# Transforming Health Improvement in Wales Programme

## Life Course Collaborative Panels Terms of Reference

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**Publication/ Distribution:**
- Transforming Health Improvement in Wales Programme Board
- Public Health Wales Intranet and Website
- Collaborative Panel members

**Purpose and Summary of Document:**
To provide the broad objectives, scope of influence, and decision-making process for the Collaborative Panels in the context of the *Transforming Health Improvement in Wales* Programme.
1. Context

This document covers the first Stage of the Transforming Health Improvement in Wales (THIW) Programme, and is to be read in conjunction with the:

- THIW Programme Definition Document
- THIW Stage 1 Plan
- THIW Programme Stage 1 Delivery Plan

2. Objectives

a) To assist Public Health Wales in making decisions to implement the change required by the THIW Programme.

b) To work within the scope and parameters of the first Stage of the THIW Programme until April 2015.

c) To be a consultative body representing all major partners in the delivery of the THIW programme across Wales.

d) To advise on aspects of integration and collaboration in the context of the THIW Programme Stage 1 Delivery Plan.

3. Membership

a) Each Collaborative Panel will be chaired by a senior public health professional from within Public Health Wales.

b) Members will be recruited for their expertise and as representatives of relevant ‘All Wales’ bodies. Members will have a policy or programme lead, or a significant influencing role within their organisation. The purpose is to maximise the potential for effective integration and synergy across programmes for delivery across Wales.
4. Outputs

a) The Collaborative Panels will be required to make recommendations to the THIW Programme Board.

b) The first Report of Stage 1 will identify the highest priority of the national health improvement interventions recommended by Expert Advisory Groups, focussed on each of the key risk and protective factors: smoking; obesity; physical activity; dietary risks; occupational risks; alcohol use; drug use; resilience and emotional literacy.

c) The Panel may also be asked to provide expert advice on issues such as an integrated approach, engaging local agencies, building on existing strengths, and partnerships.

5. Process

a) The Chair of each Panel will facilitate discussion and the decision-making process to achieve consensus wherever possible.

b) Quantified decisions, such as order of prioritisation, will be made according to a majority vote.

c) Other recommendations and advice given in reports will aim to reflect majority consensus. However where there is a significant difference of opinion, this may be included in the reporting.

6. Frequency and location of meetings

a) Collaborative Panels will meet up to three times during Stage 1 of the THIW Programme, between September 2014 and March 2015.

b) Meetings will be held in Cardiff, at a venue easily accessible by public transport.