

West Yorkshire and Harrogate HCP Harnessing the Power of Communities Programme – Leadership Group

Terms of Reference

Background

Our Partnership is built from the bottom up and we remain steadfast in our thinking that change and improvement needs to happen as close to voluntary and community sector organisations as possible. This means everything gets done locally and that our plans are formed from a combination of local plans in each of the six places (Bradford District & Craven; Calderdale, Harrogate & Rural District, Kirklees, Leeds and Wakefield).

It is widely recognised that voluntary and community sector has made a valuable and distinctive contribution to the lives of local people. It delivers many services that local people highly value. It has empowered people to be active citizens and develop a more sustainable environment. It has also tackled deprivation and helped create a more prosperous community.

Purpose

The purpose of this project group is to:

- Identify and agree the programme priorities
- Contribute ideas, concerns and best practice relating to each of the programme priorities
- Provide opportunities for leads and VCS organisations to contribute and influence the wider programme
- Propose improvements in the way VCS needs are identified and supported that could be introduced across partnership organisations
- Consider the practical and financial impact of those improvements
- Review any business cases presented to the group and/or other partnership programmes
- Act as a 'critical friend' for other partnership programmes
- Oversee distribution of funds as required

Awarding Funds

When this group is asked to award any funding it will ensure that an open and transparent process is followed.

A minimum of 3 members of the Leadership Group will form any decision making panel.

Membership of the Leadership Group

Lead/Chair:	Soo Nevison , SRO/Bradford + AWC
PM Support:	Adrian Manners , West Yorkshire & Harrogate HCP
Admin Support:	TBC
Members:	
Representatives	Dipika Kaushal - Calderdale Paula Bee - Wakefield Pip Goff – Leeds Mark Hopley – Harrogate Hilary Thompson – Kirklees Rachael Loftus - Regional Health Partnership Nigel Ayre , HealthWatch

Meetings

To be bi-monthly

Sub groups will be established to take forward elements of the work as required.

Conduct of members

Members of the Group will adhere to the Nolan principles set out below, as defined by the [Committee for Standards in Public Life](#):

- **Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.

Review: the terms of reference will be reviewed at least annual



Conflict of Interest

The programme team are available to provide advice, support and guidance on how conflicts of interest should be managed.

A register of interests will be held by the Project Manager; and members of the leadership group are expected to complete this prior to joining.

Types of Interest

Type of Interest	Description
Financial Interests	<p>This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:</p> <ul style="list-style-type: none"> • A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations; • A shareholder (or similar owner interests), a partner or owner of a private or not-for-profit company, business, partnership or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations. • A management consultant for a provider; • In secondary employment; • In receipt of secondary income from a provider; • In receipt of a grant from a provider; • In receipt of any payments (for example honoraria, one off payments, day allowances or travel or subsistence) from a provider • In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and • Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider).
Non-Financial Professional Interests	<p>This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may, for example, include situations where the individual is:</p> <ul style="list-style-type: none"> • An advocate for a particular group of patients; • A GP with special interests e.g., in dermatology, acupuncture etc. • A member of a particular specialist professional body (although routine GP membership of the RCGP, BMA or a medical defence organisation would not usually by itself amount to an interest which needed to be declared); • An advisor for Care Quality Commission (CQC) or National Institute for Health and Care Excellence (NICE); • A medical researcher.

<p>Non-Financial Personal Interests</p>	<p>This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:</p> <ul style="list-style-type: none"> • A voluntary sector champion for a provider; • A volunteer for a provider; • A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation; • Suffering from a particular condition requiring individually funded treatment; • A member of a lobby or pressure groups with an interest in health.
<p>Indirect Interests</p>	<p>This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above). For example, this should include:</p> <ul style="list-style-type: none"> • Spouse / partner; • Close relative e.g., parent, grandparent, child, grandchild or sibling; • Close friend; • Business partner.