

West Berkshire Health and Wellbeing Board

Terms of Reference

Introduction

West Berkshire's Health and Wellbeing Board (the Board) was established in 2013 with a duty to encourage integrated working between health, social care and other public services in order to improve health and wellbeing outcomes for West Berkshire residents.

It has an important strategic influence on encouraging joined up, integrated and system wide working to improve outcomes for local people.

Aim

The Health and Wellbeing Board will enable communities to become healthier and stronger. We will listen together, deliberate together and make decisions together to close the gaps between communities that are doing well and those that need help.

Objectives

The West Berkshire Health and Wellbeing Board will meet the obligations for Health and Wellbeing Boards set out in the Health and Social Care Act 2012 and modified under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

In addition to its statutory purpose, the Health and Wellbeing Board have committed in its development sessions that it wants to be a systems leader.

The statutory purpose of the Health and Wellbeing Board is defined in the Health and Social Care Act 2012.

To be a systems leader, the Board will:

- (1) Oversee the integration of health and wellbeing services.
- (2) Drive prevention and action to decrease inequalities in health through addressing the wider determinants of health.
- (3) Focus its work on identified needs in the system as specified in the Joint Strategic Needs assessment.

Role

The role of the Board is different for different areas of work, for example it:

- (1) has a role in endorsing some work undertaken elsewhere in the system.
- (2) must be assured that work is being undertaken in other parts of the system.
- (3) has a role in driving work that needs to be done in the system.

Responsibilities

The responsibilities of the Board are;

- (1) To provide collective leadership, set strategic direction, prioritise local activity and present comprehensive plans of what will be done locally, where possible

and deemed appropriate by the Board, to address needs and improve health and wellbeing in alignment with West Berkshire's priorities, outcomes and principles.

- (2) To prepare the West Berkshire Joint Strategic Needs Assessment which identifies the local health and wellbeing needs of the District's Population ensuring effective and meaningful engagement and dialogue with local communities and service users.
- (3) To prepare the West Berkshire's Joint Health and Wellbeing Strategy
- (4) To promote partnership and integration of commissioning and service delivery across health, social care, public health and other service areas in conjunction with the Health and Wellbeing Strategy.
- (5) To ensure that the plans of local and regional commissioners, including the NHS West Berkshire's Clinical Commissioning Group's commissioning plan, promote the delivery of the West Berkshire's Joint Health and Wellbeing Strategy wherever appropriate.
- (6) To measure progress against local plans including West Berkshire's Clinical Commissioning Groups Plans, the Joint Health and Wellbeing Strategy and other supporting plans and request action is taken to improve outcomes when monitoring indicators show plans or initiatives are not working.
- (7) Board members are accountable to each other for mobilising and co-ordinating partners and identifying available resources to deliver agreed priorities.

Sub-Groups

The Board will use sub-groups to provide assurance that work is being undertaken and to drive work that needs to be done in the system. These sub-groups can be established or dissolved as the system requires.

The West Berkshire Health and Wellbeing Steering Group will operate as the Board's engine-room and will use the other sub-groups to:

- (1) hold partners to account for delivering the Health and Wellbeing strategy.
- (2) deflect agenda items away from the Board to the groups that are driving work against those priorities.
- (3) determine whether the Board should receive information from groups regularly or by exception.

Membership

The Membership of the Board shall consist of the following:

- (1) Leader of the Council (or other designated Portfolio Holder)
- (2) Portfolio Holder for Public Health and Wellbeing
- (3) Portfolio Holder for Children and Young People
- (4) Portfolio Holder for Adult Social Care
- (5) Shadow Portfolio Holder for Health and Wellbeing
- (6) *Director of Public Health*
- (7) *Director for Communities (WBC)*
- (8) *3 nominated representatives (in total) from the two Clinical Commissioning Groups*
- (9) A nominated representative from the Voluntary and Community Sector

- (10) *A nominated representative from Local Healthwatch*
- (11) A nominated representative from NHS England Local Area Team
- (12) A nominated representative from Thames Valley Police
- (13) A nominated representative from Royal Berkshire Fire and Rescue Service
- (14) A nominated representative from Housing
- (15) Portfolio Holder for Community Resilience and Partnerships

Those members denoted in italics are Statutory Members of the Board.

Each Board member should nominate a substitute who can attend in their place.

Chairmanship, Quorum and Voting

The Chair of the Health and Wellbeing Board will be provided by West Berkshire Council and the Vice-chair will be provided by the Clinical Commissioning Groups. A quorum shall be four members (which must include at least one member from the Clinical Commissioning Groups and one from West Berkshire Council). Board members are able to nominate a deputy who can attend and vote in their absence but must have delegated authority to make decisions. Nominated deputies will form part of the quorum.

Code of Conduct

All members are required to comply with West Berkshire Council's Code of Conduct.

All members must therefore notify the Council's Monitoring Officer of disclosable pecuniary interests within 28 days of being appointed to the Board and are prohibited from participating in discussion or voting on any matter where they have a disclosable pecuniary interest.

Agendas, Meetings and Decision Making

Administrative support will be provided by West Berkshire Council.

The Health and Wellbeing Board has been established as a sub-committee of the Executive and accordingly will comply with the Access to Information Procedures as outlines in the Council's Constitution.

There may be occasions when decisions of the Board impact on the finances or general operation of the Council and in these instances any recommendation of the Board must be referred up to the Executive for final determination and decision.