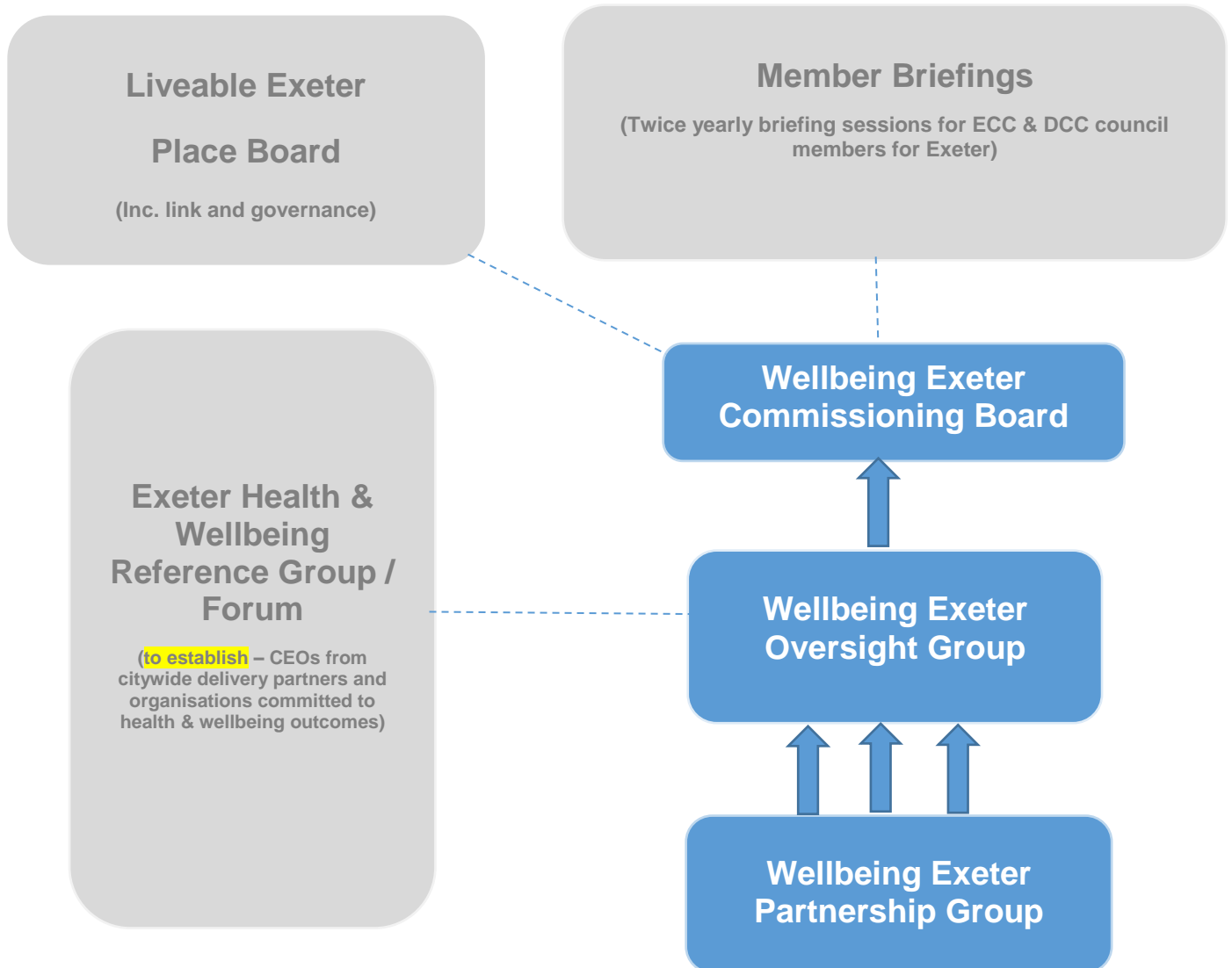




NEW DRAFT Wellbeing Exeter governance structure and terms of reference – May 2021



