Appendix 1

Life In Lye Programme Core Group – Terms of Reference

Purpose
The Life in Lye Core Group will provide strategic oversight and manage the overall direction of the programme to ensure an effective and timely delivery of this initial one-year (phased) programme in line with the funding requirements, by 31st March 2024.

Membership

Lye Community Experts	• Details removed to retain anonymity
Dudley Council	• Jody Pritchard (Public Health Manager - Healthy Communities) & Strategic Lead for the Life in Lye Programme. • Cllr. Mohammed Hanif • Cllr. Dave Borley • Cllr. Peter Lowe • Cllr. James Clinton • Rachel Bond (Senior Health Improvement Practitioner – Healthy Communities) & Project Manager for the Life in Lye Programme • Caz Tromans (Community Development Worker & Project Facilitator for the Life in Lye Programme) • Alexandra Stan (Community Development Worker & Project Facilitator for the Life in Lye Programme) • Davinder Tiwana (Community Development Worker & Project Facilitator for the Life in Lye Programme) • Kathy Adams (Area Learning Manager, Adult Learning)
Dudley Integrated Health & Care NHS Trust	• Piotr Gass (Strategic Commissioning and Transformation Lead - Mental Health) & Strategic Lead for the Life in Lye Programme.

	• Faye Sadler (Personalised Care Lead, Chapel Street Surgery)
West Midlands Police	• Sgt John Norgrove (Lye and Amblecote Neighbourhood Policing Team)

Membership:

• Membership is to be reviewed monthly.
• The period of membership is until 31ˢᵗ March 2024 with a potential for an extension. If an extension period is required membership will also be reviewed to ensure effective use of resources.

Prospective and new Core Group members:

• A Core Group meeting discussion will take place regarding prospective new members, under the standing item 'membership review'. The existing Core Group members need to consider what the prospective member would bring to the Group. The Group needs to consider whether their involvement is best placed in the Core Group or via another channel e.g. Welcome to Lye sessions.

• For onboarding confirmed new Core Group members, a briefing meeting will take place with a smaller group, which as a minimum, must include the Chair plus one other member of the Core Group. Key background / governance documentation will be shared with all new members of the Group.

Governance:

• The Life in Lye Core Group will be chaired by the programme's Strategic Lead, Jody Pritchard.
• The Life in Lye Core Group is responsible for reporting back to the Public Health Head of Service for Communities and Place on the workstream deliverables and activities. The primary vehicle for communication between Core Group and the Executive Sponsor will be via the Chair/Strategic Lead Jody Pritchard.

- Individuals that are not members of the Life in Lye Core Group may be invited to attend (with prior agreement of the Chair), to provide advice and expertise as required. The process for requesting guest participants is as follows:

  o Email all guest participant requests to the Chair, and cc the Project Manager.
  o Requests are discussed at the next Core Group meeting.
  o If the request feels like an urgent opportunity, it can be discussed by a smaller group outside of the Core Group meeting, providing the Chair is present. The Chair or Project Manager will update the whole Core Group by email and explain why the guests are attending the next meeting.

- There are no hard and fast rules in this TOR regarding restrictions on numbers. However, too large (10+) and meetings may become less productive.
- No member of the Life in Lye Core Group may participate in a discussion where such participation would give rise to a potential conflict of interest.
- The Life in Lye Core Group members should avoid delegating attendance at meetings unless it is absolutely unavoidable. Where deputies attend, they will be expected to have authority to make decisions on behalf of the organisation they represent and be fully briefed on the programme principles and approach.

Responsibilities

Life in Lye Core Group members will:
- Discuss, monitor and reach agreement on a range of strategic issues, ensuring that the programme plan and its deliverables are informed by the community, and that the programme is directed in such a way that it builds on community assets and is informed at every level by community insight.
- Providing strategic leadership and champion a community asset-based approach; ensuring asset-based principles and ways of working are adhered to as laid out in the Business Case.
- Ensure that the programme has access to the necessary resources and capabilities required to successfully complete the activities and reach the desired outcomes.
- Identify decisions that require the attention/approval of subject matter experts and senior colleagues

- Ensure the involvement of all stakeholders required to engage with the project; ensuring the required level of progress is being achieved across each workstream.
- Provide strategic leadership to address risks and issues that are slowing or impeding progress or are a threat to the programme's reputation.
- Oversee all strategic communications relating to this programme via a communications plan / workstream
- Receive and review the [monthly] highlight report, developed by the project Manager.
- Provide strategic oversight of the programme plan, monitoring progress and addressing issues reported to the Life in Lye Core Group (by exception).
- Invite attendees to present or provide advice to assist the decision-making process.

Working methods

- This Core Group will adopt a supportive and collaborative learning approach; where constructive and respectful challenge, is necessary and accepted by the group. It should be a 'safe space' to exchange ideas, concerns and opportunities for improvement. This group will adopt a bottom-up approach giving team members a voice in decisions.

- No Project or Task groups are convened at this stage. If group members wish to convene a Project or Task focussed group, this will need to be agreed by the Programme Manager and signed off by the Chair/Strategic Lead. This is to maintain programme and project control.

Sharing of information and resources

- The Core Group members will share information, updates and resources by email and utilising the restricted access folder on the DMBC network. The Programme Manager (supported by the Life in Lye Core Programme Team), shall provide verbal updates and monthly highlight reports on workstreams, activities, risks and issues.

- Confidential materials must be identified and explained by the Core Group members to ensure only shared/read on a need-to-

know basis; and to determine whether any additional password protection is required.

Meeting format

- Face to face meetings in Lye will be held on a monthly basis (or as is necessary to coincide with the programme of work).

- The Project Manager's highlight reports are completed on a monthly basis. Status meetings between Project Manager and the Core Programme Team occur at least once a week.

- The Project Manager will provide secretariat for the Life in Lye Core Group meeting.

- The agenda, any highlight reports and ad hoc papers to be circulated three days in advance of each meeting.

- Brief notes, decisions and actions will be reviewed by the Chair / Strategic lead before being circulated to Core Group members after each meeting.

- Agenda with standing items and Core Group members invited to add items or bring on the day under A.O.B.

Meeting Agenda

Please find below the template agenda for future meetings:

Agenda: Life in Lye Core Group

Date: [   ]

Attendees:

Meeting Items

1. Notes and actions from previous meeting.
2. Review membership (T.O.R).
3. Programme / workstream highlight report
4. Action Plan updates

5. Risks and Issues (any not covered in highlight report)

6. Any other business / updates.

Document Version Control

Version History / Date	Author	Any additional comments
ToR Version 0.1 created 31.01.23	Rachel Bond	
ToR Version 0.2 created 01.02.23	Rachel Bond	Jody Pritchard & Rachel Bond will jointly review 0.2 ToR in due course date tbc.
ToR Version 0.3 created 21.02.23	Rachel Bond	Version 0.3 created in response to JP comments
ToR Version 0.4 created 23.02.23	Rachel Bond	Version 0.4 created through discussion with JP
ToR Version 0.5 created 17.05.23	Rachel Bond	Version 0.5 created through discussion at May Core Group meeting
ToR Version 0.6 created 29.06.23	Rachel Bond	Updated the membership list, as agreed by the Core Group in June
ToR Version 0.7 created 29.06.23	Jody Pritchard	Version 0.7 created to update the membership