

TELFORD & WREKIN COUNCIL

HEALTH & WELLBEING BOARD 17TH JUNE

REFRAMING THE HEALTH & WELLBEING BOARD & TERMS OF REFERENCE

REPORT OF THE CLLR KELLY MIDDLETON (CHAIR)

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1. This report identifies a series of challenges and opportunities for the Health & Wellbeing Board moving forward. To enable the Board to respond effectively to them, it is proposed that the Board's terms of reference and membership is reviewed and, therefore, that the current Terms of Reference are re-approved pending the outcome of that review.

2. RECOMMENDATIONS

It is recommended that the Board:-

2.1. Approves the terms of reference attached at Appendix A; and

2.2. That the Board approves the proposal for a wholesale review of the Terms of Reference to be presented to the Board in September 2021.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective (s)?	
	Yes	Every child, young person and adult lives well in their community
	Will the proposals impact on specific groups of people?	
	Yes	
TARGET COMPLETION/DELIVERY DATE	N/A	
FINANCIAL/VALUE FOR MONEY IMPACT	No	There are no direct financial implications arising from the recommendation in this report. Any financial impact of the revised terms of reference and membership will be identified within the report presented to the Board in September 2021

		TAS 7.6.21
LEGAL ISSUES	Yes	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. It is important to ensure that the terms of reference are fit for purpose and enable the Council, together with partners, to best 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 the Council's Constitution. AL 9/06/2021
OTHER IMPACTS, RISKS & OPPORTUNITIES	N/A	
IMPACT ON SPECIFIC WARDS	Yes	Borough-wide but particularly wards with the highest levels of socioeconomic deprivation and health inequalities.

4. PART B) – ADDITIONAL INFORMATION

4.1. In summer 2020, the Board approved a new strategy setting out four priorities:

- Develop, evolve and deliver our Telford & Wrekin Integrated Place Partnership (TWIPP)
- Tackle health inequalities
- Improve emotional and mental wellbeing
- Ensure people's health is protected as much as possible from infectious diseases and other threats

4.2. As we move into my second year as Chair of the Health & Wellbeing Board, I wanted to use this first Board meeting of the new municipal year to recognise that there are emerging challenges and opportunities that will impact on the Board's potential to drive delivery of these priorities:

- The Government's White Paper "Integration and innovation" which will shape the future of our health and care economy which, following the necessary legislation, will see the creation of a Shropshire and Telford & Wrekin Integrated Care System. It is essential that the Board has meaningful prominence in the ICS to ensure that the challenges and opportunities for Telford & Wrekin are heard and understood so that the system can respond effectively.
- The need to address the impact of Covid 19 on our communities and on our health and care services. There is already clear evidence that the pandemic has had greater impact in specific communities including BAME communities

and the Borough's communities which have the greatest levels of social disadvantage.

4.3. Recognising these two challenges, our Board Development session on the 26th May explored health inequalities and, through a series of studies, considered different approaches to service delivery which have successfully addressed specific challenges. These included:

- Targeting smokers in routine and manual jobs
- Drug & alcohol service transformation

4.4. From this discussion, we identified a number of principles as to how the Board could move forward to address its priorities:

- The importance of evidence based decision making - exploring data at a locality and community level not simply at a borough level. This approach has enabled different delivery models to be successfully targeted at different communities. We should also develop "deep dives" into issues, to fundamentally understand them. This approach should shape the ongoing development of our Joint Strategic Needs Assessment.
- The need to take a targeted prevention approach that is focussed on early intervention. Partners will need to shift resources to deliver this model.
- The need for collaboration across the health and care system – where partners align practice and resources to address specific challenges. There are excellent examples of where this has already happened. To achieve this, the membership of the Board would need to be reviewed to ensure that the right organisations are represented.
- The need for the Board to be clear what it will focus on delivering against its priorities, to tackle a small number of challenges with commitment and energy. To embed this approach, it was proposed that there should be a Board Member Champion for the priority issues.
- The critical importance of a community asset based approach and the need for effective community engagement when seeking solutions to challenges. Co-production should be core to driving the Board's priorities, as should the engagement of experts by experience.
- The need for the Board to more, effectively communicate about its work and the impact that it can have on the day to day issues that affect people's lives. The Board should create better opportunities and mechanisms to hear the views of individuals and organisations that have an interest in the issues that the Board is considering.

4.5. To embed these ways of working, I want to propose that the Board's terms of reference and membership are reviewed with the goal of establishing them as principles by which the Board should function. I want to work with Members of the Board through the summer to develop draft proposals so that a revised set are presented to our next meeting in September for our consideration and adoption.

- 4.6. This is both an exciting and challenging time for the Board and I want to ensure that together we really can influence and shape how services are delivered, so that we make a positive difference to the lives of borough residents through the delivery of our Priorities.
- 4.7. In the interim period, it is recommended that the Board approves the Terms of Reference attached at Appendix A pending the outcome of the review.

Appendix One

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. 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 Childrens' 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 suspended¹ 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. An elected Member of Telford & Wrekin Council (Chairman of the Health and Wellbeing Board)
- 5.3. Cabinet Member for Health & Social Care
- 5.4. Cabinet Member for Enforcement, Community Safety and Customer Services.
- 5.5. Cabinet Member for Cabinet Member for Children, Young People, Education and Lifelong Learning.
- 5.6. Cabinet Member for Cabinet Member for Co-Operative Communities, Engagement and Partnerships.
- 5.7. Director responsible for Health Integration and Wellbeing
- 5.8. Director responsible for Adult Social Care
- 5.9. Director responsible for Children's Services
- 5.10. Director of Public Health
- 5.11. NHS England Local Area Team representative
- 5.12. Joint Chair of Shropshire, Telford and Wrekin Clinical Commissioning Groups (CCGs) (Vice Chair Health and Wellbeing Board)
- 5.13. Non-Executive Director from Clinical Commissioning Group
- 5.14. Chief Officer from Clinical Commissioning Group
- 5.15. Representative of local HealthWatch
- 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

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