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Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough

Addenbrooke House Ironmasters Way Telford TF3 4NT

## HEALTH & WELLBEING BOARD

Date **Thursday, 24 March 2022** Time **2.00 pm**  
Venue **Telford International Centre**

### Enquiries Regarding this Agenda

Democratic Services	Lorna Gordon	01952 384978
Media Enquiries	Corporate Communications	01952 382406

<b><u>Committee Membership:</u></b>	M Brandreth	Shropshire, Telford & Wrekin Clinical Commissioning Group
	J Britton	Executive Director: Childrens Safeguarding & Family Support
	Cllr A J Burford	Cabinet Member for Adult Social Care and Health, Integration and Transformation
	S Dillon	Director: Adult Social Care
	J Dunn	Community Safety Partnership
	Cllr I T W Fletcher	Conservative Group, TWC
	Cllr A D McClements (Chair)	Labour Group, TWC
	Cllr K Middleton	Cabinet Member for Leisure, Public Health and Well-Being, Equalities and Partnerships
	L Noakes	Director: Health, Wellbeing & Commissioning
	Nicky O'Connor	Shropshire Telford & Wrekin Sustainability and Transformation Partnership
	A Olver	Voluntary Sector Representative
	B Parnaby	Healthwatch, Telford & Wrekin
	J Pepper	Shropshire, Telford and Wrekin Clinical Commissioning Group
	Cllr S A W Reynolds	Cabinet Member for Children, Young People, and Families
	J Rowe	Executive Director: Adults Social Care, Health Integration and Wellbeing.
	Cllr K T Tomlinson	Liberal Democrat, TWC

## AGENDA

6. Terms of Reference

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**TELFORD & WREKIN COUNCIL**

**HEALTH & WELLBEING BOARD – 24 MARCH 2022**

**REVIEW OF TERMS OF REFERENCE**

**REPORT OF POLICY & DEVELOPMENT SERVICE DELIVERY MANAGER**

**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 Board 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 Health & Wellbeing Board 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 Health & Wellbeing Board recommends any further 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>	Yes/No	Adopting the recommendations of this report will not give rise to significant financial impact beyond what is in existing resources.  RP-22.3.22
<b>LEGAL ISSUES</b>	Yes/No	<i>The Council's Constitution sets out that each Committee/Board is required to agree its terms of reference at the start of each municipal year. However, the Board also has the power to make in-year</i>

		<i>changes where they are needed to ensure that they are fit for purpose and enable the Council, together with partners, to meet the changing and complex health and wellbeing landscape. The proposals contained within this report enable that to be done and also ensure compliance with constitutional requirements. The Terms of Reference will then need to be approved again at the first meeting of the next municipal year. AL 21/03/2022</i>
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	No	There are no other specific impacts arising from this report.
<b>IMPACT ON SPECIFIC WARDS</b>	Yes	Borough-wide impact

## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 The Health & Wellbeing Board Terms of Reference form part of the Council's Constitution which was approved by Council 03 March 2022.
- 4.2 The Council's Constitution requires that the Terms of Reference for each of its Committees and Boards be reviewed annually to enable the Council to efficiently conduct its business. A revised copy of the Terms of Reference are presented in Appendix One.
- 4.3 In advance of the ICB going live in July 2022, the Terms of Reference will be reviewed and re-presented to the Board in June.

### **5. PREVIOUS MINUTES**

- 5.1 Council – 25 July 2019, 21 May 2020 & 29 April 2021 & 3 March 2022

### **6. BACKGROUND PAPERS**

Constitution – [www.telford.gov.uk/constitution](http://www.telford.gov.uk/constitution)

**Report prepared by Lorna Gordon, Democratic Services and Scrutiny Officer. Telephone 01952 384978.**

## **Telford & Wrekin Health and Wellbeing Board - Terms of Reference and Procedure**

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

### **TERMS OF REFERENCE**

1.1 The Health and Wellbeing Board is responsible for:

- the development of a joint Health & Wellbeing Strategy for Telford & Wrekin based upon the needs identified in the Joint Strategic Needs Assessment (JSNA);
- 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;
- the encouragement of joint and co-commissioning between health and care sectors, including Shropshire, 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
- the general oversight of the Council's Public Health responsibilities and receiving the annual report of the Council's Director of Public Health

1.2 To discharge these responsibilities, the Board will receive reports from, and making recommendations to, Telford and Wrekin full Council, NHS England, and the Clinical Commissioning Group Board and associated boards and sub-committees.

