

**TELFORD & WREKIN COUNCIL**

**HEALTH AND WELLBEING BOARD – 14 JUNE 2017**

**REVIEW OF TERMS OF REFERENCE**

**REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING**

**PART A) – SUMMARY REPORT**

**1. SUMMARY OF MAIN PROPOSALS**

For the Health and Wellbeing Board to review its Terms of Reference attached at Appendix 1.

**2. RECOMMENDATION**

**2.1 That the Committee review and agree the Terms of Reference set out at Appendix 1.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	The Committee is part of the Council's decision making framework and therefore contributes to all of the Council's priorities.
	Will the proposals impact on specific groups of people?	
	No	
<b>TARGET COMPLETION/DELIVERY DATE</b>	If the Committee 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.	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	No	There are no financial implications arising from the changes to the Terms of Reference to reflect the new Cabinet Member priorities and service areas for 2017/18. Any proposed changes agreed at the HWB meeting may impact on the frequency and administration of future Board meetings which may impact on future costs but it is anticipated that this would be minimal and within the existing resources available.
<b>LEGAL ISSUES</b>	Yes/No	The Constitution requires that the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	There are no other specific impacts arising from this report.

<b>IMPACT ON SPECIFIC WARDS</b>	Yes	Borough-wide impact
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## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.
- 4.2 At the Annual Meeting on 25 May 2017, Full Council delegated authority to each Committee to review its own Terms of Reference.
- 4.3 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 14 July 2016. The Terms of Reference have been updated to reflect the new Cabinet Member priorities and service areas for 2017/18; and the newly appointed Assistant Director: Early Help and Support.
- 4.4 The Health and Wellbeing Board approved changes to the Board membership recommended by the Assistant Director: Health and Wellbeing at the meeting on 8 March 2017. In order to strengthen the Board's links with the NHS and the voluntary sector, the following representatives were approved for inclusion on the Health and Wellbeing Board:
- a representative from the CVS Chief Officers Group
  - a representative from the Sustainability and Transformation Board

The report can be found here:

<http://apps.telford.gov.uk/CouncilAndDemocracy/Meetings/Meeting/MTQyNg%3d%3d>

- 4.5 The approved changes to the Board membership will be considered at the next meeting of the Council Constitution Committee in 2017.

### **5. PREVIOUS MINUTES**

- 5.1 Council – 14 July 2016 and 25 May 2017  
Health and Wellbeing Board – 8 March 2017

### **6. BACKGROUND PAPERS**

Constitution

***Report prepared by Jessica Tangye, Senior Democratic & Scrutiny Services Officer:  
Telephone 01952 382061***

# Telford & Wrekin Health and Wellbeing Board

## Terms of Reference

The Committee has the responsibility for public health and health and wellbeing responsibilities within the Borough.

### TERMS OF REFERENCE

1. The Health and Wellbeing Board is responsible for
  - 1.1. the development of a joint Health & Wellbeing Strategy for Telford & Wrekin based upon the needs identified in the Joint Strategic Needs Assessment (JSNA)
  - 1.2. the ongoing development of the JSNA and the development, review and oversight of the delivery of actions identified in the joint health and wellbeing strategy and other key plans and strategies that may be developed from time to time
  - 1.3. the encouragement of joint and co-commissioning between health and care sectors, including Telford and Wrekin CCG, Telford and Wrekin Council, and NHS England and ensuring that commissioning activity of the relevant organisations are aligned with the priorities set out in the Health & Wellbeing Strategy
  - 1.4. the general oversight of the Council's Public Health responsibilities and receiving the annual report of the Council's Director of Public Health
  - 1.5. the receiving of reports from and making recommendations to Full Council, NHS England, and the Clinical Commissioning Group Board and Boards and sub-committees that it may establish (and delegate functions to) and from other Boards and organisations involved in the provision of that influence of health and well-being outcomes for the whole population within the Borough.
2. The Health and Wellbeing Board will link to the Local Strategic Partnership and local Adults and Children's' Safe-guarding Boards
3. **General**
  - 3.1. At the first meeting after the Annual Council Meeting and in response to any further guidance consider its terms of reference, structure, membership and activities.

