



Working together to improve health and wellbeing in Cheshire and Merseyside

Cheshire and Merseyside Marmot Community Advisory Board

Terms of Reference

Document Management

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Approved By

This document is approved by the following individuals:

Name	Title	Signature	Date	Version
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1. Background

The advent of the COVID-19 syndemic¹ and associated containment measures have exacerbated existing inequalities in health and the social determinants of health, with disproportionate impacts on education, employment, income and living conditions affecting deprived and vulnerable communities already experiencing poorer levels of health². Overall, Cheshire and Merseyside have higher levels of deprivation than England as a whole, with an average Index of Multiple Deprivation score of 28.1 compared to 21.7 nationally³. On a local level, the most disadvantaged areas in Cheshire and Merseyside experienced wide ranging consequences from the syndemic, including higher rates of COVID-19 mortality and morbidity, chronic disease exacerbations, increases in mental health issues and unhealthy lifestyle behaviour such as higher alcohol intake, particularly among those drinking heavily prior to the pandemic, reduced levels of physical activity among the least active groups and increased levels of obesity⁴.

As Cheshire and Merseyside emerges from the COVID-19 syndemic, there is an urgent need to build an inclusive economy that puts the achievement of improved health and wellbeing, and health equity at the heart of its system wide strategy. In response, the Cheshire and Merseyside Population Health Board and the Local Authority Directors of Public Health are working in partnership with the Institute for Health Equity, University College London to deliver an ambitious 'Marmot Community' programme to systematically reduce health inequalities through action on the social determinants of health and to build back fairer from COVID-19. Further to this, this advisory board has been formed to coordinate development and delivery of a system-wide approach to improve population health and address inequalities in the social determinants of health across Cheshire and Merseyside.

2. Aim

The Marmot Community Advisory Board aims to support development and delivery of a strategic approach to improve population health and address inequalities in health and the social determinants of health across Cheshire and Merseyside. This will require collaborative engagement and action by all partners, including local authorities, the NHS, the community and voluntary sector, public services, businesses, academic institutions, and citizens to support whole-system implementation of appropriate legislation, policies, and initiatives.

3. Objectives

The objectives of the group are:

- To influence and energise stakeholder involvement in the Marmot Community programme to support a whole systems approach in reducing inequalities in health and key social determinants of health across Cheshire and Merseyside.
- To ensure delivery of nine place-based workshops to explore Cheshire and Merseyside approaches and initiatives to reduce inequalities in health and key social determinants of health and identify opportunities, mechanisms, and activities to reduce inequalities.
- To use data intelligence to collectively agree the key programme principles, short, medium, and long-term priorities to reduce inequalities in health and key social determinants of health and the key actions required to achieve them.

¹ Horton R (2020) Offline: COVID-19 is not a pandemic. *The Lancet* **396**:874. Available at: [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)32000-6/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)32000-6/fulltext) [Accessed 6 September 2021]

² Institute of Health Equity and The Health Foundation (2020) *Build Back Fairer: The COVID-19 Marmot Review*. Available at: <https://www.health.org.uk/publications/build-back-fairer-the-covid-19-marmot-review> [Accessed 6 September 2021]

³ Atkinson M and McAteer S (2021) *Rapid health needs assessment for Cheshire and Merseyside*. April 2021.

