

# Community Partnership Role Descriptions

## 1. Community Partnerships

### 1.1 Definition and purpose

#### What are community partnerships?

- The foundation of our community model for the planning and delivery of health and care
- Networks of partner organisations and individuals with a shared purpose
- Inclusive of (but not limited to): primary care, community health, VCSE sector, council neighbourhoods teams, lay / patient participation groups and other interested parties

#### Why do we have them?

- To oversee and co-ordinate partnership working and delivery around health and care at the local level
- To ensure that grassroots understanding of community and neighbourhood assets and needs drives work at the local level
- To help address the challenge of tackling health inequalities at a local level

#### What value do they add?

- Improved outcomes for local populations
- Removing organisational barriers and promoting collaboration through shared purpose

### 1.2 Role (as defined in the 'Community Partnership Statement of Purpose')

The role of the community partnership is to:

- provide local leadership to the challenge of addressing health inequalities
- engage and empower communities using an asset-based approach ('inverting the power to act')



- focus on prevention, early intervention and seeking to understand and influence the wider determinants of health and wellbeing
- develop the broadest possible approach to partnership working at a local level

### 1.3 Responsibilities

The responsibilities of the community partnership include:

- rising above personal and organisational interests, 'acting as one' across organisational boundaries for the benefit of the local population
- working in alignment with the mission, values and behaviours of the West Yorkshire Health and Care Partnership (see Appendix 1)
- building relationships in the local area and encouraging and supporting the widest possible participation of interested parties in the community partnership and its work
- leading the development of community partnership's vision, strategy and priorities, as informed by a wide range of relevant data, intelligence and engagement activity and aligned to the priorities of relevant wards and localities and the Bradford District & Craven health and care partnership
- developing an annual plan aligned to the community partnership's vision, strategy and priorities and within available financial resources
- development and commissioning of projects in line with the community partnership's annual plan
- supporting community partnership commissioned projects and ensuring the monitoring and evaluation of their outcomes
- reviewing community partnership's financial position on at least a quarterly basis
- linking and collaborating as appropriate with partnership groups and forums at ward and locality level, and with neighbouring community partnerships
- raising awareness of the community partnership, its work and projects, within partner organisations and, as appropriate, directly with the local community
- reviewing the terms of reference and the effectiveness of the community partnership (for example, using the CP development toolkit) on at least an annual basis
- producing an annual summary of the work of the community partnership for sharing with relevant stakeholders and publication on the Bradford District and Craven health and care partnership website

## 2. PARTNER ORGANISATIONS AND MEMBERS OF COMMUNITY PARTNERSHIPS

### 2.1 Partner Organisations

- to identify one or more representatives (and, where possible, a deputy / alternate) to attend meetings of the community partnership
- to ensure that the representatives are supported and enabled to attend meetings and contribute to the work of the community partnership

### 2.2 All Community Partnership Members

- to contribute to the work of the community partnership in alignment with the mission, values and behaviours of the West Yorkshire Health & Care Partnership (see Appendix 1)
- to rise above personal and organisational interests and 'act as one' across organisational boundaries for the benefit of the local population
- where relevant to declare any actual or potential conflicts of interest at the start of partnerships meetings and again at the relevant agenda item
- to provide input and local intelligence to the work of the community partnership using their knowledge and understanding of the community they serve
- to highlight the work of the community partnership and raise awareness of its projects as appropriate to colleagues, other partners and patients / citizens / service users
- to attend at least 75% of community partnership meetings per annum and (where possible) to ensure attendance by a deputy or alternate when unable to attend

### 2.3 Chair

- to facilitate the effective operation of the community partnership in alignment with the mission, values and behaviours of the West Yorkshire Health and Care Partnership (see Appendix 1)

- to chair meetings of the community partnership; this includes ensuring that any conflicts of interest declared are managed and recorded appropriately
- to ensure that the community partnership is appropriately linked to ward and locality partnership forums and with its neighbouring community partnerships
- to oversee and co-ordinate, in conjunction with the Head of Community Partnership and Locality Development, the work of any individual(s) contracted to support the community partnership (e.g. administrative support, finance support, reducing inequalities manager, project manager, etc.)
- to attend and represent the community partnership at BD&C HCP community partnership steering group meetings and related development sessions
- to ensure that the terms of reference of the community partnership are complied with

## 2.4 Deputy Chair

- to support the chair in their role (with any specific responsibilities allocated to the Deputy Chair in agreement with the Chair)
- to undertake the chair role in the case of planned or unplanned absence of the substantive chair, or where the chair has a conflict of interest

## 2.5 Community Partnership VCS Anchor Organisation Representative

- to bring (along with any other VCSE representatives on the partnership) the voice of the local community and VCSE sector to the work of the community partnership
- to act as the key link within the VCSE sector in the community partnership area, engaging with and supporting other VCSE organisations to gain their insight to and involvement with the work of the partnership

## 2.6 Community Partnership fundholder

- The Fundholder is defined as the partner organisation who receives income and pays expenditure on behalf of the community partnership
- See separate Fundholder Memorandum of Understanding

## **2.7 Member with Responsibility for Finance**

- to provide (or liaise with the community partnership fundholder to ensure) financial reports are received by the community partnership on at least a quarterly basis
- to take the lead on financial planning and forecasting on behalf of the community partnership

## **2.8 Head of Community Partnership & Locality Development**

- to support the Chair, Deputy Chair and other community partnership members as required to ensure the effective operation of the partnership and the delivery of its projects
- to input to the work of the community partnership from a locality perspective and as a representative of the Bradford District and Craven health and care partnership
- to ensure the community partnership is appropriately sighted on and linked in to the work of relevant system programmes and projects
- to ensure that the requirements of Bradford District and Craven health and care partnership / West Yorkshire Integrated Care Board with respect to financial (including procurement and contracting) and governance related matters are adhered to
- to undertake the role of 'member with responsibility for finance' in the absence of another CP member being willing and able to undertake this role

**Approved: CP Steering Group 20th June 2023**

**Review date: June 2024**

Appendix 1:

Proud to be part of the West Yorkshire Health and Care Partnership

Founding...

# Mission, Values and Behaviours

