

Waterford Local Community Development Committee

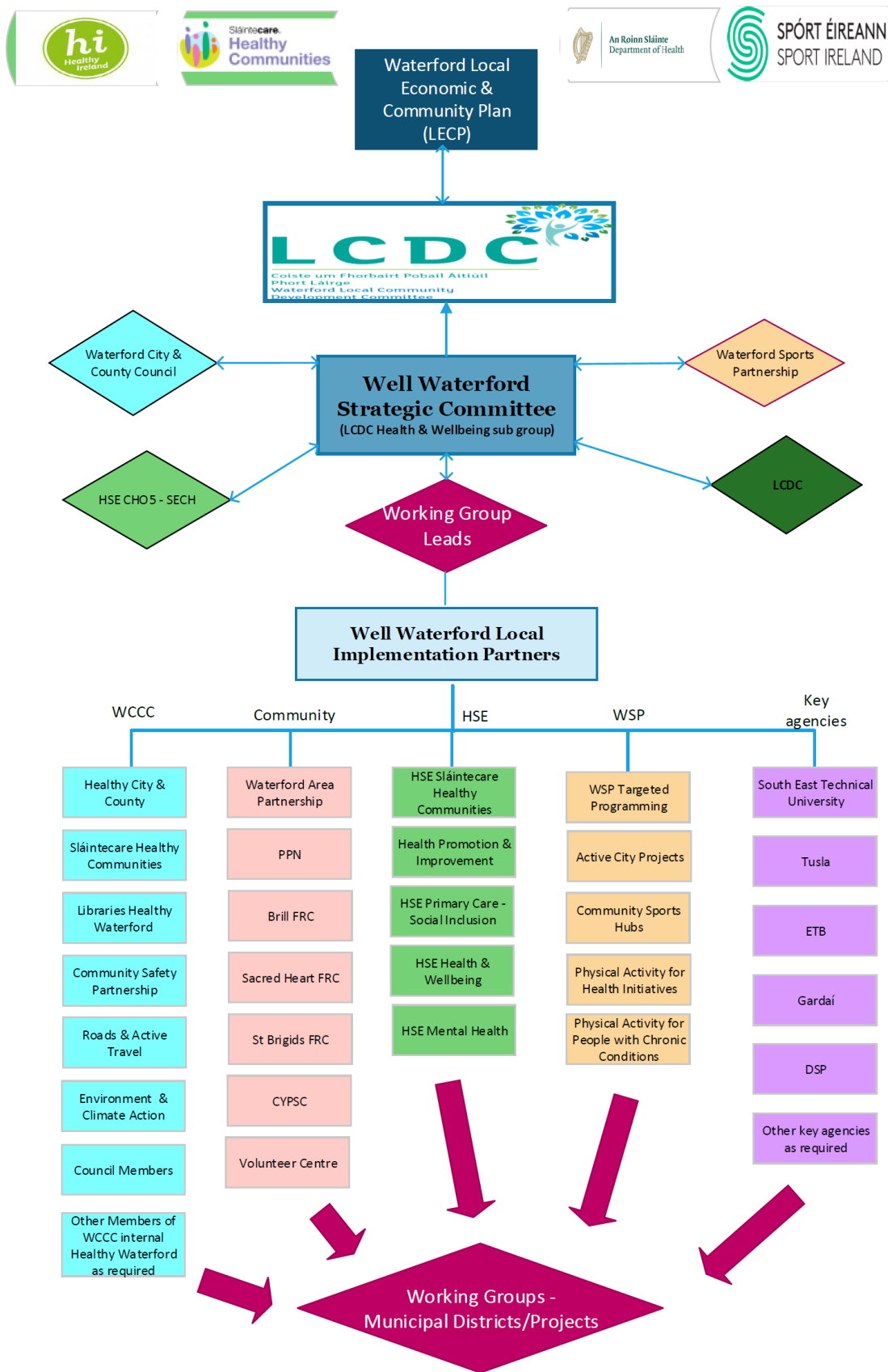
Health & Wellbeing Sub-committee

Well Waterford



Draft Terms of Reference

Version 5 – 26th May 2023



LCDC WELL WATERFORD STRUCTURES 2023

CONTEXT AND BACKGROUND

Well Waterford is an interagency Health & Wellbeing Working Sub-committee of Waterford Local Development Committee (LCDC). A Healthy Waterford committee was established in 2007 by the then Waterford City Development Board to develop and implement initiatives to support health and wellbeing in Waterford City. One of the key objectives was to attain World Health Organisation Healthy City status which was successfully achieved in 2009. Waterford became one of three cities in Ireland to become members of WHO European Network and developed actions to meet policy priorities over the following years.

