

Terms of Reference

PURPOSE: To provide a strategic forum for local authorities leads with commissioning responsibility for prevention programmes, treatment services and interventions relating to weight status and its determinants, for improved population and patient level outcomes and to reduce health inequalities and promote a healthier weight for all.

1. OBJECTIVES

The Group will:

1.1 Policy

- 1.1.1 Enable national representation of healthy weight commissioners to influence and offer guidance on current and new legislation, service standards, policy and strategy.
- 1.1.2 Share information and intelligence on population needs and emerging issues in relation to weight status and its determinants, drawing on national, regional and local surveillance data, to shape emerging policy and practice.
- 1.1.3 Support a whole system approach and work collaboratively with partners across the system including Government and its departments, local authorities, NHS England, the Association of Directors of Public Health (ADPH), the Local Government Association (LGA), third sector organisations and others, on current and emerging policy and strategy.

1.2 Quality improvement

- 1.2.1 Promote and amplify good practice and integrated ways of working, thereby facilitating a sector-led improvement (SLI) approach to improve and challenge practice in the context of a multiple commissioner landscape in England.
- 1.2.2 Support the development of evidence-based commissioning approaches by providing opportunities for commissioners to share knowledge and learning, problem solve and come together to form working groups or deliver specific projects where relevant.

1.3 Peer support and learning

- 1.3.1 Provide an online forum for commissioners to network and make links, share information, challenges, ideas, models of good practice and to support problem-solving in order to improve the quality and cost effectiveness of commissioned services.
- 1.3.2 Provide access to continued professional development and learning opportunities through membership events, to enable commissioners to develop their practice.

2. DELIVERABLES

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The Group will produce the following deliverables, with support from the Secretariat function provided by ADPH:

- 2.1. An agreed terms of reference and a workplan, to be reviewed annually by its members.
- 2.2. An annual survey or engagement exercise to capture members' views on the Group's workplan and strategic direction, and to inform the development of its workstreams.
- 2.3. An online, secure members' forum for commissioners to communicate, share materials and learning.
- 2.4. A minimum of three national meetings a year for the membership.
- 2.5. Support to the ADPH SLI Programme, including:
 - 2.5.1. Attendance once a year to the ADPH SLI Programme Board to report on the Group's activities
 - 2.5.2. Quarterly SLI activity reports submitted to the ADPH SLI Programme Manager
- 2.6. Honorary membership of the ADPH Healthy Places Policy Advisory Group (PAG) on areas relating to obesity, healthy weight and the obesogenic environment.

3. OPERATION

The Group will:

- 3.1. Operate an opt-in membership approach.
- 3.2. Be governed by an Executive Board elected regionally by its members every three years.
- 3.3. Be administrated by a Secretariat function (provided by ADPH), responsible for membership and project coordination, meeting and events support and other ad hoc administrative duties.
- 3.4. Be supported by other functions within ADPH as appropriate, including finance and ICT.

4. MEMBERSHIP

4.1. Commissioning bodies represented in the membership

Membership to the Group will be open to those employed by a local authority in England with commissioning responsibility for prevention programmes and treatment services relating to healthy weight and its determinants.

4.2. Involvement of non-members

4.2.1. Stakeholders without commissioning responsibility – for example service providers, voluntary organisations, user groups, pharmaceutical and other companies – cannot be members of the group. However, the Group will actively and collaboratively engage with these stakeholders.

4.2.2. Honorary membership to the Group may be offered to individuals and organisations who directly support the group by providing funding, support and/or Secretariat functions. The role of honorary members will be determined by the Executive and Secretariat functions as and when

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required. Honorary members do not have voting rights. Their membership is determined by the Executive and reviewed on a regular basis.

5. EXECUTIVE Board

The Group will be governed by an Executive Board led by a Chair and two Vice Chairs. Elected members are not expected to provide any direct commissioning support to regional colleagues as part of their representative role.

5.1. Role of the Executive Board

5.1.1. To enable the Group to deliver its outputs as identified in Section 1, accepting that all posts are voluntary and that employing organisations are not remunerated for these duties.

5.1.2. To attend and actively participate in quarterly Executive meetings, contributing commissioning perspectives and issues arising from their region.

