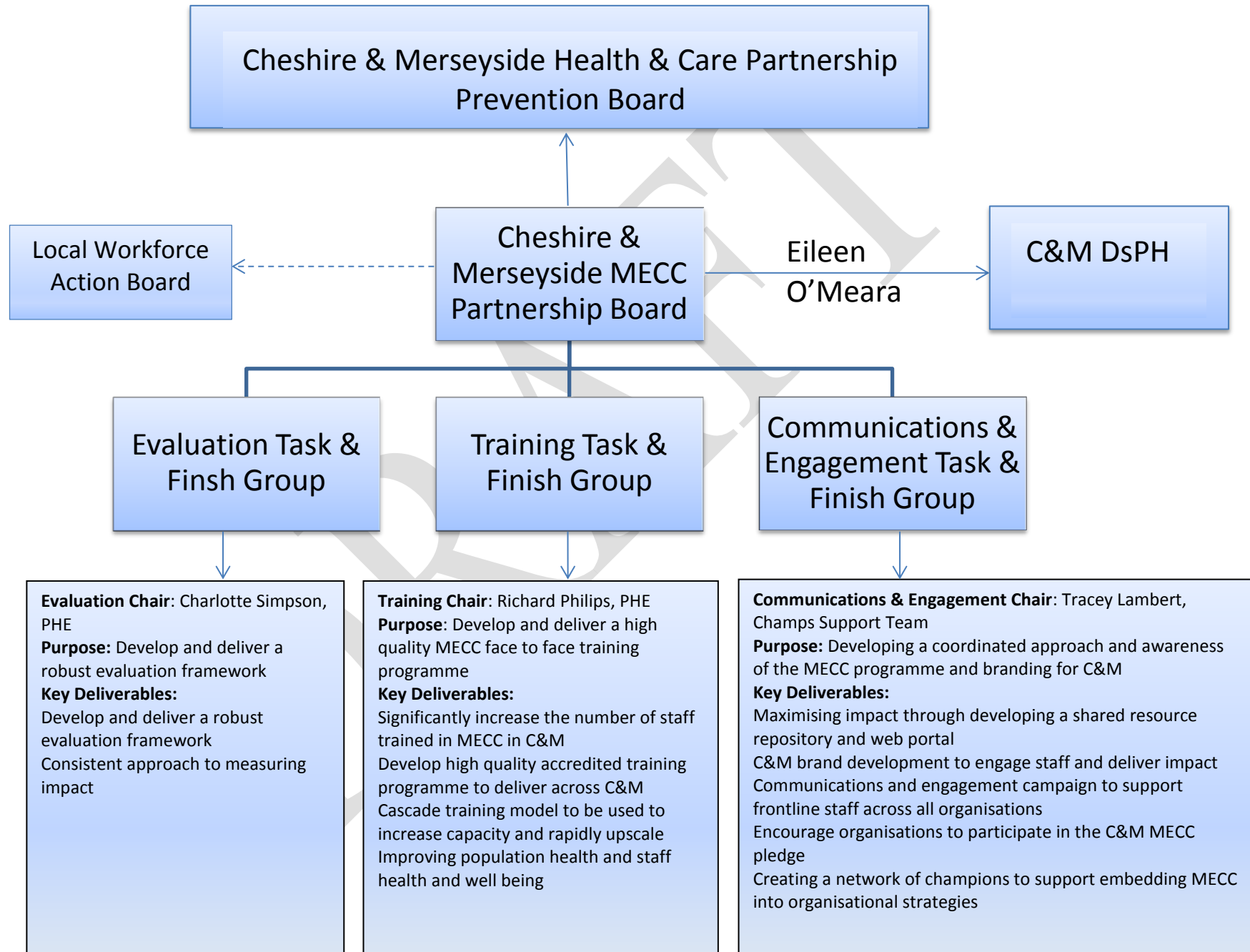


Cheshire & Merseyside Making Every Contact Count (MECC) Partnership Board

TERMS OF REFERENCE

Group Name	Cheshire & Merseyside Making Every Contact Count (MECC) Partnership Board	
Group Secretariat	Helen Kendall	
Group Co-Chair	Rachel Gosling, Jon Develing	
Composition / Team Representatives	<p>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 Yvonne 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 Donnelly – Public Health, Warrington Borough Council Glenn Coleman – NHS England Tony Rigby – Alder Hey Children's Hospital 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's T&F Group Chair) Charlotte Simpson - Public Health England (Evaluation T&F Group Chair)</p> <p>NB: Ad-hoc expertise may be requested to support the group e.g., local topic leads/experts as required.</p>	
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.

<p>Aims and Objectives</p>	<p>The Board will oversee, and provide leadership for the strategic framework to deliver MECC across Cheshire & Merseyside</p> <p><u>Vision:</u> 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</p> <p><u>Aims:</u></p> <ul style="list-style-type: none"> • 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 <p><u>Strategic objectives:</u></p> <ol style="list-style-type: none"> 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)
<p>Administration and Information Exchange</p>	<p>Representatives to feedback relevant/important issues to members of their organisations/working groups/professional group as appropriate.</p>
<p>Reporting Arrangements</p>	<p>The Cheshire and Merseyside MECC Partnership Board will report to:</p> <ul style="list-style-type: none"> • CM Directors of Public Health via lead DPH Eileen O'Meara • Health & Care Partnership Prevention Board via Eileen O'Meara or Jon Develing <p>The following will report into the MECC Partnership Board;</p> <ul style="list-style-type: none"> • MECC Task and Finish groups (Training, Evaluation and Comm's and Engagement)



VERSION CONTROL

Document Information:				
Title	CM MECC Partnership Board	Contact Information:		
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Date of Issue		Review Interval		
APPROVALS:				
NAME	Signature	Title/Responsibility	Date	Version

Verify that this is the correct version before use

Document Change History				
Date	Version	Status	Author	Details of Change
6/08/18	1.5		LV	Reporting line to LWAB