

# **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.

## **1. 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 Telford and Wrekin ICS, and the Integrated Care Board (ICB), Telford and Wrekin Council, and NHS England and ensuring that commissioning and delivery 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
- the receiving of reports from, and making recommendations to, Telford and Wrekin's Full Council, NHS England, and the Integrated Care System and Boards and sub-committees that it may establish (and delegate functions to) and from other Boards and organisations involved in the provision of services that influence of health and well-being outcomes for the whole population within the Borough.

1.2 The Health and Wellbeing Board will link to the Community Safety Partnership and local Adults and Childrens' Safeguarding Boards as their remit contributes to the responsibilities of the Board.

## **2. General**

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**

## **3. General**

Unless specifically provided for in these Terms of Reference (TOR), the [Council Procedure Rules \(CPR\)](#) govern the way that committees operate and in, the case of any discrepancy, these Terms of Reference shall take precedence. Notwithstanding this rule, the Chair of the Board may vary or suspend rules contained in the CPR or TOR in the interests of efficient and effective management of the Board.

## **4. Membership**

4.1 Members of the Health and Wellbeing Board will comprise representatives from the Shropshire, Telford & Wrekin Integrated Care System, Telford & Wrekin Council and HealthWatch. The core members are:-

- An elected Member of Telford & Wrekin Council (Co-Chair of the Health and Wellbeing Board)
- The Chief Executive **or representative** of the Shropshire, Telford and Wrekin Integrated Care Board (Co-Chair of the Health and Wellbeing Board)
- Cabinet Member with responsibility for Adult Social Care and Health
- Cabinet Member with responsibility for Public Health and Mental Health
- Chief Executive or representative of the Midlands Partnership NHS Foundation Trust
- Chief Executive or representative of the Shrewsbury and Telford Hospital NHS Trust
- Chief Executive or representative of the Shropshire Community Health NHS Trust
- Executive Director responsible for Adult Social Care
- Statutory Director of Children's Services
- Statutory Director responsible for Adult Social Care
- Statutory Director of Public Health
- Director **or representative** of the Shropshire, Telford and Wrekin Integrated Care Board
- **Chief Strategy Officer of Shropshire or representative of the Telford & Wrekin Integrated Care System**
- Lead Clinician from the Telford & Wrekin Integrated Place Partnership
- Representative of local HealthWatch
- Chair of the Community Safety Partnership
- Each political group of Telford & Wrekin Council with 4 or more elected members shall have one place on the Health and Wellbeing Board with voting rights; this includes the administration.
- Representative of the community and voluntary sector Chief Officers Group.

4.2 The board may invite additional representatives to observe, present to, and address the Board on matters pertaining to its Terms of Reference.

4.3 A Cabinet Member may hold more than one of the responsibilities described above and as such this may result in a reduced number of Cabinet Members participating in Board meetings.

4.4 The Board will be advised and supported by officers from the local authority and the Integrated Care Board.

## **5. Chair**

5.1 The Board will be jointly co-chaired by those members indicated at 5.1 above. The Chair of the meeting will alternate between those two members on a meeting-by-meeting basis.

- 5.2 In the event that the co-Chair whose turn it is to Chair a meeting is not available, the other co-Chair will take the chair for the duration of the meeting.

## **6. Data and Information Sharing**

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

## **7. Quorum**

- 7.1 Quorum is one quarter of the Board's membership, with physical attendance from at least one Telford & Wrekin Councillor and one **ICS or** ICB Member required.

- 7.2 Where technically possible, officers presenting papers to the Board (who are not formal members), can do so via Microsoft Teams.

## **8. Disqualification for Membership**

- 8.1 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 this section.
- 8.2 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.
- 8.3 For the avoidance of doubt, 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.

## **9. Voting Rights**

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. For the avoidance of doubt, invitees shall not have the right to vote on any matter at the Board.

## **10. Meetings**

- 10.1 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.
- 10.2 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.

- 10.3 Save as set out in section 10.1, 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.

## **12. Public Speaking**

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

- 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 will be permitted at any one meeting.

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

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.

## **14. Reporting Mechanisms/Accountability**

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.