

# Herefordshire Health & Wellbeing Board Terms of Reference

## Purpose

Herefordshire Health & Wellbeing Board (the board) works together to improve the health and wellbeing of the people of Herefordshire by working collaboratively with partners to join up commissioning and provision (where it is appropriate to do so) across the NHS, social care, public health and other areas related to health and wellbeing.

## Roles and Responsibilities

The board is responsible for:

- a) Developing a joint strategic needs assessment (Understanding Herefordshire)
- b) Preparing a joint health & wellbeing strategy
- c) Reviewing whether the commissioning plans and arrangements for the NHS, public health and social care (including Better Care Fund submissions) are in line with and have given due regard to the health and wellbeing strategy
- d) Reporting formally to the council's executive, the Herefordshire Clinical Commissioning Group and the NHS Commissioning Board if commissioning plans affecting Herefordshire have not had adequate regard to the health & wellbeing strategy
- e) Formally signing-off required submissions and direct the use of any performance related funding received on achievement of targets.

The board will seek to:

- f) Promote joint working and integration, including the use of NHS Act 2006 flexibilities, to increase joint commissioning, pooled and aligned budgets to support effective delivery of the health and wellbeing strategy
- g) Influence the strategic planning and service delivery of the council and the NHS in Herefordshire through promotion of Understanding Herefordshire and the health & wellbeing strategy
- h) Influence the planning and delivery of economic development, planning, transport, housing, community safety, environment and community services in order to address the wider determinants of health & wellbeing
- i) Strategically performance manage key activity against the key priorities of the health & wellbeing strategy
- j) Provide leadership across the whole health and wellbeing system in Herefordshire to enable improved health and wellbeing outcomes.

Responsibility for the scrutiny of health and wellbeing in Herefordshire remains the responsibility of the Health & Social Care Overview and Scrutiny Committee.

## **Accountability**

Accountability for the discharge of statutory responsibilities remains with the council, CCG and Herefordshire Healthwatch

Accountability for safeguarding lies with the Herefordshire Safeguarding Children Board and Herefordshire Safeguarding Adults Board both of which will report to the board on relevant performance outcomes against the health & wellbeing strategy's priorities through a regular performance reporting process.

The Board will work with the Community Safety Partnership and the Children & Young People's Partnership to deliver strategic commitments and outcomes in line with the health & wellbeing strategy and the two partnerships will report to the board on relevant performance outcomes against the health & wellbeing strategy's priorities through a regular performance reporting process.

The board will provide an annual report to Council.

## **Membership**

Membership of the board is:

- Herefordshire Council x 5 one of the cabinet members taking the chair (Cabinet Member Health & Wellbeing, Cabinet Member Young People and Children's Wellbeing, Director for Adults & Wellbeing, Director for Children's Wellbeing, Director of Public Health)
- Herefordshire CCG x 3 one of which to take on role of vice chair (one to be a lay member)
- Herefordshire Healthwatch x 2
- Local Area Team x1 (non-voting member)

The Council, at its annual meeting, appoints the chairman.

The quorum for the meeting shall be four, to include one member from each of the council, CCG and Healthwatch.

Board members may nominate a named substitute from their organisation.

## **Wider Engagement**

The Board will seek to engage all stakeholders in the development of the health & wellbeing strategy and commissioning plans and will invite representatives from relevant stakeholder bodies to attend board meetings as relevant to the agenda.

The Board will ensure that effective communication and engagement mechanisms are in place to enable good public, patient, service user and stakeholder engagement.

By working together the board will proactively seek to embed good partner, public and patient engagement within the day to day business of the board through adherence to the following principles:

- Being clear of purpose
- Taking responsibility for good public engagement including feedback of engagement results
- Committing to culture change
- Providing access to information
- Fostering effective working relations based on mutual trust
- Acting with collective responsibility
- Developing an understanding of the working cultures operating within Herefordshire's health and wellbeing system.

### **Business Management**

The board is a statutory committee of the council and will be treated as if it were a committee appointed by the council under s102 of the Local Government Act 1972; it is exempt from the rules on political proportionality.

The board will act in accordance with the council's committee procedure rules and access to information rules.

The board will develop an operating model and work programme to support delivery of the health & wellbeing strategy.

The board will produce an annual report.

The board will meet not less than 4 times a year and at other times by arrangement in accordance with the committee procedure rules.

The board may establish working groups to lead on specific issues and may co-opt additional (non-voting) representatives to those working groups.