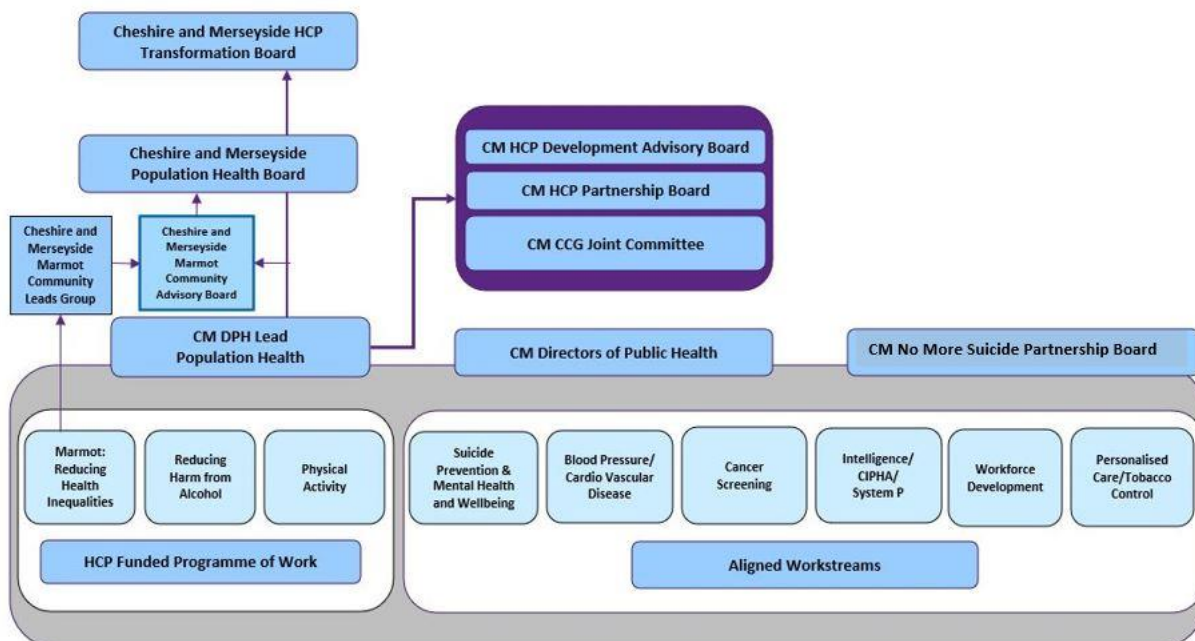
⁴ Liverpool John Moores University and Champs Public Health Collaborative (2020) *Direct and Indirect Impacts of COVID-19 on Health and Wellbeing. Rapid Evidence Review*. Available at: <https://www.ljmu.ac.uk/~media/phi-reports/2020-07-direct-and-indirect-impacts-of-covid19-on-health-and-wellbeing.pdf> [Accessed 6 September 2021]

- To share tools and resources developed by the Institute of Health Equity to support local action in reducing inequalities in health and key social determinants of health.
- To support the refinement of place plans in line with the identified strategic and local priorities and key drivers to address post-Covid-19 inequalities.
- To identify where capacity and roles across the system need to be developed to achieve reductions in inequalities in health and key social determinants of health and assist with capacity building as required.
- To develop key indicators to support ongoing monitoring of inequalities in health and key social determinants of health and key drivers to inform future delivery of strategic implementation plans.
- To provide strategic coordination and oversight of agreed key priorities and ensure delivery of tangible outcomes to reduce inequalities in health and the social determinants of health.
- To advise on and assist with advocacy opportunities.

4. Accountability

As figure 1 demonstrates, the Cheshire and Merseyside Marmot Community Advisory Board is supported by the Cheshire and Merseyside Marmot Community Leads Group, which comprises of the nominated leads from each of the nine places. The Board is accountable to the Cheshire and Merseyside Population Health Board, and in turn the Cheshire and Merseyside Health and Care Partnership Transformation Board. Bi-monthly performance updates are provided to the Cheshire and Merseyside Health and Care Partnership Transformation Board on the progress of the Cheshire and Merseyside Marmot Community programme. Alignment of the Marmot Community Programme with the affiliated Cheshire and Merseyside Population Health programmes is coordinated by the Cheshire and Merseyside Population Health Lead and the Directors of Public Health.

