key component in driving forward integration of initiatives and services locally to improve health and wellbeing. The JLHWBS is informed by the Oxfordshire Joint Strategic Needs Assessment, published annually.
- 1.2. Oxfordshire's Health and Wellbeing Board last published its [JLHWBS](#) in March 2019, setting out the vision for 2018-2023 and requires updating. Oxfordshire must also review its local strategy in light of developments since 2019, including: the establishment of Integrated Care Systems (see below); the publication of the BOB ICS Strategy (see below); recovery from COVID-19.
- 1.3. **Integrated Care Systems**
 - 1.3.1. The Health and Care Act 2022 created statutory Integrated Care Systems (ICSs). Oxfordshire is part of the Buckingham, Oxfordshire, and Berkshire (BOB) ICS. Since the formation of the BOB ICS in July 2022, partners across BOB worked together to publish a systems-wide [BOB ICS Strategy](#) in March 2023.
 - 1.3.2. While these changes have occurred, the Health and Wellbeing Board retains its statutory duty to create and publish a JLHWBS. Indeed, one of

the ICS's foundational principles is 'subsidiarity': while some work will be system wide, there remains the importance of Place (i.e., Oxfordshire) to drive forward the health and wellbeing agenda. Furthermore, the HWB and partners in the NHS Integrated Care Board have agreed that the JLHWBS will act as the overall place strategy for Oxfordshire.

- 1.4. At its meeting on 16th March 2023, the Health and Wellbeing Board agreed to the formation of a task and finish group which will have a more detailed involvement in the strategy development between board meetings.

2. Aims and Objectives

- 2.1. The overall aim of this group is to **establish a strong local vision for improved health and wellbeing in Oxfordshire.**

- 2.2. The group will have two core responsibilities:

- 2.2.1. The group will provide oversight to the production of Oxfordshire's Joint Strategic Needs Assessment for 2023, due for publication in June 2023.

- 2.2.2. The group will drive forward the update of Oxfordshire's Joint Local Health and Wellbeing Strategy, due for publication in December 2023.

- 2.3. The objectives of the group are:

- Formulate an overarching health and wellbeing vision for Oxfordshire, taking into account existing strategies/plans across organisations in Oxfordshire.
- Develop the priorities, themes, and principles for the updated Health and Wellbeing Strategy.
- Analyse data from the JSNA 2023 to ensure that priorities, themes, and principles are evidence-based.
- Ensure the updated health and wellbeing strategy integrates with the ICS Strategy and includes those aspects of the ICS Strategy which are best applied at place.

- Refine the strategy during the course of its development.
- Champion the inclusion of diverse voices and the experience of the whole community in the development of the revised strategy.
- Support and promote public consultation on the draft strategy in Autumn 2023.
- Track progress towards publishing a signed off updated Health and Wellbeing Strategy.

2.4. Members of the group will represent their organisation or directorate. They will:

- Represent their organisation’s vision and priorities for improved health and wellbeing in Oxfordshire.
- Regularly brief, feedback, and discuss with relevant stakeholders within their organisation. This will include briefing relevant portfolio holders and other elected members, and board members.
- Work with their organisation to facilitate sign-off of the updated strategy, noting that the strategy is formally signed off by the HWB itself.

2.5. Responsibility for approval of the updated Health and Wellbeing strategy does **not** fall to this group, but rather to the Health and Wellbeing Board.

3. Membership

The membership of the group will comprise:

Organisation	Name	Group Role
Oxfordshire County Council, Public Health	David Munday	Chair
Oxfordshire County Council, Public Health	Jamie Slagel	Secretariat
Oxfordshire County Council, Partnerships	Robin Rogers	Member
Oxfordshire County Council, Health Place Shaping	Rosie Rowe	Member
Oxford City Council	Mish Tullar	Member
Cherwell District Council	Nicola Riley	Member
West Oxfordshire District Council	Heather McCullogh	Member

South Oxfordshire District Council, Vale of White Horse District Council	Jayne Bolton	Member
BOB ICB	Dan Leveson	Member
Oxford University Hospitals	Sam Shepherd	Member
Oxford Health	Priya Thompson	Member
Healthwatch Oxfordshire	Dr Veronica Barry	Member
GP Clinical Lead	Dr Sam Hart	Member
Oxfordshire County Council, JSNA	Daisy Hickman	Member
Oxfordshire County Council, Public Health Consultant	Steven Bow	Member

If the named members are unable to attend, they may invite appropriate substitutes to attend and represent their organisation in their stead.

4. Ways of Working

4.1. Openness

The group commits to openness, transparency, and a 'no surprises' approach to working together to ensure all parties remain informed and engaged throughout.

4.2. Timeframe: April 2023 – December 2023

The current timeline requires that, in December 2023, the Health and Wellbeing Board publish the refreshed Health and Wellbeing Strategy. Consequently, the Task and Finish Group will meet for a finite period, between April 2023 and December 2023.

4.3. Regularity & length

The Task and Finish Group will meet regularly, once a month. Meetings will last 1.5hrs in length.

4.4. Administration

- The Secretariat will circulate the agenda and relevant papers 5 working days in advance of the meeting.
- The Secretariat will record action notes and will note the responsible individual for each action.
- At each meeting, the group will receive progress updates for actions.