Cheshire & Merseyside Making Every Contact Count (MECC) Partnership Board

**TERMS OF REFERENCE**

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| Group Name | Cheshire & Merseyside Making Every Contact Count (MECC) Partnership Board | |
| Group Secretariat | Helen Kendall | |
| Group Co-Chair | Dave Sweeney, Charlotte Simpson | |
| **Composition / Team Representatives** | Eileen O’Meara - Halton Borough Council  Dawn Leicester - Champs Public Health Collaborative  Gemma Hockenhull - Cheshire & Merseyside Cancer Alliance  Jennie Williams - Liverpool CCG  Gavin Flatt – Public Health, Liverpool City Council Yvonnne Daily – Public Health England (NW) Dental  Jan Naybour – Liverpool Heart & Chest Hospital  Sheila Woolstencroft – Cheshire East Council  Linda Harris – Spectrum ICP, Health & Justice  Alison Farrar – Health Education England  Melanie Roche – Champs Public Health Collaborative  Sheila Wood, Cheshire East Council (Social Care Lead)  Karen Nolan – Living Well Sefton  Sarah Holden – Public Health, St Helens Council  Katie Donnolley – Public Health, Warrington Borough Council  Carla Sutton – Senior Commissioning Manager, NHS England & NHS Improvement  Katie Mills – Eastern Cheshire CCG  May Moonan - Warrington and Halton Hospitals NHS Foundation Trust  Richard Philips – Public Health England (Training T&F Group Chair)  Tracey Lambert - Champs Public Health Collaborative (Comm’sT&F Group Chair)  NB: Ad-hoc expertise may be requested to support the group e.g., local topic leads/experts as required. | |
| **Meeting Structure & Administration** | **Quorum:** | A minimum 50%+1 attendance of the Group is required to ratify decisions and a Chair must be in attendance. Members are encouraged to nominate a deputy if they are unable to attend. |
| **Frequency:** | Quarterly |
| **Convening** | Date, method and location to be organised and communicated for the year |
| **Agenda:** | Agenda items to be shared with the Chair two weeks before each meeting, and agenda to be circulated one week before the meeting. |
| **Notes:** | Action logs to be managed by the Secretariat. |
| **Actions:** | The Group may delegate actions to members or other relevant parties as appropriate. |
| **Aims and Objectives** | The Board will oversee, and provide leadership for the strategic framework to deliver MECC across Cheshire & Merseyside  Vision: To deliver a single whole system framework and plan across Cheshire & Merseyside to address making every contact count, ensuring prevention is embedded into organisational culture  Aims:   * To lead on a partnership approach to the successful embedding of MECC in Health and Care organisations * To support and influence the reduction in risk of the C&M population developing health problems linked to everyday * To support the empowerment of the population to choose healthy lifestyle options and encourage self-management where appropriate * To ratify and have responsibility of a strategic framework for consistent MECC delivery across C&M * To support the development of a network of MECC Champions * To support the development of a C&M toolkit/resource hub to support the programme of work * To support the development of a common language for MECC across C&M * To identify additional resources to support delivery of the framework   Strategic objectives:   1. Leadership and governance 2. Robust intelligence and evaluation 3. Education and training 4. Preventative culture 5. Partnership approach/engagement 6. Oversight of MECC Task and finish groups (Training, Evaluation and Comm’s & Engagement) | |
| **Administration and Information Exchange** | Representatives to feedback relevant/important issues to members of their organisations/working groups/professional group as appropriate. | |
| **Reporting Arrangements** | The Cheshire and Merseyside MECC Partnership Board will report to:   * CM Directors of Public Health via lead DPH Eileen O’Meara * Health & Care Partnership Prevention Board via Eileen O’Meara or Jon Develing   The following will report into the MECC Partnership Board;   * MECC Task and Finish groups (Training, Evaluation and Comm’s and Engagement) | |

Cheshire & Merseyside Health & Care Partnership Prevention Board

Local Workforce Action Board

Eileen O’Meara

C&M DsPH

**Evaluation Chair**: Charlotte Simpson, PHE

**Purpose:** Develop and deliver a robust evaluation framework

**Key Deliverables:**

Develop and deliver a robust evaluation framework

Consistent approach to measuring impact

**Communications & Engagement Chair**: Tracey Lambert, Champs Support Team

**Purpose:** Developing a coordinated approach and awareness of the MECC programme and branding for C&M

**Key Deliverables:**

Maximising impact through developing a shared resource repository and web portal

C&M brand development to engage staff and deliver impact

Communications and engagement campaign to support frontline staff across all organisations

Encourage organisations to participate in the C&M MECC pledge

Creating a network of champions to support embedding MECC into organisational strategies

**Training Chair**: Richard Philips, PHE

**Purpose**: Develop and deliver a high quality MECC face to face training programme

**Key Deliverables:**

Significantly increase the number of staff trained in MECC in C&M

Develop high quality accredited training programme to deliver across C&M

Cascade training model to be used to increase capacity and rapidly upscale

Improving population health and staff health and well being

**VERSION CONTROL**

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| Document Information: | | | | | | |
| **Title** | CM MECC Partnership Board | | | **Contact Information:** | | |
| **Type** | Making Every Contact Count | | | **Name** | Louise Vernon | |
| **Audience** | MECC Partnership Board Members | | | **Area/Centre/Team** | Champs Support Team | |
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| **Version** | 1.5 | | | **Email** | Louisevernon@wirral.gov.uk | |
| **Date of Issue** |  | | | **Review Interval** |  | |
| **APPROVALS**: | | | | | | |
| **NAME** | | **Signature** | **Title/Responsibility** | | **Date** | **Version** |
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Verify that this is the correct version before use

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| Document Change History | | | | |
| **Date** | **Version** | **Status** | **Author** | **Details of Change** |
| 6/08/18 | 1.5 |  | LV | Reporting line to LWAB |
| 17/05/19 | 1.6 |  | LV | Change of co-chairs |
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