

## Worcestershire Health and Well-being Board Terms of Reference

### **Legal standing**

1. The Board is constituted as a Committee of the County Council. The Health and Social Care Act 2012 includes a clause that provides for the disapplication of legislation that relates to such Committees in order to recognise that Health and Well-being Boards are unusual in comparison to other Section 102 Committees in having officers, and members from Clinical Commissioning Groups and local HealthWatch.

2. The Board does not have delegated authority to take decisions of behalf of member organisations. However, all organisations are encouraged to abide by the collective decisions of the Board. In the event of a dispute the Board:

- will attempt resolution locally
- may engage external mediation
- may escalate the issue to NHS England
- may refer the issue to the Secretary of State.

### **Aims**

3. The Board will:

- Lead and build partnerships for health and well-being
- Establish a shared understanding of health and well-being in Worcestershire and the County's health and social care needs
- Ensure continuous improvement in health and well-being outcomes and the quality and value for money of health, social care and related children's services
- Lead strategic planning and drive commissioning of NHS, public health, social care and related children's services
- Influence how the County Council and the local NHS use their resources to organise and provide services and to support the strategic plans of the Herefordshire and Worcestershire Sustainability and Transformation Partnership and Integrated Care System
- Encourage and support health, social care and related services to work in an integrated manner
- Ensure that there is long-term action across a range of partners to influence the determinants of health and well-being
- Ensure that effective arrangements are in place to protect the public against infectious diseases and other threats to health through preventive efforts

## Approach

- and robust planning and an effective response to outbreaks and incidents
- Support the work of the Adults Safeguarding Board and Children's Safeguarding Partnership to ensure that effective arrangements are in place for safeguarding adults and children
- Become a forum for public discussion and accountability of strategies, policies, services and activities that influence health and well-being and health, and social care services.
- Develop a co-operative approach around major service and system change.

### 4. To do this the Board will:

- Prepare and produce a Joint Strategic Needs Assessment (JSNA) to provide a clear statement of health and well-being in Worcestershire, and the County's health and social care-related needs
- Develop a Joint Health and Well-being Strategy (JHWS); based on this assessment, to provide a framework for how these needs are to be addressed
- Develop a clear understanding of current and future funding, activity and expenditure across health and social care, and opportunities for service change
- Determine whether health and social care commissioning plans are consistent with the JHWS, endorse these where appropriate or advise on what additions or changes are expected
- Oversee Joint Commissioning and co-production between the County Council, the Herefordshire and Worcestershire CCG (CCG), District Councils and key partners.
- Encourage and oversee the progressive integration of budgets across health, social care and related services. Consider and approve the most effective use of the Better Care Fund and the associated annual Plan.

## Membership

5. The Chairman and Vice Chairman of the Board will be appointed by the Leader of the County Council from amongst voting members. Voting members will be:

### County Council: (6)

- Cabinet member for Health and Well-being
- Cabinet member for Adult Social Care
- Cabinet member for Children and Families
- Director of Adult Services
- Director of Children's Services
- Director of Public Health

## **Sub-groups and other relationships**

NHS: (6)

- Accountable Officer from the CCG
- Chairman of the CCG Board
- Three CCG Worcestershire locality lead GP's
- Senior representative from NHS England

Chair of Healthwatch Worcestershire. (1)

6. Associate (non-voting) members may attend and participate at meetings of the Board but may not vote, and will be:

- 1 representative from the Worcestershire Acute NHS Trust
- 1 representative from the Worcestershire Health and Care NHS Trust
- 1 Representative from the voluntary and community sector, selected by Worcestershire Voices. (To provide a strategic perspective from and feedback to the VCS as a whole).
- 1 Representative from West Mercia Police
- 2 Leaders or relevant portfolio holders from the District Councils. 1 from the north of the County; 1 from the south of the County. (The role is to provide a strategic perspective from and feedback to their District Councils in the north and south rather than to represent their individual Council or specific local issues.)
- The Chairman of the Worcestershire Strategic Housing Partnership (to represent the DC Local Housing Authorities)

7. Additional representatives from the County Council, CCG and other organisations may be invited to attend at the discretion of the Chairman but may not vote.

8. All members (whether voting or associate) will be required to provide a substitute of relevant seniority to take their place if they are unable to attend a meeting.

9. The Board will maintain a number of sub-groups to lead on one or more of the aims above, reporting periodically to the Board. They are not formal committees or sub-committees of the Council and will not meet in public. An outline of their roles and membership is included in the attached Appendix A.

- JSNA Working Group
- Health Improvement Group
- Health Protection Group

## **Decision-making and quorum**

## **Public participation**

## **Declarations of Interest and Code of Conduct**

- Children's Strategic Partnership

10. The Board will maintain a relationship and dialogue with:

- Integrated Commissioning Executive Officer's Group (ICEOG)
- The Local Enterprise Partnership
- The Worcestershire Safer Communities Board
- The Worcestershire Safeguarding Adults' Board
- Worcestershire Strategic Housing Partnership
- The Worcestershire Safeguarding Children's Partnership

11. Decisions of the Board will be made by consensus wherever possible. If a consensus cannot be reached the Chairman will call for a vote from amongst those voting members present at the time. The Chairperson will have a second or casting vote in the case of equality of votes.

12. Meetings will be quorate if at least six voting members (or their substitutes) are present including at least one elected Member from the County Council and one CCG member.

13. Formal Board meetings will be held in public except where the Board is required to consider items of a confidential or exempt nature in which case the press and public may be excluded from that part of the meeting. The Access to Information Rules will apply to all formal meetings of the Board. Board development sessions are not formal meetings of the Board and will be held in private.

14. Up to 20 minutes of each meeting will be given over to public participation in the form of questions or comment up to a maximum of three minutes per participant. Questions or comments will normally be limited to items relevant to the agenda except at the discretion of the Chairman. The nature and content of participation should be submitted by 9.00am the working day before the meeting date to the Head of Legal and Democratic Services. Questions or comments will be heard but will not be followed by a debate. The Chairman will follow up with a written response within 28 days.

15. All voting members of the Board and substitutes are required to register their Disclosable Pecuniary Interests as required under the Localism Act 2011 and the Council's Code of Conduct.

16. Members of the Board are expected to:

- Attend meetings or send a substitute

## **Frequency of meetings and support**

- Work together and take collective responsibility for decisions
- Ensure that their own contribution and the business of the Board is conducted in a way which is consistent with the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Come with a mandate to represent and feedback to their respective organisation(s)
- Honour any commitments made insofar as they relate to their own organisation(s)
- Balance the interests of the population of the County as a whole against the interests of specific geographical areas.

17. Meetings of the Board will generally be held quarterly with additional meetings to be arranged at the discretion of the Chairman.

18. The Board will also hold private sessions to support its own development.

19. Administration for the Board will be provided by the County Council's Head of Legal and Democratic Services.