

## **Part 6.3.1 - Appendix: Health and Wellbeing Board Steering Group**

### **1. Preamble**

- **1.1** Part 3 (Meeting Procedure Rules) and Part 6 (Council Bodies) set out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies.
  - **1.2** If there is any conflict between the wording of Parts 3 and 6 and this Appendix, this Appendix will prevail.
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### **2. Establishment and Accountability**

- **2.1** The Health and Wellbeing Board Steering Group ("HWBSG") is a Sub-Body of the West Berkshire Health and Wellbeing Board ("HWB").
  - **2.2** The HWBSG through the Chairman and Vice-Chairman is accountable to the HWB.
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### **3. Scope of Role**

- **3.1** The HWBSG will:
  - oversee the work of, and receive reports from, other HWB Sub-Bodies, as listed in Part 6.3 (Health and Wellbeing Board);
  - undertake effective forward planning of the HWB's work plan, agendas, etc for its public meetings, workshops and conferences, ensuring that its priorities are delivered and statutory duties are discharged;
  - monitor the implementation of decisions taken by the HWB;
  - oversee any budgets/financial arrangements (not specifically assigned elsewhere) on behalf of the HWB;
  - work with the Berkshire West Shared Public Health Team to produce the Joint Strategic Needs Assessment ("JSNA") - for agreement by the HWB - identifying the current and future health and social care needs of the local population so as to inform local decision making;
  - liaise with the relevant Director of Public Health regarding the preparation of the Joint Local Health and Wellbeing Strategy ("Strategy") - for agreement by the HWB - to identify actions to meet the health and social care needs of the local population, as identified within the JSNA;
  - liaise with the relevant Director of Public Health regarding the preparation of a Strategy delivery plan ("the Delivery Plan") with prioritised programmes of actions to achieve the Strategy's priorities and objectives;
  - ensure that effective arrangements are put in place to manage implementation of the Delivery Plan, and develop and maintain a suitable reporting mechanism to facilitate the tracking of performance in delivering actions and achievement of targets and outcomes;

- provide regular updates to the HWB on progress in implementation of the Delivery Plan, highlighting any performance exceptions.
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#### **4. Membership**

- **4.1** The HWBSG membership consists of the following individuals (with members encouraged to identify Substitutes to attend if they are unable to do so):
    - the Chairman and Vice Chairman of the HWB;
    - the Council's Chief Executive;
    - the Chairmen from each of the HWB Sub-Bodies listed in Part 6.3 (Health and Wellbeing Board);
    - lead Council officers from each of the HWB Sub-Bodies as appropriate;
    - the Council's Service Director with responsibility for Health and Wellbeing (if not already included as above);
    - a representative from Healthwatch West Berkshire;
    - a representative from the Voluntary and Community Sector.
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#### **5. Chairman and Quorum**

- **5.1** The HWB Vice-Chairman shall be Chairman of the HWBSG and the HWB Chairman shall be Vice-Chairman.
  - **5.2** The quorum for a meeting is four members.
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#### **6. Meetings and Decision-Making**

- **6.1** Ordinary Meetings of the HWBSG will generally take place three weeks in advance of HWB meetings.
- **6.2** All reports / presentations must be provided to the Principal Policy Officer at least six clear working days before the meeting. Papers will be distributed to the Steering Group five clear working days before the meeting.
- **6.3** Items going to HWB that require a decision must use the HWB report template and must be first be checked and approved by the Steering Group.
- **6.4** Items going to HWB for discussion that do not require a decision, may use the HWB report template, or alternatively may take the form of a presentation, but a copy of any slides should be provided within the agenda. Verbal reports should be avoided.
- **6.5** Items going to HWB for information only do not require a covering report.