In 2017 the committee became a working sub-committee of Waterford LCDC to respond to local, regional, and national policies across Waterford City & County – ‘One Waterford’ approach. The *Healthy Waterford Strategic Plan 2018 to 2021* created a focussed approach to identified local needs. The *Healthy Ireland Fund Local Strategy (HIFLS) 2023– 2025* sets out the Local Authority (LA) priorities under the Healthy Ireland Fund (HIF) for the period. The strategy provides a rationale for the selection of Healthy Ireland outcomes under HIF and identifies how work under HIF will be aligned with wider health and wellbeing policy and interventions locally.

In late 2020, the Sport Ireland Active Cities (SIAC) project was funded by Sport Ireland through the Dormant Accounts Fund. The SIAC focus is on areas of disadvantage and/or creating opportunities that support participation by people that are disadvantaged and aims to work in partnership to increase physical activity and decrease inactivity and create/maintain environments where sport and physical activity can happen ultimately working toward healthier lifestyles.

In 2021, Waterford was prioritised within Healthy Communities by HSE Sláintecare. The focus of the programme is to address health inequalities within designated deprived areas within Waterford City. With the continuation of the Waterford Active Cities project and the Healthy Ireland Fund under Round 4, Waterford has the potential to develop and implement a collaborative model in meeting health inequities within our local communities.

Well Waterford is the rebranding and broadening of the previous Healthy Waterford Sub-Committee of the LCDC which now incorporates all implementing organisations under Healthy Waterford, Sláintecare Healthy Communities and Active Cities.

Terms of Reference for the operation of **Well Waterford** are outlined below.

PURPOSE

The purpose of these Terms of Reference is to provide a collaborative framework which enriches the role of Well Waterford in the strategic development and collaborative delivery of health and wellbeing initiatives to address health inequalities within Waterford city and county.

VISION

The overarching vision is to create ambitious and visionary initiatives responding to local community needs with realistic and positive outcomes.

Well Waterford aims to create a vibrant, healthy, and sustainable city and county, which is crucial to enhancing the lives of all of those who live, work, and play in Waterford.

Well Waterford commits to addressing health inequalities through aligning local, national and global policies with collaborative and partnership approaches based on resources and funding.

By all of us working together, we can help make this happen through involvement in our community, supporting a healthier work environment and respecting the places within our communities where people can gather and meet. Health is everyone's business with all having a role to play in creating healthier environments. Collaborative and multi-agency working should reflect synergy building and mitigate against duplication. Le chéile ag forbairt sláinte agus sástacht.

PRINCIPLES

Principles underpinning the Terms of Reference to include each of the sub-committee members/organisations:

- committing to aligning community needs with national and local policy through the delivery of innovative and positive health and wellbeing actions
- working in a collaborative, cooperative and transparent way, sharing information, experiences, opinion, and ideas
- recognising, reflecting, and respecting the differing skills, professional contexts, expertise, and values of each member of the group
- working closely with other relevant stakeholders to ensure the best possible input and outcome
- cognisant of the role of lead partners, funders etc.
- recognising and learning from previous and/or current initiatives with similar objectives informed through research, evidence gathering and consultations.

- learning from the development of this initiative and demonstrating a willingness to share the learning with other interest groups
- review and monitor programmes for continuous improvement

KEY RESPONSIBILITIES OF COMMITTEE MEMBERS

The **Well Waterford Strategic Committee** will have responsibility for:

- ensuring that all relevant stakeholders with an interest or role in the area of health (HW/Sláintecare funded and non HW/Sláintecare funded) are provided the opportunity to collaborate and agree health related and area related priorities and focus for Waterford City & County
- strategic oversight of the implementation of Healthy Waterford and Sláintecare projects in Waterford in maximising and adding value through collaborative approaches.
- provide guidance and collaborative leadership to facilitate the effective implementation and evaluation of Well Waterford programmes and the alignment, where possible of relevant of initiatives that support health and wellbeing in Waterford
- identifying its priorities for health and wellbeing in Waterford as well as guiding and advising on the direction of the projects
- supporting the Working Group Leads in forming working groups and collaborative programme implementation and promotion (internally & externally)
- addressing identified challenges or issues that have a negative impact on health and wellbeing collaborative working
- reporting to and proposing strategic and annual plans to Waterford Local Community Development Committee in alignment with funding criteria.
- developing a shared understanding of the issues and challenges to be addressed through the current programmes and the optimal approaches to addressing those challenges.
- informing a consultation process designed to i) generate understanding of the obstacles that impact negatively on the health and wellbeing of individuals and communities and ii) to build an evidence-base for action.
- to review and analyse research and data gathered specifically to inform planning.
- recognising contributions from all stakeholders to strengthen collaborative approaches

