



<u>Committee and Date</u>
Shadow Health & Wellbeing Board
20 February 2013
9.30am

<u>Item</u>
<b>7</b>
<u>Public</u>

## HEALTH & WELLBEING BOARD – REVISED TERMS OF REFERENCE – TASK AND FINISH GROUP RECOMMENDATIONS

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### 1. Summary

This report presents the draft revised Terms of Reference (ToR) for the Shadow Health & Wellbeing Board as it moves toward a full Health and Wellbeing Board for discussion (please find the draft revised Terms of Reference attached).

Changes to the revised ToR:

- **Role** of the Board reflects the transition from a Shadow Board and reflects the consensus and decisions made at the Board development sessions. Minor updates have been made by the Terms of Reference Task and Finish Group
- Updates to the operating **Principles** reflect discussions from the development sessions and updates from the Task and Finish Group.

Terms of Reference, Adjusted Items:

- Membership – Three Cabinet members (previously three cabinet members and the Leader of the Council); the Head of Paid service will be represented by the Director of Adult Service and the Director of Children Services; The VCSA remain on the Board but called VCSA Advocacy representative to ensure that the representative represents the voice of the sector and does not sit on the Board as a provider.
- Meeting Arrangements – Quorum for all meetings of the Health and Wellbeing Board has been adjusted from 3 to 5; including at least one representative from Shropshire Council, one from the CCG and one other.
- Election, Role and Responsibilities of the Chair and the Vice Chair – The Chair of the HWBB is elected from the 3 Shropshire Council Cabinet Board Members and the Vice Chair is elected from the 4 CCG Board Members
- Responsibilities of the Chair and Members – Chair and Board members represent the views of the Board locally, regionally, nationally as required.

- Decision Making – In the event of a vote where there are equal members for and against, the chairs vote is casting.
- Review Process – The Terms of Reference are reviewed annually to ensure that the Board is fit for purpose and changing to new ways of working.

## **Meeting Frequency**

It is recommended that the Health and Wellbeing Board move to Bi-monthly meetings, with a 'green paper' meeting in between. This will allow the board to work collaboratively in between formal board meetings ensuring that when items are discussed at the Board, discussions will be better informed and include the most up to date information.

## **2. Recommendations**

Shadow Health and Wellbeing Board is recommended to:-

- a) Approve the amended Terms of Reference described above and attached.**
- b) Approve meeting frequency recommendation (with alternate 'green paper' meetings).**

## **REPORT**

### **3. Risk Assessment and Opportunities Appraisal**

The recommendations contained in this report are entirely neutral for Shropshire Council in terms of Human Rights, equalities, and environmental consequences.

### **4. Financial Implications**

There are no immediate financial implications.

### **5. Background**

The Terms of Reference for the Shadow Health and Wellbeing Board must be updated as the Board moves to a statutory body.

The second draft Terms of Reference for the Shadow Health & Wellbeing Board was approved by the Shadow Health & Wellbeing Board in April 2012.

The Terms of Reference Task and Finish Group met on 7 February and agreed the changes and recommendations above. The group had open and robust discussions regarding the roles, principles, membership, chair, responsibilities and decision making.

**6. Additional Information (From the Report SHADOW HEALTH & WELLBEING BOARD – REVISED TERMS OF REFERENCE by Val Beint to Cabinet, March 2012)**

Health & Wellbeing Boards are intended to lead on improving the strategic co-ordination of commissioning across NHS, social care and related children’s and public health services.

The success of the Health & Wellbeing Board will depend on building constructive relationships between Board members, the NHS, local partners including the voluntary sector, communities and other bodies; it may also require working with other Health & Wellbeing Boards regionally.

The Statutory Health & Wellbeing Board will be a new type of Board for the Local Authority. The Board will be structured in a different way from previous joint/partnership arrangements. It will need to function and behave differently to other committees of the Council. Whilst the statutory responsibilities for the Health & Wellbeing Board will fall to local authorities, it will need to have real teeth and operate with determination to make a difference to health outcomes of local people through working together

Crucially, unlike many previous partnerships, it will need to be able to take decisions and commit resources at its meetings, without relying on delegation or reporting up to existing structures. This will require, amongst other things, strong leadership and adopting different ways of doing business. The way reports are written and presented to the Board and the way business is conducted during the meeting will need to add value over and above our current partnership arrangements. To that end a strong relationship with Shropshire Partnership will be essential to ensure that connections are made with issues that have their roots in the wider determinants of health such as employment and community safety.

There is a high public expectation of Health & Wellbeing Boards delivering something new and different and the relationship with stakeholders will need to be managed effectively through open and transparent communication. Health & Wellbeing Boards are the vehicles by which the NHS, local government and local communities could work together effectively to improve services and health and wellbeing. Effective decision making based on robust evidence and efficient use of resources will be the key stone.

<b>List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)</b>
<b>Cabinet Member (Portfolio Holder)</b> Councillor Ann Hartley
<b>Local Member</b>
<b>Appendices</b> Appendix A – Revised Terms of Reference February 2013.