Prevention and Self-Care – Board
Terms of Reference

1. Vision & Purpose
To support individuals to take responsibility for their own health and wellbeing, including managing their long term conditions and mental health, with support from services commissioned and provided by the NHS and Local Authority.

Ultimately, this will result in a happier and healthier population for Bracknell Forest Council residents and patients supported by the Bracknell & Ascot Clinical Commissioning Group.

The Prevention and Self-Care Programme Board is a strategic group that oversees the projects within the Programme to ensure the vision is consistent with and delivering against outcomes identified in the Prevention & Self-Care Strategy and the Health & Wellbeing Strategy. The Prevention and Self-Care Steering Group supports the Board in the operational implementation of the vision.

2. Objectives
To run an integrated programme of work in partnership between Bracknell Forest Council and Bracknell and Ascot Clinical Commissioning Group with a focus on eight defined areas:

- Long-Term Conditions
- Carers
- Children’s Health
- Mental Health
- Sexual Health
- Falls Prevention
- General Health and Wellbeing
- Intelligence & Insight

The Board will

- Monitor and steer overall outcomes for the Programme
- Monitor and reflect or act on national guidance, strategies, legislation or other relevant communications
- Provide overall direction and guidance for the Programme
- Provide specialist input for the Programme where required
- Horizon scan for future projects and identify the resources required for recommendation to the Better Care Fund Programme Board (BCF)
- Monitor projects within the Programme
- Ensure the Programme has adequate and appropriate patient and public involvement at each stage
- Provide a single and consistent point of communication, both internally and externally, for all Prevention & Self-Care messages
- Oversee the risk register which will populate the BCF risk register
3. Membership

- Head of Joint Commissioning - Bracknell Forest Council
- Project Manager (Prevention and Self-Care) - Bracknell Forest Council and Bracknell & Ascot Clinical Commissioning Group
- Clinical Director with lead for Self-Care - Bracknell & Ascot Clinical Commissioning Group
- Head of Operations - Bracknell & Ascot Clinical Commissioning Group
- Practice Nurse Representative - Bracknell & Ascot Clinical Commissioning Group
- Lay Member - Public & Patient Involvement - Bracknell & Ascot Clinical Commissioning Group
- Head of Operations - Bracknell & Ascot Clinical Commissioning Group
- Project Manager - Healthwatch Bracknell Forest

Other representation may be sought to report on specific projects from the programme. Guests may be invited once nominated and seconded. Co-option of further members requires a motion being put to the Board and a majority vote.

4. Governance

Chair of the meeting will be the Clinical Director with lead for Self-Care, or an appropriate deputy. The meeting will be quorate with six or more members present. If the meeting is not quorate it will be rearranged at the earliest suitable time.

Senior Responsible Officer for the programme is the Better Care Fund Programme Manager.

The Better Care Fund Programme Board has sight of the reports reviewed and produced by both the Prevention & Self Care Steering Group and Board.

The Terms of Reference are to be reviewed after six months and then every 18 months thereafter, or sooner as required.

5. Meetings

Meetings will occur every quarter. Documentation will be sent out two weeks prior or as close to this as possible. Conflict of interest must be declared at the beginning of each meeting.

6. Reporting

The Steering Group will report into the Monthly Better Care Fund highlight report as a matter of course. Performance and budget reporting will be made against activity funded, explicitly or jointly, by the Prevention & Self-Care budget, and other relevant areas where requested.

Where other reporting is required on behalf of the Better Care Fund, or other instances, an appropriate representative will be chosen/communication will be sent by the Steering Group.