The **Well Waterford Implementation Partners** will commit to:

- inputting into all aspects of the Well Waterford programme planning and inform and assist with local service mapping.
- ensuring active participation by their organisation in the relevant Working Groups on programme/project implementation or promotion within the communities
- participating in programme implementation relative to their area of expertise and/or geographical position
- actively promoting and championing Well Waterford initiatives within their own organisations, across services areas and the wider community.
- committing to attending all relevant meetings and nominating a representative if unable to attend.
- attending the full Well Waterford Committee Meeting – twice a year.

Working Groups:

Working Groups of the Well Waterford Implementation Partners will meet at least bi-monthly basis and will be led by any of the following: Waterford City & County Council's (WCCC) Healthy Waterford Coordinator, WCCC Sláintecare Local Development Officer, HSE Health Promotion & Improvement Officers, WSP Programme Manager, WSP Active Cities Officer. The Working Group Leads will invite relevant representatives from organisations/groups which are part of the Well Waterford Implementation Partners to attend relevant working group meetings as required. The working groups may be formed within organisations, around specific projects or may be geographically based.

The Working Groups will have responsibility for:

- engage with a social determinant of health and healthy Ireland lenses on community wellbeing and local service development
- inform and assist with local service mapping through these lenses
- actively participating in programme implementation relative to their area of expertise and/or geographical position
- capturing the practical experience of participants in relation to identifying healthy inequalities and implementing health & wellbeing programmes in our communities
- where there is cross over of programme/project implementation, eliminating duplication and ensuring that there is collaboration and co-operation for efficient implementation of programmes/projects.
- bringing matters deemed to negatively impact health and wellbeing to the attention of the team members and agreeing best way of addressing same.

- supporting the open and reflective exchange of information and learning
- creating collaborative approaches to utilising existing and new resources in addressing health and wellbeing
- collaborating and maximising resources and promoting best practice and improvements through informed approaches
- exploring solutions to obstacles experienced by people, building where possible on existing good practice.
- informing the development of outcome-focused pilot initiatives
- provide reports/up-dates to the Well Waterford Strategic Committee when required
- recognising contributions from all stakeholders to strengthen collaborative approaches
- contributing to prioritising initiatives (funded and unfunded) and making recommendations to the Well Waterford Strategic Committee.
- Identify and maximise all funding streams to enhance and extend implementation of initiatives in the communities.
- committing to attending all relevant meetings and nominating a representative if unable to attend.

Well Waterford Community Municipal Districts Working Groups

Implement the PPN & Well Waterford's Vision for Community Wellbeing in each Municipal District to ensure an even distribution of supports to the wider population of Waterford. Municipal working groups will be established to identify projects and actions at a local level. This will incorporate members who have a specific remit for the area of the county within their roles and are working towards improved community development within their geographical area.

Municipal District Elected Members Meetings

Opportunity will be given on a quartile basis for updates at Municipal District meetings by members of the core working group and/or the Well Waterford Strategic group from 2024 onwards.

EXPECTATIONS:

All Well Waterford committee members will be presented with information prior to each meeting, designed to inform discussions and decision-making function where applicable. It is expected that members will, at a minimum, have read all documentation submitted to them prior to each meeting.

All Well Waterford Committee members can expect to be

- provided with accurate and meaningful information in a timely manner
- given reasonable time to make considered decisions
- alerted to potential issues and risks, as they arise, that could impact health & wellbeing promotion and implementation
- part of building a Well Waterford learning community
- having their voice and viewpoint listened to

CONFLICT OF INTEREST

The committee members will commit to the highest levels of ethics, transparency and accountability in the fulfilment of its function in progressing Well Waterford. Members will commit to being honest, fair and independent. They will commit to understanding, declaring and managing conflicts of interest (should they arise) and to protecting and promoting the reputation of all parties involved in Well Waterford.

Should a conflict of interest arise in the operation of the sub-committee, the conflicted party(ies) will be asked to remove themselves from the discussion until the remaining members arrive at what they consider to be a fair, honest and appropriate solution to the issue in question.

