Cheshire and Merseyside Marmot Community Leads Group

Terms of Reference

Document Management

Document name:	Terms of Reference
Programme:	Cheshire and Merseyside Marmot Community Leads Group
Senior Responsible Owner:	Champs Public Health Collaborative
Project Managers:	Jo McCullagh, Specialist Registrar in Public Health
Version: 1.4 Final	Issue Date: 20 April 2022

Revision History

Version	Date	Summary of Changes
1.0	14/09/21	Draft Terms of Reference for comment
1.1	30/09/21	Section 3 Objectives updated
1.2	26/10/21	Appendix 1 updated
1.3	28/02/22	Appendix 1 updated
1.4	20/04/22	Appendix 1 updated

Approved By

This document is approved by the following individuals:

Name	Title	Signature	Date	Version
Ian Ashworth	Director of Public Health, Cheshire West and Chester Council and Senior Responsible Officer for Population Health			
Dawn Leicester	Director, Champs Public Health Collaborative			

Document Control

The controlled copy of this document is maintained by Champs Public Health Collaborative. Any copies of this document held outside of that area, in whatever format (e.g., paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Contents

1. Background

The advent of the COVID-19 syndemic[1] 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 health[2]. 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 nationally[3]. 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 obesity[4].

As Cheshire and Merseyside emerges from the COVID-19 pandemic, 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. Further to this Cheshire and Merseyside's Population Health Board and the Local Authority Directors of Public Health are working in partnership with the Institute of 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 task-finish group has been formed to support engagement of the nine places in developing 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 Leads Group aims to agree a strategic approach to improve population health and address inequalities in the social determinants of health across Cheshire and Merseyside. This will be achieved through facilitating strategic and place-based 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 engage places in the Marmot Community programme and energise local stakeholder support and involvement.
- To enable strong communication and engagement with the Marmot Community programme both within and between Cheshire and Merseyside places to share best practice, learning and good news.
- To coordinate delivery of nine place-based workshops to explore Cheshire and Merseyside approaches and initiatives to reduce inequalities in health and key social

[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 [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]

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.
- 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 work with partners across the system to identify key indicators for ongoing monitoring of inequalities in health and key social determinants of health by a wide range of stakeholders to track progress and inform future delivery of strategic implementation plans.
- To consider the potential evolution of the task-finish group into a Cheshire and Merseyside Marmot Community Steering Group to provide strategic coordination and oversight of agreed key priorities and actions and develop appropriate hand-over arrangements.

4. Accountability

The Cheshire and Merseyside Marmot Community Leads Group will be accountable to the Cheshire and Merseyside Marmot Community Advisory Board, that in turn, is accountable to the Cheshire and Merseyside Population Health Board.

5. Membership

The Group will comprise of representatives from the following organisations:

- The Institute of Health Equity, University College London
- Champs Public Health Collaborative
- Cheshire East Council
- Cheshire West and Chester Council
- Halton Borough Council
- Knowsley Council
- Liverpool City Council
- Sefton Council
- St Helens Council
- Warrington Borough Council
- Wirral Council

Membership of the group 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 group are communicated to their organisation and local healthcare partnership.
- Ensure feedback from constituent organisations is received by the group, including any specific concerns regarding commissioning issues or other 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 development of Marmot priorities and actions.
- Progress the delivery of actions approved by the group 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.

Discretion should be used when discussing meetings with non-attendees and meeting papers, such as agendas, action notes and briefing papers should not be shared with other parties, unless otherwise directed by the Chair, to ensure confidentiality is maintained.

8. Quorum Arrangements

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

9. 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.

10. Coordination of Meetings

The Champs Public Health Collaborative will coordinate meetings. The Cheshire and Merseyside Marmot Leads Group will operate virtually, with meetings taking place via MS Teams on a monthly basis between September 2021 and March 2022.

11. 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.

12. Review

The terms of reference will be reviewed at the end of April 2022 in line with handover decisions to establish a Cheshire and Merseyside Marmot Community Steering Group. Following formation, this will be accountable to the Cheshire and Merseyside Marmot Community Advisory Board, that in turn, is accountable to the Cheshire and Merseyside Population Health Board.

Appendix 1: Cheshire and Merseyside Marmot Community Leads Group Membership

Name	Position	Organisation	Email
Dr Tammy Boyce	Senior Consultant	The Institute of Health Equity, University College London	t.boyce@ucl.ac.uk
Gillian Cowan	Public Health Strategy Manager	Cheshire West and Chester Council	gillian.cowan@cheshirewestandchester.gov.uk
Abi Deivanayagam	Specialist Registrar in Public Health	Public Health, St Helens Council	abideivanayagam@sthelens.gov.uk
Gavin Flatt	Senior Public Health Practitioner	Public Health, Liverpool City Council	Gavin.Flatt@liverpool.gov.uk
Tracy Flute	Consultant in Public Health	Warrington Borough Council	tflute@warrington.gov.uk
Esther Hindley	Public Health Programme Officer	Knowsley Council	Esther.hindley@knowsley.gov.uk
Richard Holford	Consultant in Public Health	Public Health, Knowsley Council	Richard.holford@knowsley.gov.uk
Guy Kilminster	Corporate Manager Health Improvement	Public Health, Cheshire East Council	Guy.Kilminster@cheshireeast.gov.uk
Michelle Loughlin	Consultant in Public Health	Public Health, St Helens Council	MichelleLoughlin@sthelens.gov.uk
Rebecca Mellor	Senior Public Health Manager	Public Health, Wirral Council	rebeccamellor@wirral.gov.uk
Jo McCullagh	Specialist Registrar in Public Health	Cheshire West and Chester Council	Jo.McCullagh@cheshirewestandchester.gov.uk
Ryan McKernan	Communications and Social Marketing Manager	Champs Public Health Collaborative	ryanmckernan@wirral.gov.uk
Maureen Mandirahwe	Senior Health Improvement Specialist	Warrington Borough Council	maureen.mandirahwe@warrington.gov.uk
Anna Nygaard	Consultant in Public Health	Public Health, Sefton Council	Anna.Nygaard@sefton.gov.uk
Ifeoma Onyia	Interim Director of Public Health	Halton Borough Council	ifeoma.onyia@halton.gov.uk
Thara Raj	Director of Public Health	Warrington Borough Council	thara.raj@warrington.gov.uk
Hannah Sharp	Project Officer	Champs Public Health Collaborative	hannahsharp@wirral.gov.uk
Jenny Smedley	Public Health Programme Manager	Wirral Borough Council	jennifersmedley@wirral.gov.uk
Lisa Taylor	Divisional Manager, Health and Wellbeing	Halton Borough Council	Lisa.Taylor@halton.gov.uk