



Terms of Reference

ChaMPs Workforce Action Group (WAG) September 2012

1. BACKGROUND

ChaMPs leads a programme of public health workforce development – governance and programme support had been given to the work programme via the capacity & capability group that had latterly met quarterly.

The group was formed three years ago and following publication of the New White paper “Healthy Lives, Healthy People” 2010 and the imminent re deployment of public health to Local Authority governance it was appropriate to disband the existing group, review its purpose and membership to reflect emerging workforce priorities.

2. PURPOSE OF THE WAG

- To develop and agree a ChaMPs public health workforce action plan.
- To manage implementation of the ChaMPs public health workforce action plan.
- To support the work of the Health & Wellbeing Alliance and Transition Alliance 2011/12 plan.
- To act on recommendations of the anticipated DH Public Health Workforce strategy (Due April 2011).
- To provide expertise and professional input to specific areas of work such as workplace health and behaviour change.
- To develop an effective communication strategy in matters relating to the professional development of the public health workforce across public, voluntary and independent sector.
- To coordinate and deliver a CPD programme for the network that is fit for purpose and reflects current public health priority areas.
- To increase public health capacity & capability in the public, voluntary and independent sector.
- To provide accountability for the workforce programme for ChaMPs working across C&M and provide guidance to any task and finish operational working groups that may formed for specific work streams – e.g. behaviour change.

3. ACCOUNTABILITY

- The group is accountable to the C&M DsPH and the Director of the Transition Alliance.
- Group members are accountable to each other for their commitment and participation in this collaboration.
- The group will interact and cascade relevant information and make links with related working groups at local, regional and National level.

4. MEMBERSHIP

Agreed

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Page 1
9/24/2012

Roles could include:

- Lead DPH
- Expertise in senior public health workforce matters
- Consultant level expertise in health improvement
- Expertise in partnerships especially workforce development
- Expertise in workplace health
- Expertise in commissioning on a collaborative footprint
- Expertise in LA workforce development across partner organisations
- Expertise in Leadership development
- Expertise in organisational development
- Expertise from Skills sector councils
- Expertise in Behaviour Change
- Expertise from Health protection
- Expertise from clinical professions

5.1 MEETINGS

- Members are committed to attending as many of the scheduled meetings as possible. When this is not possible they will have an opportunity to comment on papers that require group decisions by email or via another member.
- All members will make every effort to attend meetings but in exceptional circumstances deputies will be welcomed.

5.2 LOCATION

- Meetings will be held in the ChaMPS boardroom at Riverside Park, Bromborough.

5.3 MEETING SCHEDULE

- Meetings will be held quarterly and dates; location will be circulated on an annual basis.
- Exceptional meeting arrangements may be made, such as business planning, outside of the normal scheduled meeting arrangements.

5.3 Chair & Vice Chair

- The Chair and Vice-Chair positions will be filled by members who volunteer to take up the role for a 12 month term commencing 1 April.
- The Chair and Vice Chair will make all necessary arrangements to ensure that all meetings are chaired and that cover is provided all year round to handle agenda items as they arise.
- Normally the Vice Chair will take up to position of Chair in the following year.

5.4 Agenda setting

- The Workforce programme manager will be responsible for receiving items and will liaise with the Chair to decide whether they should be presented to the WAG for information, discussion or action via a scheduled meeting.
- Members wishing to raise an item with the Group should forward it to the Workforce programme manager. This should be presented at any time but no later than one week before a scheduled meeting, if the member wish group decisions to be made at a specific meeting.
- Performance Monitoring will be a standing item.

5.5 Administration

- Administration on the day of the meeting will be provided by the Public Health Network programme team administrator.
- Collation of agenda items and preparation and sharing of agenda will be handled by the Public Health Network programme *team* administrator.

5.6 Schedule of meetings

- The future programme of quarterly meeting dates will be available by 1 April each year for the whole of the following calendar year and will be issued by the Public Health Network programme Team Administrator.
- Task and finish groups will be established when necessary to work on specific issues and these will have the responsibility to report into the formal business meetings

6. DECISION-MAKING

- Items of business that require a Group decision will be issued to members either with the agenda for a scheduled meeting or an alternative method such as email if a response from members if required quickly or between meetings.
- For items that will be decided at a scheduled meeting the following decision-making rules will apply:
 - 1/3rd of the current membership must be present at the meeting
 - Members who cannot attend the meeting can express their view by emailing the Chair & Workforce programme manager no later than noon the day before the meeting. Their viewpoint will be counted in the meeting in their absence.
 - It is expected that the majority of decisions will be made by consensus, however in the case of disagreement within the group the Chair can put the decision to a vote, if the item needs to be decided on the day. The view of the majority of members
 - The Chair (or Vice chair in his/her absence) has the casting vote.
 - All decisions will be reported formally in the action notes.

7. ARRANGEMENTS FOR REVIEW OF TERMS OF REFERENCE

- The Group will review these terms of reference in April of each year and produce an up-dated version annually to reflect the developing role of the Group.