

MEETING:	HEALTH AND WELLBEING BOARD
DATE:	14 APRIL 2011
TITLE OF REPORT:	TERMS OF REFERENCE
REPORT BY:	DEMOCRATIC SERVICES OFFICER

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To note the terms of reference. To seek the Board's view on whether to allow named substitutes at Board meetings and whether to agree a standing list of substitutes, and to agree an initial schedule of meeting dates.

Recommendation(s)

THAT: the Board

- (a) notes the terms of reference as set out in the report to Council at Appendix 1 and approved at the Council meeting on 4 March 2011;**
- (b) approves the principle of a standing list of substitute members; and**
- (c) approves the schedule of meeting dates.**

Key Points Summary

- The report approved by Council on 4 March 2011, which outlines the terms of reference is at Appendix 1 to the report.
- The Board is also asked to consider whether to allow named substitutes to attend Board meetings and to agree whether a designated named substitute should be provided for each member of the Board and to approve an initial schedule of meeting dates.

Alternative Options

- 1 Terms of reference have already been established.
- 2 Not to allow for substitute members at Board meetings or the schedule of meeting dates.

Further information on the subject of this report is available from
Sally Cole, Committee Manager Executive on 01432 260249

Reasons for Recommendations

- 3 The terms of reference, named substitutes and schedule of meeting dates are for approval in the interests of effective governance.

Introduction and Background

- 4 The report approved by Council on 4 March 2011 outlines the terms of reference is at Appendix 1 to the report. The Board is also asked to consider whether to allow named substitutes to attend Board meetings and to agree whether a designated named substitute should be provided for each member of the Board. The Board is also asked to approve a proposed schedule of meeting dates as at Appendix 2 to the report, which is to include a workshop for members in May.

Key Considerations

- 4 The meetings schedule has initially been set for Tuesday afternoons to accommodate current members of the Board. A standing named substitutes list will provide continuity at Board meetings when a designated substitute takes the place of a Board member.
- 5 Agenda papers will be publicly available and forwarded to members five clear days prior to the meeting date, inline with public access to information requirements. Agenda and minutes will also be made publicly available on the Council's website.
- 6 A forward plan of work for the Board will be developed and will be presented to the Board for consideration at the next formal Board meeting.

Community Impact

- 7 The Health and Wellbeing Board is a key national priority, highlighted within the joint corporate plan. Herefordshire is an Early Implementer and will need to reflect any requirements coming from national policy. Future reports will set out the elements of any community impact.

Financial Implications

- 8 None from this report.

Legal Implications

- 9 None from this report.

Risk Management

- 10 None from this report.

Consultees

- 11 None.

Appendices

- 10 Appendix A – Report to Council 4 March 2011.

11 Appendix B – Schedule of meeting dates.

Background Papers

- None identified.