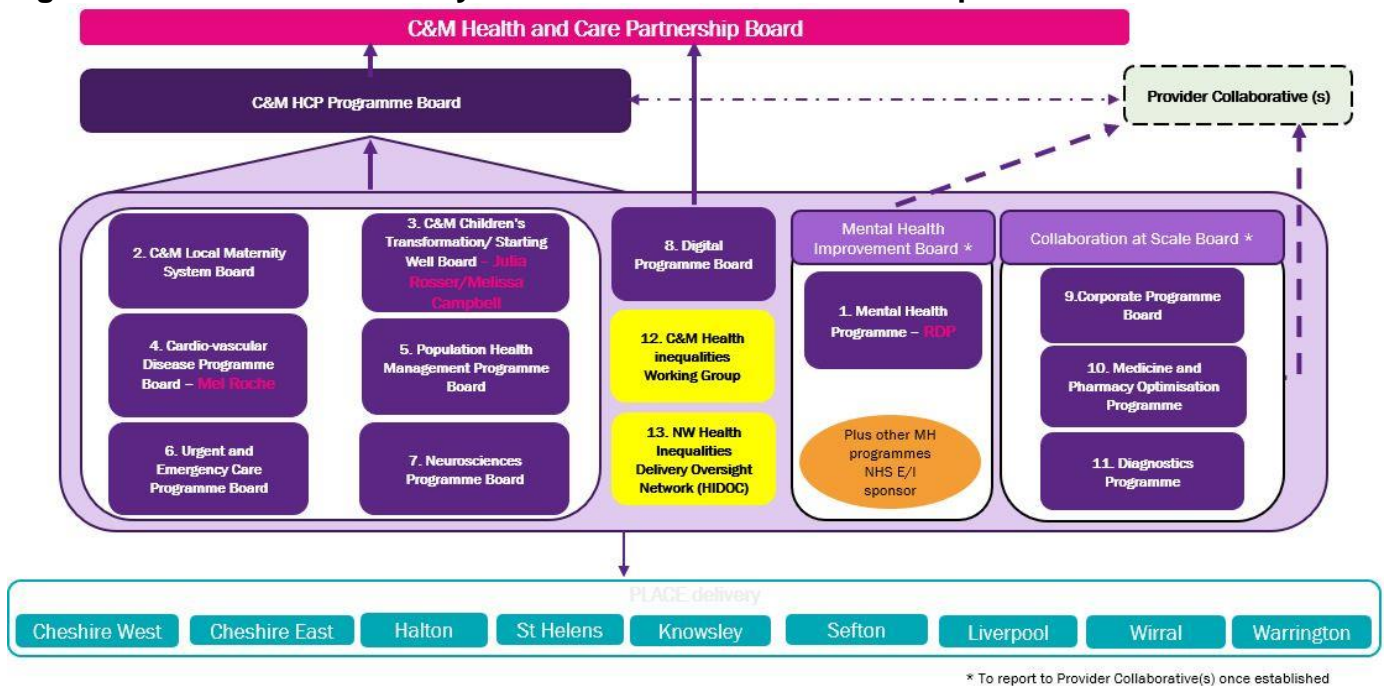
Figure 1: Marmot Community Governance and Alignment to Population Health Programmes



The Cheshire and Merseyside Population Health Board is one of eleven Transformation Boards, that together with a Cheshire and Merseyside NHS England and NHS Improvement (NHSEI) Health Inequalities Working Group and a North West Health Inequalities Delivery Oversight

Network report to the Cheshire and Merseyside Health and Care Partnership Board, which is currently transitioning to an Integrated Care Board (Figure 2).

Figure 2: Cheshire and Merseyside Health and Care Partnership Governance Structure



5. Membership

The advisory board will comprise of representatives involved in ongoing work to reduce health inequalities in the Region from the following organisations:

- The Institute of Health Equity, University College London
- Champs Public Health Collaborative
- Cheshire and Merseyside Health and Care Partnership
- Cheshire and Merseyside Cancer Alliance
- Cheshire West and Chester Council
- Halton Borough Council
- Liverpool City Council
- Liverpool Health Partners
- Liverpool City Region Combined Authority
- Seton Metropolitan Borough Council
- Sefton Council for Voluntary Service
- Warrington Voluntary Action
- Liverpool City Region Local Enterprise Partnership
- Cheshire and Warrington Local Enterprise Partnership
- University of Chester
- University of Liverpool
- Mersey Care NHS Foundation Trust
- NHS Arden and Greater East Midlands Commissioning Support Unit
- NHSEI North West Region
- Office for Health Improvement and Disparities
- National Institute for Health and Care Excellence

Membership of the advisory board will be reviewed to ensure appropriate guidance and advice is available. In the first instance, the group will consist of the representatives outlined in Appendix 1.