5.1.3. To actively take part in organising national meetings for the full membership, including by suggesting relevant content and speakers, playing a role in the delivery of the event and supporting the evaluation and continuous improvement of national meetings according to member feedback.

5.1.4. To gather and represent the views of the Group in national consultations and in the development of national policy and standards where required.

5.1.5. To promote membership, input and feedback from other commissioners within their region, including supporting with recruitment to the Executive Board where there are vacancies.

5.1.6. To give direction to the Secretariat function.

5.1.7. To seek funding for the ongoing work of the Group where appropriate.

5.1.8. If required, to meet as voting members to address relevant issues.

5.2. Term of office

5.2.1. The term of office for the Executive Board is three years.

5.2.2. The full membership of the Board must stand down at the end of the three-year term. This includes those who were elected to fill vacant posts mid-term.

5.2.3. Executive members may stand for re-election at the end of the term.

5.2.4. There is no limit to the number of three-year terms a member of the Executive Board may serve, however Executive members are expected to encourage commissioners in their region to consider joining the Executive Board.

5.2.5. If an Executive member is unable to fulfil their role for a period of time, they may nominate a deputy from within their region for a period not exceeding 12 months.

5.3. Membership of the Executive Board

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The Executive Board membership composition is as follows:

5.3.1. **Elected (voting) members:** Two local authority leads per each of the nine regions of England: East of England, East Midlands, North East, North West, London, South East, South West, West Midlands, Yorkshire and the Humber (18 members in total).

5.3.2. **Appointed (non-voting) members:** Appointed posts will be filled by invitation by the Chair and Vice Chairs. Appointed members may represent the following commissioning roles and organisations:

- NHS England
- Integrated Care Boards (national-level representative)
- Commissioners from devolved nations

5.3.3. **Honorary (non-voting) members:** Honorary membership to the Group is regularly reviewed. Honorary members will be invited to join the Executive Board to provide Secretariat and funding support. Honorary members currently include representatives from:

- ADPH

5.4. Chair and Vice Chairs

5.4.1. The Executive Board will be led by a Chair and two Vice Chairs, who deputise for and support the Chair.

5.4.2. The Chair and Vice Chairs will be elected from within the membership of the Executive Board following the election of the entire Board.

5.4.3. If the Chair or Vice Chair leaves mid-term, an election process will be triggered to fill their post.

5.5. Conflicts of interest

5.5.1. The Secretariat function will hold a Register of conflict-of-interest declarations for all members of the Executive Board.

5.5.2. Executive Board members will complete a declaration form for conflicts of interest on appointment.

5.5.3. The Register will be reviewed not less than annually.

5.5.4. The Register may be viewed on request by members.

6. SECRETARIAT

The day-to-day operation of the Group will be supported by a Secretariat function, provided by ADPH. This will be provided by a core Project Coordinator, supported by other members of ADPH staff as relevant.

6.1. Role of the Secretariat (ADPH)

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6.1.1. To provide administrative support and project coordination to the Executive Board, including organising Executive meetings, taking minutes, managing governance documents and overseeing elections.

6.1.2. To support with the organisation and delivery of national meetings, including arrangements for face-to-face meetings and technical support for virtual meetings.

6.1.3. To coordinate and manage the online members' forum, including new membership requests, ensuring only requests which meet the membership criteria in Section 4 are approved.

6.1.4. To manage the database of members and carry out a review of all data held on members not less than annually.

6.1.5. To provide ad hoc secretarial support in between meetings, where required.

6.1.6. To ensure that the groups are linked in with relevant ADPH workstreams, eg the Policy Advisory Groups (PAGs), SLI Programme Board and others, as appropriate.

6.1.7. To support the group with horizon scanning upcoming opportunities to influence and input in national policy, including consultation responses, and to facilitate connections with other organisations where relevant in order to capitalise on opportunities to amplify messaging.

6.2. Supporting roles within ADPH

6.2.1. The ADPH Business Manager will provide oversight for the Group's finances, including regular budget updates.

6.2.2. The ADPH ICT Manager will provide support for ICT platforms used for the Group.

6.2.3. The ADPH SLI Manager will line manage the Coordinator and provide support and strategic direction as required.