High level programme updates from the Wellbeing Exeter Commissioning Board will be reported to the Place Board to embed system buy-in and provide programme advocacy at CEO level

The Programme Lead alongside Portfolio Holders will deliver twice yearly briefings to all ECC and DCC members with a city remit

Wellbeing Exeter Commissioning Board	
Purpose	<ol style="list-style-type: none"> 1) Provide direction for programme design to meet agreed strategic outcomes 2) Identify resources to deliver programme outcomes 3) Actively unblock organisational barriers to effective programme delivery 4) Advocate the Wellbeing Exeter Programme across the local system 5) Ensure effective engagement of key decision makers and portfolio holders of commissioning organisations
Chair	Director, ECC
Members	<p>Exeter City Council – Director / Commissioner Devon County Council - Director / Commissioner Sport England – Strategic Lead Primary Care Network – Clinical Director(s) Devon Community Foundation- Martha Wilkinson (Chief Executive)/ Devon Community Foundation- Sarah Yelland (Deputy Chief Executive)</p> <p>Exeter City Council - Portfolio Holder (Communities) Devon County Council – Portfolio Holder (Adult Social Care) Sport England – National Health Lead</p>
Meeting frequency	2 meetings a year, every 6 months
Accountability	<ol style="list-style-type: none"> 1) ECC/ (with support from Devon Community Foundation) will report on progress against budget, programme performance, blockages and opportunities 2) Commissioners will identify strategic opportunities, ensuring organisational buy in 3) DCF will report strategic decisions back to delivery organisational identifying future resourcing opportunities. 4) Chair will report progress to, and identify asks of, the Place Board 5) Chair will host two annual briefings to members of commissioning organisations as agreed

Wellbeing Exeter Oversight Group	
Purpose	<ul style="list-style-type: none"> • Support the implementation of design work • Monitoring the progress and outcomes and key deliverables. • Reviewing programme’s budget and ensuring best use of resources • Overseeing risk management; • Supporting the Wellbeing Exeter communication strategy • Reporting to the Wellbeing Exeter Commissioning Board members
Chair	ECC (Service Lead – Active & Healthy People)
Members	<p>Operational Leads from Commissioners: DCC (Commissioner, Rebecca Harty) Sport England (Pilot Manager, James Watmough) PCNs (GP Clinical Lead) ECC (Programme Manager – Communities, Dawn Rivers) Devon Community Foundation- Sarah Yelland (Deputy Chief Executive), Eleanor Tomlinson RD&E (Community Services Manager, Jane Oliver)</p>

Meeting Frequency	4 meetings a year, every 3 months
Accountability	<ul style="list-style-type: none"> • The Programme Development Manager will report on operational progress, impact, learning & evaluation and development opportunities • Operational Leads will report on opportunities, issues and blockages in their respective parts of the system in relations to Wellbeing Exeter • The Chair will report high level progress & challenges to the Commissioning Board • The Wellbeing Exeter Programme Development Manager will feed in from Wellbeing Exeter Partnership Group • The group will develop alignment with, and seek wider input from, CEOs of wider organisations and delivery partners through the Exeter Health & Wellbeing reference group. This will be supported by Senior Leaders on the Commissioning Board.

Wellbeing Exeter Partnership Group	
Purpose	<ul style="list-style-type: none"> • Support the design and implementation of Wellbeing Exeter • Discuss the progress and outcomes and key deliverables. • Support the Wellbeing Exeter communication strategy • Bring in people from other organisation to talk about specific area of work
Chair	Devon Community Foundation- DCF (Programme Manager)
Members	CEO or Operational Leads from delivery organisation GP Clinical Lead Community Organisations / reps as relevant
Meeting Frequency	4 meetings a year, every 3 months
Accountability	<ul style="list-style-type: none"> • The Programme Development Manager will report on operational progress, impact, learning & evaluation and development opportunities • Delivery organisation will report on opportunities, issues and blockages in their organisation • The Programme Development Manager provide feedback from WE Oversight Group.