Appendix A
Mental Health and Wellbeing Board Terms of Reference

1 Establishment and Accountability

1.1 The Mental Health and Wellbeing Board (MHWB) is a Sub-Body of the West Berkshire Health and Wellbeing Board (HWBB).

1.2 The MHWB is not an executive body and will work primarily through the influence and action of its constituent organisations.

1.3 The MHWB is a non-statutory, multi-agency group working to contribute to achieving the West Berkshire Health and Wellbeing Board priority of improving mental health and wellbeing for all children, young people and adults in West Berkshire. This will support achievement of two of the Berkshire West Joint Health and Wellbeing Strategy (HWS) 2021-30 priorities: promote good mental health and wellbeing for all children and young people; and promote good mental health and wellbeing for all adults.

1.4 The MHWB is not a fund holding body but may provide and direct governance for projects and activities that are funded through member contributions from time to time.

1.5 The MHWB, through the Chair, is accountable to the HWBB.

2 Scope of Role

2.1 The principal purpose of the MHWB is to oversee delivery of the West Berkshire All Age Mental Health and Wellbeing Delivery Plan on behalf of the Health and Wellbeing Board. The MHWB will provide assurance to the HWBB that the system is delivering actions to improve mental health and wellbeing in accordance with the All Age Mental Health and Wellbeing Delivery Plan.

2.2 The MHWB will:

- Monitor progress against the All Age Mental Health and Wellbeing Delivery Plan and track impact against an agreed outcomes framework
- Receive progress reports on delivery of the West Berkshire Suicide Prevention Action Plan.
- Report back to the HWBB on progress and impact, with proposals for adaptation or the initiation of new interventions as identified
- Maintain an overview of local mental health and wellbeing need, highlighting gaps both in local intelligence and in meeting identified need
- Support the translation of research, evaluation, and policy into meaningful recommendations for local action.
- Support and promote Lived Experience voice in the planning and delivery of local interventions
- Oversee refreshes of All Age Mental Health and Wellbeing Delivery Plan for presentation to the HWBB

2.3 The MHWB aims to provide leadership and guidance in support of its purpose, fostering a collaborative partnership approach to effect positive change within West Berkshire. The MHWB will be a vehicle for uniting individuals, groups, and services, through direct membership and beyond, including organisations from all sectors, and individuals with lived experience of mental health challenges.

2.4 The MHWB will pursue its purpose so as to support strategic alignment with other HWBB sub-bodies and ambitions, e.g. the Neighbourhood Health Plan, the Best Start in Life Plan and the Health and Wellbeing in All Policies programme.

2.5 The MHWB will support positive communications on mental health and wellbeing and utilise opportunities for collaborative working, media campaigns, engagement events and conferences.

2.6 The scope of the MHWB includes interventions to promote better mental health and wellbeing at the primary, secondary and tertiary prevention levels as well as treatment interventions.

2.7 The MHWB will work in alignment with the aspirations of the NHS 10 year plan[1] to promote shifts in focus and resource allocation:

- From hospital to community: promoting person-centred approaches which anticipate rather than just react to need, and deliver accessible and integrated care
- From analogue to digital: using technology to empower people in self management and have greater involvement in their own care
- From sickness to prevention: empowering power to make healthy choices

3 Membership

3.1 It is expected that core membership of the MHWB will comprise:

Chief Operating Officer, Berkshire Healthcare Foundation Trust
Public Health Consultant / Service Lead, West Berkshire Council
Public Health Principal (Adults), West Berkshire Council
Advanced Public Health Practitioner (Adults), West Berkshire Council
Public Health Principal (Children & Young People), West Berkshire Council
West Berkshire Drug & Alcohol Support representative
NHS Thames Valley Integrated Care Board
Safeguarding Adults Service Manager, West Berkshire Council
Principal Education Welfare Officer, West Berkshire Council
Community Co-ordinator, West Berkshire Council
Integrated Healthy Lifestyle Service provider, West Berkshire
Experts by Experience
VCS provider representatives
Patient Panel representative
Primary Healthcare representation
Elected member(s), West Berkshire Council
Representative of West Berkshire Healthwatch

3.2 The MHWB will keep its membership under review and may:

- co-opt additional members;
- invite additional partners or agencies to attend meetings on an ad hoc basis;
- establish Task and Finish Groups to achieve particular objectives, extending the membership of such groups beyond the MHWB membership if the MHWB deems this appropriate.

[1] Fit for the future: 10 Year Health Plan for England - executive summary (accessible version) - GOV.UK

3.3 MHWB members are expected to:
- Represent their organisation/department whilst also acting collectively in accordance with the decision making processes of the MHWB;
- Respect confidential information shared in the MHWB;
- Make every effort to attend meetings, or to send a substitute if they are unable to do so; and
- Declare a conflict of interest where necessary and exclude themselves from specific agenda items at MHWB meetings.

3.4 There may be occasions when members need to nominate a substitute from their organisation or their directorate to attend on their behalf. Such substitutes should be notified to the note taker prior to the start of the meeting.

4 Meetings

4.1 MHWB meetings will be chaired by the Sponsor of the All Age Mental Health and Wellbeing priority as determined by the Health and Wellbeing Board.

4.2 The West Berkshire Public Health team will provide secretariat support to the MHWB.

4.3 The MHWB will usually meet quarterly but may meet more often at the discretion of the Chair.

4.4 The MHWB will seek to make all decisions via a consensus, but in the event that a consensus cannot be reached the Chair of the meeting may call a vote, to be determined by a simple majority. In the case of an equality of votes, the Chair will have an additional casting vote.

4.5 For decision making purposes a minimum of four organisations should be separately represented for MHWB meetings to be deemed quorate.

5 Review of Terms of Reference

5.1 These terms of reference were last reviewed on 02.09.2026 and will be reviewed annually or sooner if required.