

Appendix 1 Telford and Wrekin Shadow Health and Wellbeing Board (SHWBB)

Terms of Reference

Date: Amended March 2012

Background

The White Paper *Equity and excellence: liberating the NHS*, published in 2010, set out the Government's strategy for the NHS. The consultation document, '*Local democratic legitimacy in health*', gave further information on proposals for increasing democratic legitimacy in health and included the proposed establishment of local Health and Wellbeing Boards. The *Health and Social Care Bill*, currently passing through the parliamentary process, sets out the establishment, functions and supplementary information relating to the Boards. The legislation will place a statutory responsibility on the Local Authority to set up a Shadow Health and Wellbeing Board and accompanying joint strategy by April 2012. The Board will take on its full statutory role from April 2013.

Four important areas to be highlighted are:

- The transfer of commissioning to GPs
- The abolition of primary care trusts and strategic health authorities
- Transferring the public health budget and responsibility to local authorities
- Giving local authorities the responsibility to promote integration and partnership by working through statutory health and wellbeing boards.

Aims

1. The Shadow HWBB is responsible for guiding and overseeing the implementation of the ambitions outlined in the Health White Paper *Equity and excellence: liberating the NHS*. Principally, guiding and overseeing:
 - a. The ongoing development of the joint strategic needs assessment (JSNA)
 - b. Developing a high-level joint health and wellbeing strategy (JHWBS), based upon the findings of the JSNA
 - c. The establishment of sound joint commissioning arrangements
 - d. The development of HealthWatch forums for public and patient engagement and involvement
 - e. The transfer of Public Health responsibilities and arrangements to the local authority
2. The Shadow HWBB aims to develop a model for an established HWBB, in conjunction with the Health and Social Care legislation that will enact proposals set out in the government's Health White Paper. It will provide a key forum for public accountability of NHS, social care for adults and children and other commissioned services that the Shadow HWBB agrees are directly related to health and wellbeing in Telford and Wrekin.
3. The Shadow HWBB has a duty to encourage integrated working between local health, social care and health-related commissioners.
4. The Shadow HWBB will have a link to the overarching Telford and Wrekin Local Strategic Partnership but will also very much function in its own right as it moves to full formal status. We will need to ensure flexibility of membership during the transition period as its shape and role firms up with an ability to make recommendations to all relevant partner agencies. The Shadow HWBB will work closely with the Children and Families Board, in addition to the existing adult partnership boards, during the shadow year in order to

ensure the focus on the improved health and wellbeing outcomes for the whole population of Telford and Wrekin.

5. Formal decision-making responsibility will continue to rest with the Council's Executive and the relevant governance bodies of the local health services until new legalisation is enacted. Transitional governance arrangements are key in establishing the Shadow HWBB, given that HWBB will assume their statutory responsibilities from April 2013.

Objectives

1. To lead on the development of a Telford and Wrekin Joint Health and Wellbeing Strategy (JHWBS) for residents which drives health improvement, plans to deliver this strategy and keeps the implementation of these plans under review.
2. Through the JHWBS, to oversee a commissioning programme of service and/or pathway redesign to better meet the needs of patients and service users and to deliver improved outcomes. Successful delivery of this will be dependent on the HWB developing effective management mechanisms with both primary care and secondary care providers where relevant or appropriate.
3. To link into the Local Strategic Partnership, making recommendations to the Council's Executive, NHS Cluster Board, and the Clinical Commissioning Consortium Board until April 2013, when the Health and Wellbeing Board becomes a statutory body. The function of the Shadow HWBB can be reviewed throughout the transition period, as learning takes place.
4. To analyse the priorities for deployment of health and care resources in the area based on information collected through the JSNA and other sources.
5. To consider options and opportunities to maximise the impact of aligning the deployment of resources of the health and care agencies in the area on agreed priorities. This will include the joint commissioning of health and social care services for children, families, and adults in Telford and Wrekin, to meet identified needs and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.
6. To oversee the development of this proposed joint commissioning activity, ensuring any proposed activity is aligned with local priorities and levels of need and is undertaken within available resources. To consider options for joint commissioning and procurement between relevant organisations to support this work.
7. To oversee all areas of health and social care commissioning activity for people of all ages, to ensure that commissioning priorities are in line with those set through analysis of the JSNA and the local JHWBS. This commissioning activity includes all local services commissioned by Telford and Wrekin CCG, Telford and Wrekin Council, Joint Commissioning CCG/Council and NHS Commissioning Board, which could include local: specialised services; secondary dental care; general dental services; GP services; general ophthalmic services; pharmaceutical services; any services for the Armed forces or Offenders; and other primary care.
8. To consider options for the development of HealthWatch and establish relevant joint working groups in order to undertake this work, ensuring that appropriate engagement and involvement with existing patient and service user involvement groups takes place.