6. Responsibilities

6a. Deputy Arrangements

- When members are not able to attend, they must send a deputy to participate.
- Each member must nominate a deputy at the start of the appointment period.
- Deputies must have similar expertise and be of a similar level of seniority as the member they substitute.

6b. Role of Chair

- The Chair will request agenda items.
- The Chair is responsible for ensuring that the meeting action notes produced by the Secretariat accurately record the action points.

6c. Role of Individual Members and Deputies

- Represent the views of their constituent organisations and/or professional groups.
- Have authority to make key decisions on behalf of their constituent organisations and professional groups.
- Ensure that decisions taken by the advisory board are communicated to their organisation and the Cheshire and Merseyside Health and Care Partnership.
- Ensure feedback from constituent organisations is received by the advisory board, including any specific concerns or practical considerations.
- Commit to attend meetings regularly and liaise with the nominated deputy to ensure consistent attendance.
- Attend meetings prepared having read all documents, liaised with others prior to the meeting, and ready to contribute to the discussion.
- Share appropriate knowledge and information regarding the health and inequalities agenda and contribute to horizon scanning.
- Provide specific expertise to support the development of Marmot priorities and actions.
- Progress the delivery of actions approved by the board within the agreed timescales.

6d. Role of Secretariat

The Secretariat will be provided by the Champs Public Health Collaborative.

7. Confidentiality

All materials and information shared with the members are assumed to be confidential, unless otherwise stated. All members and attendees agree to keep detailed discussions confidential to allow free and full debate to inform unencumbered decision making. However, members can discuss broad, non-attributable meeting outcomes once minutes have been shared.

Members will not disclose meeting papers, such as agendas and minutes, to other parties, unless otherwise directed by the Chair.

8. Communication

The Champs Public Health Collaborative Communications Team will produce a communications plan to support delivery of the Cheshire and Merseyside Marmot Community programme and

update stakeholders. Members will work collaboratively with the Communications Team to support the delivery of the communications plan, including providing quotes and examples of key stories, and disseminating communications to others.

Members will also provide regular updates of programme progress to their respective groups and committees across Cheshire and Merseyside to maintain system engagement and support for the programme.

9. Declaration of Interests

The Chair should not have a personal interest in any agenda item under discussion. If the Chair has an interest in a matter under discussion, they will absent themselves from discussions and nominate another Chair for that agenda item.

All members of the advisory board must declare any potential or personal and non-personal conflicts of interest at the initial meeting of the board and provide updates at each meeting of any new conflicts that have arisen. An interest is relevant if it has occurred in the last twelve months or is current or planned involvement with the commercial delivery of population health interventions and services. The minutes of each meeting will record declarations of interest, and whether members took part in the discussion and decision making. If a member has a declaration of interest, the Chair may ask them to abstain from discussions directly relating to that interest.

10. Quorum Arrangements

The meeting is considered quorate with at least 51% of members in attendance, including a Chair.

11. Decision Making

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. The view of the majority of members will carry the decision. All decisions will be reported formally in the action notes.

12. Coordination of Meetings

The Champs Public Health Collaborative will coordinate meetings. The Cheshire and Merseyside Marmot Community Advisory Board will operate virtually, with meetings taking place via MS Teams on a quarterly basis.

13. Agenda Setting

Items for the agenda will be proposed by membership to the Chair at least ten working days prior to the meeting. The agenda and papers will be circulated at least five working days prior to the meeting taking place.

14. Review

The terms of reference will be reviewed annually, with the first review in September 2022.

