

# Appendix 1

## Terms of Reference

### Herefordshire Health and Wellbeing Board

#### Introduction

Herefordshire Health and Wellbeing Board (HHWB) is established by virtue of S194 of the Health and Social Care Act 2012 ( the 2012 Act). It is taken to be a Committee appointed by Herefordshire Council under S102 of the Local Government Act 1972 by virtue of the 2012 Act.

Its duties are as follows:-

- To encourage those who arrange the provision of any Health or Social Care Services in Herefordshire, to work in an integrated manner for the purpose of advancing the health and wellbeing of the people of Herefordshire.
- To provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of prescribed arrangements under S 75 National Health Service Act 2006.
- To encourage those who arrange for the provision of any health related services in Herefordshire to work closely with HHWB.
- To encourage the close working of those providing health or social care services with those who arrange for the provision of health related services in Herefordshire.
- To prepare a Health and Social Care Joint Strategic Needs Assessment for the County.
- To prepare a Health and Wellbeing Strategy to meet those needs.
- To exercise any functions that are exercised by Herefordshire Council by arrangement, barring overview and scrutiny functions.
- To give HHWB's opinion, as appropriate, to Herefordshire Council as to whether the Council is discharging its duty to have regard to any assessment of relevant needs prepared by the Council or the Clinical Commissioning Group in the exercise of its functions .

- To prepare and publish a local Pharmaceutical Needs Assessment under S206 of the 2012 Act.

## **Principles**

HHWB will actively pursue:-

- Providing the strongest local leadership for the improvement of the health and wellbeing of the people of Herefordshire.
- Monitoring and supporting relevant bodies to achieve any health and wellbeing targets.
- Promoting and committing to joint working and integration wherever possible between partner organisations.
- encouraging a shared commitment towards health and wellbeing between the partner organisations including respect for each other's working culture
- Fostering effective working relations based on mutual trust.
- Ensuring that commissioning decisions for health and wellbeing are consistent with the Herefordshire Health and Wellbeing Strategy and take full account of the joint strategic needs assessment for Herefordshire.
- Acting with collective responsibility

## **Membership**

The core membership of the HHWB is as follows:-

Two Herefordshire Councillors  
nominated by the Council's Leader.

Herefordshire Council's Director of Adult Social Services.

Herefordshire Council's Director of Children's Services.

Herefordshire Council's Director of Public Health.

A representative of Herefordshire Healthwatch.

A representative of the Clinical Commissioning Group.

Such other persons as the Council thinks appropriate

## **Additional Members Comprise:-**

Such other persons as HHWB may consider appropriate

A temporary representative from the National Health Service Commissioning Board, for the purpose of preparing the Joint Strategic Needs Assessment or Health and Wellbeing Strategy

A temporary representative of the NHS commissioning Board where HHWB is considering a matter that relates to the exercise or proposed exercise of the NHS Board's commissioning functions.

[Note :The NHS Commissioning Board representative need not be a member of the board however.]

## **Chairman and Vice Chairman**

HHWB will be headed by a Chairman who is the Herefordshire Council Cabinet member whose current areas of responsibility are encompassed by the powers and duties of HHWB nominated as such by the Leader of the Council. A Vice Chairman shall be appointed annually by the Board . The term of office for the Chairman will coincide with their holding of the relevant portfolio .

## **Working Groups and Sub-Committees**

The HHWB may establish such Working Groups, Officer Groups and Sub-Committees as necessary to achieve its objectives and will employ the maximum flexibility with regards to membership, utilising temporary and co-opted members as appropriate.

## **Status**

By virtue of its status as a Council appointed Committee under S102 of the Local Government Act 1972, the Governance rules which bind the Council through its Constitution also bind HHWB.

In particular however

1. The Access to Information provisions contained in the Local Government Act 1972 apply to HHWB in respect of giving appropriate notice to the public of meetings and making available background papers .
2. The rules on political proportionality of Membership of HHWB or its Sub- Committees or Working Groups are disapplied.
3. The Council's Code of Conduct for Members is applicable to HHWB. In respect of the declaration of interests, Members of HHWB personally have to determine whether it

is appropriate to make any declaration or not including declarations of discloseable pecuniary interest on the appropriate register.

4. HHWB Core Members only will have voting rights.

### **Accountability**

Whilst HHWB has accountability to the Council by means of an annual report, there is an expectation of an effective working relationship with Herefordshire Council's Overview and Scrutiny Committees, in particular Health and Social Care Overview and Scrutiny Committee. Individual Members of the Board may be held to account by the organisations they represent.

### **Transparency**

Formal meetings of HHWB or any Sub-Committee of it are held in Public and the question of any Confidential items are dealt with in accordance with the Access to Information Rules . These rules do not apply to Officer Groups or Task and Finish Groups that the Board or its Sub-Committees may appoint.

Questions from the Public will be accepted in writing not less than eight clear working days prior to a meeting of the HHWB and one supplementary question is allowed.