1.3 The Health and Wellbeing Board will link to the Community Safety Partnership and local Adult and Children Safeguarding Boards as their remit contributes to the responsibilities of the Board.

### **General**

1.4 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**

#### **General**

1.5 The CPR sets out how meetings of the HWBB will operate unless these ToR state otherwise. In the case of any discrepancy between the CPR and these TOR, these TOR will take precedence. Notwithstanding this rule, the Chairman of the Committee may vary or suspend rules contained in the CPR in the interests of the effective functioning of the Board.

### Membership

1.6 Members of the Health and Wellbeing Board will comprise representatives from the Shropshire, Telford & Wrekin Clinical Commissioning Group, Telford & Wrekin Council, HealthWatch and NHS England Local Area Team. The core members are:

- An elected member of Telford & Wrekin Council, who may, but need not, be an Executive Member, who is nominated as Chairman
- Cabinet Member with responsibility for Adult Social Care and Health
- Cabinet Member with responsibility for Children and Young People
- Cabinet Member with responsibility for Public Health & Wellbeing
- Executive Director responsible for Adult Social Care
- Executive Director responsible for Children's Services
- Director of Public Health
- Director of Adult Social Services
- NHS England Local Area Team representative
- Chair of Shropshire, Telford and Wrekin Clinical Commissioning Group (Vice Chair Health and Wellbeing Board)
- Chief Officer from Clinical Commissioning Group
- Representative of the Shropshire and Telford & Wrekin Sustainability & Transformation Partnership
- Non-Executive Director from Clinical Commissioning Group
- Representative of local HealthWatch
- Representative of voluntary sector
- Chair of the Community Safety Partnership
- Each opposition Group at Telford and Wrekin Council with 4 or more elected members shall have one place on the Health and Wellbeing Board with voting rights.

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

### Data and Information Sharing

1.8 Members agree to share all relevant information and data, to allow effective monitoring and management of performance and other joint working arrangements.

### Quorum

## APPENDIX 1

- 1.9 Quorum is one quarter of the Board's membership, with physical attendance from at least one Telford & Wrekin Councillor and one CCG Board Member required.
- 1.10 Where technically possible, officers presenting papers to the Board (who are not formal members), can do so via Microsoft Teams.

### Disqualification for Membership

- 1.11 The regulations that apply to committees and sub-committees of local authorities in respect of disqualification will apply to the Health and Wellbeing Board save for the exception set out in the section. Any person who would be disqualified from being able to stand for election as a councillor will be disqualified from being a member of the Health and Wellbeing Board EXCEPT THAT disqualification criteria concerning paid employment or office within the local authority do not apply – this allows Council officers to be members of the Health and Wellbeing Board and to have voting rights thereon.
- The following disqualification criteria will continue to apply to members of the Health and Wellbeing Board:
  - Being the subject of a bankruptcy restrictions order or interim order
  - 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.

### Voting Rights

- 1.12 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.

### Meetings

- 1.13 The Health and Wellbeing Board will meet approximately 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.
- 1.14 Agendas and supporting papers will be issued, and published, at least five clear days before each meeting. Action notes will be produced and, at the next meeting, confirmed as a true record of the meeting to which they refer and signed by the Chair.

## **APPENDIX 1**

1.15 Save as set out in section 1.11, 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.

### **Public Speaking**

1.16 Members of the public may speak at the Health and Wellbeing Board. The procedure for this is published on the Council's website. This requires:

- Topics must be in the remit of the Health & Wellbeing Board.
- Members of the public who wish to speak must notify Democratic Services in writing on the Friday before a meeting.
- A maximum of three minutes is allocated to each speaker, which will be strictly adhered to.
- A maximum of three speakers at any one meeting.

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

1.17 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.

### **Reporting Mechanisms/Accountability**

1.18 The actions of the Health and Wellbeing Board will be subject to independent scrutiny by the relevant Scrutiny Committee(s) of Telford & Wrekin Council. The Board will publish an annual report on the progress that has been made against the Health and Wellbeing Board Strategy.