Appendix 1: Cheshire and Merseyside Marmot Advisory Board Membership

Name	Position	Organisation	Email
Dr Jessica Allen	Deputy Director	The Institute of Health Equity, University College London	jessica.allen@ucl.ac.uk
Ian Ashworth	Director of Public Health and Senior Responsible Officer for Population Health	Cheshire West and Chester Council	ian.ashworth@cheshirewestandchester.gov.uk
Matthew Ashton	Director of Public Health	Liverpool City Council	matthew.ashton@liverpool.gov.uk
Dr Tammy Boyce	Senior Consultant	The Institute of Health Equity, University College London	t.boyce@ucl.ac.uk
Professor Helen Bromley	Visiting Professor, Public Health	University of Chester	helen.bromley@cheshirewestandchester.gov.uk
Annie Coppel	Associate Director – Field Team (North) and Health Sector Lead	National Institute for Health and Care Excellence	Annie.coppel@nice.org.uk
Alison Cullen	Chief Officer	Warrington Voluntary Action	alison@warringtonva.org.uk
Councillor Paul Cummins	Liverpool City region Health Inequalities/Integration Political Lead	Sefton Metropolitan Borough Council	Paul.Cummins@sefton.gov.uk
Nicola Dunbar	Chair	Cheshire and Warrington Local Enterprise Partnership	nicoladunbar@icloud.com
Louise Edwards	Executive Director of Strategy	Mersey Care NHS Foundation Trust	Louise.Edwards3@merseycare.nhs.uk
Councillor Louise Gittins	Leader of Cheshire West and Chester Council and Cabinet Member for Poverty and Wellbeing	Cheshire West and Chester Council	louise.gittins@cheshirewestandchester.gov.uk
Jon Hayes	Managing Director	Cheshire and Merseyside Cancer Alliance	jon.hayes1@nhs.net

Dr Carianne Hunt	Programme Manager for Starting Well	Liverpool Health Partners	Carianne.Hunt@liverpool.ac.uk
Margaret Jones	Director of Public Health	Sefton Metropolitan Borough Council	Margaret.Jones@sefton.gov.uk
Dr Rachel Joynes	Director of Research, Infrastructure and Education	Liverpool Health Partners	Rachel.Joynes@liverpool.ac.uk
Tracey Lambert	Communications, Social Marketing and CPD Programme Lead	Champs Support Team	traceylambert@wirral.gov.uk
Dawn Leicester	Director	Champs Support Team	dawnleicester@wirral.gov.uk
Dr Mzwandile (Andi) Mabhala	Professor of Public Health Epidemiology,	University of Chester	a.mabhala@chester.ac.uk
Sharon McAteer	Public Health Development Manager	Halton Borough Council	sharon.mcateer@halton.gov.uk
Louise Vernon	Programme Manager	Champs Support Team	louisevernon@wirral.gov.uk
Professor Sarah O'Brien	Executive Director of Strategy & System Development	Cheshire and Merseyside Health and Care Partnership	sarah.obrien19@nhs.net
Eileen O'Meara	Interim Clinical Director	NHS England North West	e.omeara@nhs.net
Melanie Roche	Consultant in Public Health Medicine	Champs Support Team	melanieroche@wirral.gov.uk
Dr Charlotte Simpson	Consultant in Public Health Medicine	NHS England North West	Charlotte.Simpson@phe.gov.uk
Hannah Sharp	Project Officer	Champs Public Health Collaborative	hannahsharp@wirral.gov.uk
Dave Sweeney	Executive Director of Partnerships	Cheshire and Merseyside Health and Care Partnership	dave.sweeney1@nhs.net
Rob Tabb	Policy Lead: Employment and Skills	Liverpool City Region Combined Authority	rob.tabb@liverpoolcityregion-ca.gov.uk

Professor David Taylor-Robinson	Professor of Public Health	Institute of Population Health, University of Liverpool	David.Taylor-Robinson@liverpool.ac.uk
Michelle Whittaker	Health and Wellbeing Programme Lead, North West Region	Office for Health Improvement and Disparities	Michelle.Whittaker@dhsc.gov.uk
Angela White	Chief Executive	Sefton Council for Voluntary Service and Liverpool City Region Local Enterprise Partnership	Angela.White@seftoncvvs.org.uk