### PROCEDURE

#### 4. General

Unless specifically provided for in these Terms of Reference the Council Procedure Rules govern the way that committees operate but these may be varied or suspended, at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee

#### 5. Membership

- 5.1. Members of the Health and Wellbeing Board will comprise representatives from the Telford & Wrekin Clinical Commissioning Group, Telford & Wrekin Council, HealthWatch and NHS England Local Area Team. The core members are:
- 5.2. Cabinet Member for Communities, Health & Wellbeing (Chair, Health and Wellbeing Board)
- 5.3. Cabinet Member for Children & Adults Early Help & Support
- 5.4. Cabinet Member for Leisure, Green Spaces & Parks

- 5.5. Cabinet Member for Education and Skills
- 5.6. Director of Children's and Adult Services
- 5.7. Director of Public Health
- 5.8. Assistant Director Early Help and Support
- 5.9. NHS England Local Area Team representative
- 5.10. Chair of Telford and Wrekin Clinical Commissioning Group (CCG) (Vice Chair, Health & Wellbeing Board)
- 5.11. Non-Executive Director from Clinical Commissioning Group
- 5.12. Chief Officer from Clinical Commissioning Group
- 5.13. A representative from the Sustainability and Transformation Board
- 5.14. Representative of local HealthWatch
- 5.15. A representative from the CVS Chief Officers Group
- 5.16. Chair of the Community Safety Partnership
- 5.17. Each opposition Group with 4 or more elected members shall have one place on the Health and Wellbeing Board with voting rights.
- 5.18. Such other persons, or representatives of such other persons, as the Local Authority thinks appropriate
- 5.19. The members of the Board will be advised and supported by officers from the local authority and CCG.
- 5.20. Members agree to share all relevant information and data, to allow performance, and other joint working arrangements, to be properly monitored and managed.

## 6. Quorum

- 6.1. Quorum of one quarter is required, with a minimum of one Councillor Board member from Telford & Wrekin Council and one Board member from the CCG required in attendance.

## 7. Disqualification for Membership

- 7.1. Any person who would be disqualified from being able to stand for election as a councillor will be disqualified from being a member of a committee or sub-committee of a local authority. The regulations state that these disqualifications will be retained for Health and Wellbeing Board, but the regulations will ensure the disqualifications do not apply to Health and Wellbeing Board in so far as they cover disqualifications in respect of members of the board holding any paid employment or office in the local authority – this allows the Directors of Adult Social Services, Children's Services and Public Health to be formal members of the Health and Wellbeing Board.
- 7.2. The following disqualifications will be retained for members of the Health and Wellbeing Board:
- 7.3. Being the subject of a bankruptcy restrictions order or interim order
- 7.4. Having been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

## 8. Voting Rights

- 8.1. All Members of the Health and Wellbeing Board will be able to vote alongside the elected representatives. This applies to any additional board members appointed in addition to the statutory membership set out in the Health and Social Care Act 2012.

## **9. Meetings**

- 9.1. The Health and Wellbeing Board will meet quarterly and in public. Dates and times of meetings will be agreed and published in advance. Note - the press and public may be excluded during consideration of any matter which would involve the disclosure of confidential or exempt information.
- 9.2. 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. Note - documents that may disclose confidential or exempt information will be made available for public inspection five days before the meeting.
- 9.3. Members of the public and press will have access to the meetings and there will be provision for public speaking section at each Health and Wellbeing Board meeting. A procedure for public speaking at the Health and Wellbeing Board is in place and is available on the Council's website or by contacting Democratic Services.

## **10. Code of Conduct and Declaration of Interest**

- 10.1. The Health and Wellbeing Board will adopt the Council's code of conduct. Any interests in item(s) on the agenda should be declared at the start of the meeting.

## **11. Reporting Mechanisms/Accountability**

- 11.1. The actions of the Health and Wellbeing Board will be subject to independent scrutiny by the relevant Scrutiny Committee of the Council.