9. To consider appropriate arrangements for the transfer of Public Health responsibilities to Telford and Wrekin Council, and to propose and consider relevant governance and organisational structures to support this work.
10. To 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.
11. To identify and act upon changes that may be required following new legislation to establish a formal Health and Wellbeing Board to replace the Shadow HWBB.
12. To propose recommendations regarding this work, and to report regularly on progress to:
 - a. Telford and Wrekin Council's Executive (Cabinet)
 - b. NHS Cluster Board
 - c. Telford and Wrekin Clinical Commissioning Consortium Board
13. To ensure that the Shadow HWBB works to promote the achievement of the objectives of the organisations represented on the Board, including the establishment of the Council's new health improvement responsibilities.

Membership

Members of the Shadow Board will initially comprise representatives from the Clinical Commissioning Consortium, PCT, Council and LINKS. The core members are:

- Cabinet Member responsible for wider Health services and Deputy Leader TWC (Chair)
- Cabinet Member for Adult and Social Care
- Cabinet Member for Children, Young People and Families
- Director responsible for Adult Social Care
- Director responsible for Children's Services
- Director of Public Health
- Managing Director NHS Telford and Wrekin/NHS Commissioning Board representative (when established)
- Chair of Telford and Wrekin Clinical Commissioning Group (CCG)
- Non Executive Director from Clinical Commissioning Group
- Chief Operating Officer CCG – (awaiting confirmation)
- Representative of local Healthwatch/LINKs
- Such other persons, or representatives of such other persons, as the Local Authority thinks appropriate

Attendance and support from such other persons, according to the agenda, including:

- Assistant Directors responsible for Commissioning (AD Care & Support for Adults plus AD Family & Cohesion for Children)
- Assistant Director: Social Care Specialist
- Director of Commissioning Intelligence
- Director of Integrated Care

This reflects the proposed membership in the Health and Social Care Bill but will need to evolve as we develop the breadth of relevant service input and NHS structures change- but we must keep membership at a manageable level to do business.

The members of the Board will be advised and supported by officers from the local authority and PCT.

Members agree to share all relevant information and data, to allow performance, and other joint working arrangements, to be properly monitored and managed.

Meetings

The Shadow Health and Wellbeing Board will meet bi-monthly from April 2012. Dates and times of meetings will be agreed and published in advance.

Agendas and supporting papers will be issued at least five clear days before each meeting and action notes will be produced, confirmed as a true record of the meeting and signed by the Chair.

Members of the public, and press will have access to the meetings from April 2012.

Quorum of one quarter is required (the minimum number of members that need to be in attendance before decisions can be taken). It should be noted that the Shadow Board will not have formal decision making powers until April 2013.

Declaration of Interest

Any interests in item(s) on the agenda should be declared at the start of the meeting.

Access to Information

Meetings of the Shadow Board will be held in public, although the press and public may be excluded during consideration of any matter which would involve the disclosure of confidential or exempt information.

The agenda and papers for meetings of the Board, except for any documents that may disclose confidential or exempt information, will be made available for public inspection five days before the meeting.

Reporting Mechanisms/Accountability

The Shadow Health and Wellbeing Board will regularly update the Telford and Wrekin Local Strategic Partnership with its progress and specific contributions to achieving the vision and priorities of Telford and Wrekin.

The actions of the SHWBB will be subject to independent scrutiny by the relevant members of the Overview and Scrutiny Committee of the Council.

The Board will review its structure, membership and activities in response to further guidance during the shadow year.