

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.