

TELFORD & WREKIN COUNCIL HEALTH & WELLBEING BOARD

8 MARCH 2017

REVIEW OF THE TERMS OF REFERENCE AND MEMBERSHIP OF THE HEALTH AND WELLBEING BOARD

REPORT OF: LIZ NOAKES, ASSISTANT DIRECTOR, HEALTH & WELLBEING AND STATUTORY DIRECTOR OF PUBLIC HEALTH

LEAD CABINET MEMBER – CLLR RICHARD OVERTON

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

A review of the Terms of Reference for the Health and Wellbeing Board ('the Board') has been completed. It recommends two changes to membership of the Board.

2. RECOMMENDATIONS

That the Board:

- a. Approves the proposed changes in Board membership and that the Council Constitution Committee considers the proposed changes; and
- b. Consider whether any other changes to the Terms of Reference are required.

3. IMPACT OF ACTION - (How it is intended that action will make a difference)

Any changes to the Board membership, meeting frequency and rules on quorum will require changes to the Council's constitution, programme of meetings and their administration.

4. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to a specific HWB Priority	
	Yes	The review ensures that the terms of reference are up to date and relevant to the work of the Board.
	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	The review contributes to the Council meeting the 'Health and Wellbeing' objective.
	Will the proposals impact on specific groups of people?	
	No	N/A
TARGET COMPLETION/DELIVERY DATE	If the Board recommends any changes to the terms of reference; they will proceed to Council Constitution Committee and then, if approved, onto full Council at the earliest opportunity.	
FINANCIAL/VALUE FOR MONEY IMPACT	No	There are no financial implications arising from proposed changes to the current terms of reference. Any proposed changes agreed at the HWB meeting which may impact on future costs will be considered by Council Officers in the context of the existing budgetary envelope. TS 20.02.2017
LEGAL ISSUES	Yes	<p>Section 194 of The Health and Social Care Act 2012 [as amended] requires the Council to establish a Health and Wellbeing Board, which is a formal committee of the Council and it is to be treated as such under Section 102 of the Local Government Act 1972 [as amended] (subject to some exceptions).</p> <p>Accordingly the conduct and procedure of the Board must comply with the appropriate statutory requirements that relate to matters such as the publication of meeting agenda and the publishing of reports.</p> <p>Section 194 of the Health and Social Care Act 2012 also prescribes the membership requirements for the Health and Wellbeing Board, which is reflected in the Membership section of the Terms of Reference at Appendix 1.</p> <p>Any changes to the membership as part of the review of the Terms of Reference must comply with the requirements of Section</p>

		194. In order to give effect to any changes full Council has to approve the changes which will result in the consequent amendment to the Council's Constitution to incorporate the new arrangements. The Council Constitution Committee also has involvement in the structure and content of Committee terms of reference and procedures. <i>KF 24.02.2017</i>
EQUALITY & DIVERSITY	No	N/A
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact
PATIENTS & PUBLIC ENGAGEMENT	No	N/A
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	It is recommended that the Board take the opportunity to review their Terms of Reference on at least an annual basis.

PART B) – ADDITIONAL INFORMATION

1. INFORMATION

- 1.1. It is good practice for Boards and Committees of the Council to review their terms of reference. In June 2015 the Terms of Reference of the Board was reviewed and no changes were made.
- 1.2. Attached at Appendix 1 are the current terms of reference including the membership of the Board and the quorum.
- 1.3. Officers are proposing the following membership changes to the Terms of Reference in order to strengthen the Board's links with the NHS and the voluntary sector.
 - 1.3.1. With the emergence of the Sustainable Transformation Plan (STP) and the clear alignment the plan has to the Health & Wellbeing Strategy. It is proposed that governance arrangements are strengthened by inviting a representative from the STP to be a member of the Board.
 - 1.3.2. The Health and Wellbeing Strategy focuses on supporting and developing community assets and strengths. Harnessing the power of local organisations and groups as a means of building resilience in individuals and communities. In order for the Board to do this, officers propose that the involvement of the voluntary sector is key and that a representative from the CVS Chief Officers Group (Wendy Condlyffe, the Chief Executive Officer of IMPACT) on the Board would enable this approach.

1.4. Officers are not proposing any other amendments to the terms of reference but it is a matter for the Board to consider the current terms of reference and decide whether any changes are needed.

2. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

The impact will depend upon whether the Board decide to make any changes to the current terms of reference at Appendix 1 of this report.

3. PREVIOUS MINUTES

17th July 2013 – Health and Wellbeing Board

15th May 2014 – Health and Wellbeing Board

10th June 2015 – Health and Wellbeing Board

4. BACKGROUND PAPERS

Health and Wellbeing Boards – A practical guide to governance and constitutional issues. Issued by the Local Government Association, March 2013

The Health and Social Care Act 2012

<http://www.legislation.gov.uk/ukpga/2012/7/contents>

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