

Appendix A

HEALTH & WELLBEING BOARD **REVISED TERMS OF REFERENCE – APRIL 2012**

1. Purpose

The Shropshire Shadow Health & Wellbeing will work to promote the health and wellbeing of Shropshire's Communities. Its focus will be on achieving the best possible health outcomes for all residents.

2. Role

- 2.1. The Shadow Health & Wellbeing Board will oversee and implement the creation of a Shropshire Health & Wellbeing Board in readiness to assume its statutory responsibilities from April 2013.
- 2.2. Until then the Shadow Board is an advisory Board and will propose recommendations regarding the work of the Board to:-
 - Shropshire Council Cabinet
 - West Mercia PCT Cluster
 - Shropshire County Clinical Commissioning Group
- 2.3. The Health & Wellbeing Board will drive a genuine collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people.
- 2.4. The Health & Wellbeing Board will develop a shared understanding of the needs of the local community through the development of an agreed Joint Strategic Needs Assessment.
- 2.5. The Health & Wellbeing Board will seek to meet those needs through leading on the development and publication of a high level Joint Health & Wellbeing Strategy.
- 2.6. The Health & Wellbeing Board will oversee the transfer of public health responsibilities and arrangements to the local authority.
- 2.7. The Health & Wellbeing Board will consider options for the development of HealthWatch in Shropshire ensuring that appropriate engagement and involvement within existing patient and service user involvement groups takes place.
- 2.8. The Health & Wellbeing Board will consider and take advantage of opportunities to more closely integrate health services and social care services in provision and procurement.
- 2.9. The Health & Wellbeing Board will keep under review, the financial and organisational implications of joint and integrated working across health and social care services, ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.

- 2.10. The Health & Wellbeing Board will consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Shropshire to meet identified needs (based on the findings of the joint strategic needs assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.
- 2.11. The Health & Wellbeing Board will be responsible for oversight of the operation of the Children's Trust and the Safeguarding Board for Children and Adults.
- 2.12. The Health & Wellbeing Board will act as a key forum for local democratic and public accountability of the NHS, social care for adults and children and other commissioned services that the Shadow Health and Wellbeing Board agrees are directly related to health and wellbeing in Shropshire.
- 2.13. The shadow Health & Wellbeing Board will consider how best the Health and Wellbeing Board can work with the Shropshire Partnership, contributing to its on-going review of partnership arrangements to ensure that relationships are productive and do not duplicate activity.
- 2.14. The Health & Wellbeing Board will identify and act upon changes that may be required following the enactment of the NHS Health and Social Care Bill in order to establish the Statutory Health and Wellbeing Board to replace the Shadow Board.

3. Principals

To drive a genuine collaborative approach to the commissioning of services which improve the health and wellbeing of local people, the board will abide by the following principals:-

- The Health & Wellbeing Board will work collaboratively and consensually.
- The Health & Wellbeing Board will add value over and above our current arrangements to really tackle key priorities and delivery outcomes for our communities.
- Members of the Health & Wellbeing Board will have genuine levels of trust and an open and honest willingness to work collaboratively.
- The Health & Wellbeing Board will communicate, listen and engage with the communities they serve, actively seeking ways to enable stakeholders to influence the work of the Health & Wellbeing Board.
- Decisions will be based on evidence and data sharing will be the norm.
- The role and functioning of the Health & Wellbeing Board is evolving and will be subject to regular review.

4. Membership

The membership reflects the core membership as outlined in the “Liberating the NHS: Legislative Framework”.

- Leader of the Council
- Cabinet Member – Portfolio Holder Health & Wellbeing/Deputy Leader of the Council.
- Cabinet Member – Portfolio Holder Health & Wellbeing
- Cabinet Member – Portfolio Holder Flourishing Shropshire Communities and Education and Skills
- Chief Executive
- Corporate Director – People (Director of Children’s Services and Director of Adult Social Services).
- Director of Public Health
- Representative from the Clinical Commissioning Group x 4 (to be determined)
- Representative from LINK (pending creation of Local HealthWatch)
- Chair of the VCSA (pending formalising of the Stakeholder Alliance arrangements)
- Representative from the West Mercia PCT Cluster (pending NHS Commissioning Board representation).

5. Meeting Arrangements

Notice of Meetings – meetings of the Board will be arranged by Shropshire Council, who will also provide the clerking and recording of the meeting.

Chairmanship – the Shadow Board will appoint the Leader of the Council to chair the Board. The Board will elect the Deputy Leader of the Council as Vice Chair.

Quorum – the quorum for all meetings of the Health & Wellbeing Board will be three members (a minimum of one local authority representative and one PCT/CCG representative plus one other).

Substitutes – nominating groups may appoint a substitute member for each position. Notification of the named substitute member must be made in writing or by e-mail to the clerk, who will arrange for electronic copies of papers to be sent. Substitute members will have full voting rights.

Decision making – it is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of members present and voting. If there are equal members for or against, the Chairman will have a second or casting vote.

Meeting Frequency – The Shadow Board will meet at least quarterly.

Status – Meetings of the Board will be open to the press and public and the agenda reports and minutes will be available on the Council’s website at least five working days in advance of each meeting.

Confidential Items – Members of the public and press may only be excluded either in accordance with the Access to Information Rules as set out in Part 4 of Shropshire Council's Constitution or Rule 26 (Disturbance by the Public).