LEAD AGENCIES

The lead agencies are Waterford Local Community Development Committee and the HSE who will share the Chair and Secretary roles.

The lead agencies' responsibilities include:

- scheduling of meetings to meet minimum meeting requirements
- ensuring a timely flow of information among core stakeholder group members, including agenda, minutes of meetings, etc
- liaising with relevant funders on project progress, reporting, managing funding, etc.

The lead agencies contribute to Well Waterford as equal partners and share equal responsibility for all aspects of projects delivery.

OPERATIONAL STRUCTURE:

- **Waterford Local Community Development Committee (LCDC)** – lead agency. To provide documentation and templates to support reporting
- **Well Waterford Strategic Committee** – reports to the LCDC. Strategic oversight of the implementation of Healthy Waterford, Sláintecare Programmes and Active Cities projects in Waterford in maximising and adding value through collaborative approaches

- Support the Working Group Leads in day-to-day work and make relevant decisions for ratification at committee meetings. The committee will meet a minimum of 4 times a year with one meeting to include review and planning
- **Well Waterford Implementation Partners** – All partners will be invited to participate in relevant Working Groups and will be invited to a full Well Waterford meeting of all stakeholders, twice a year. All Partners should commit to active participation by their respective organisations/groups in relevant Working Groups when required.
- **Working Group Leads** – report to the Strategic Committee. Will meet as a collective group monthly. Form relevant working groups from the Implementation Partners around specific projects/programmes, within own organisations and geographically to ensure full city and county is included under the Well Waterford structure.
- The **Well Waterford full committee**, comprising of the Strategic Committee, the Implementing Partners, and Working Groups. They will meet twice a year to report on progress and to enhance collaborative working on various projects/programmes.
- Each member of the Well Waterford structure should report back to and communicate and promote Well Waterford within their own organisations

Quorum: To allow for decisions a minimum quorum of 50% + 1 must be in attendance for all meetings of the various committees/groups above to proceed.

- Chairperson will be shared between the LCDC (WCCC) and the HSE
- Secretary role will be shared between the Core Working Group Leads

MEMBERSHIP:

Membership will be in accordance with the adopted Well Waterford structures on page 1.

The **Strategic Committee** membership will comprise of a nominated representative from the LCDC, the SEO of Community & Sports Department of Waterford City & County Council, an appropriate nomination from the HSE and/or HSE LCDC rep, the Sports Co-ordinator of Waterford Sports Partnership and the Core Working Group Leads, namely WCCC Healthy Waterford Coordinator, WCCC Sláintecare Local Development Officer, HSE Health Promotion & Improvement Officer(s), WSP Programme Manager, and/or WSP Active Cities Officer. More Work Leads can be added as programmes expand. The Working Group Leads will be the link between the working groups and the steering committee and will provide consistency of communications between all.

The **Implementation Partners** are as outlined on page 1 and can be expanded as Well Waterford evolves and programmes expand. The Implementing Partners will nominate to and ensure active participation in the relevant Working Groups.

The various **Working Groups** will be formed by the Working Group Leads with nominations from the Implementation Partners. The working groups will meet at least bi-monthly and comprise of members who are directly involved with or can positively impact the

implementation of Healthy Ireland, Sláintecare Healthy Communities, Active Cities initiatives and the general health and wellbeing of Waterford communities. The working group leads can invite other key agencies to meetings as required and will form part of internal working groups within WCCC, the HSE and WSP.

SCHEDULE OF MEETINGS:

Well Waterford Committee (Strategic & Implementing Partners & Working Groups): Will meet twice a year.

Well Waterford Strategic Committee: will meet at least quarterly and within 2 weeks post Well Waterford Meeting

Well Waterford Implementation Group: Will form part of the Well Waterford Committee which will meet twice a year and will also nominate to the Working Groups which will meet bi-monthly.

Working Group Leads: Will meet monthly or more often if required.

Working Groups: will meet on a bi-monthly basis and will invite other agencies as required.

TOR AMENDMENT, MODIFICATION OR VARIATION:

The Well Waterford Terms of Reference will be approved at a meeting of the Well Waterford Strategic Committee and adopted at a meeting of the Well Waterford meeting. Thereafter they will be reviewed annually and may be amended, varied, or modified in writing as required after consultation and agreement with the Strategic Committee.

The TOR will be reviewed and amended as more initiatives, fundings and resources under Healthy Ireland are expanded.