

## Report to Hackney Health and Wellbeing Board

<b>Date: 16 March 2020</b>	
<b>Subject:</b>	Health and Wellbeing Board Terms of Reference
<b>Report From:</b>	Sandra Husbands
<b>Summary:</b>	For the Health and Wellbeing Board to discuss and agree the Terms of Reference for the Board.
<b>Recommendations:</b>	To consider the terms of reference and agree where applicable.
<b>Contacts:</b>	Sandra Husbands
<b>Background:</b>	<p><b>TERMS OF REFERENCE</b></p> <p>Health and Wellbeing Boards are strategic, multiagency partnership boards, established under the Health and Social Care Act (2012) (the Act) as local authority committees. They bring together the local authority/authorities and clinical commissioning group(s) (CCG) for a geographical area, with local Healthwatch and other partners, in order to improve the commissioning of health and social care services and improve the health of the local population. Alongside their duty to improve commissioning of these, at their inception, HWBs also had responsibility for promoting integration between health and social care.</p> <p>In Hackney, the HWB brings together senior stakeholders and local representatives to strategically plan the commissioning of the right health and social care services for adults and children, highlighting the most cost effective ways for residents to live longer, healthier, safer, happier lives. The Board promotes the integration of services where this will promote more accessible,</p>

efficient and cost effective solutions to the challenges that the residents of Hackney face.

The Act specifies a core HWB statutory membership, to include the following:

- At least one elected representative
- A CCG representative
- Director of adults' services\*
- Director of children's services\*
- Director of public health
- A representative from local Healthwatch

Local authorities or HWB have also always had the option to include additional members. This option has usually been exercised by boards, including in Hackney, where a police representative is included in board membership, for example.

### **Vision**

*To be drafted*

### **Purpose**

To carry out the duties and responsibilities of a Health and Wellbeing Board as set out in the Act (2012), in particular:

- [DN – include items 1 – 7 from current TOR]
- To prepare and publish a pharmaceutical needs assessment
- A duty to exercise functions with regard to need to reduce inequalities between patients in outcomes and access to services

Additional, non-statutory functions of the HWB include:

- Lead and have oversight of system action to improve the health of the local population (beyond patients and service users) and reduce health inequities, through
  - Tackling the wider determinants of health by promoting and embedding Health in All Policies across system partners
  - Oversight of the following strategies and plans that include key aims to improve health and/or reduce inequalities, including
    - Community Strategy
    - Public health strategy
    - Hackney Autism Strategy
    - Alcohol Strategy
    - Mental health Priorities
    - Dementia strategy
    - Tobacco Strategy
    - Ageing Well Strategy
    - Serious Violence Action Plan
- Ensure a Health and Wellbeing Board work plan is implemented, reviewed and updated
- Establish relevant sub-groups or sub committees, determine their work programmes and ensure these are

kept on track

- Ensure that Cabinet, CCG Governing Body and other members' boards are kept informed of progress and work of the board
- To receive the annual public health report/public health issues
- Have oversight of Hackney HealthWatch Plans and receive their Annual Report
- Communicate the work of the HWB to all Hackney residents and other stakeholders, through its website and publications

### **Membership**

The composition of the board will reflect both the statutory requirements and purposes of the board and also its purpose and direction in tackling health inequalities and leading on Health in All Policies.

- London Borough of Hackney (LBH)
  - Mayor of Hackney – Chair
  - Deputy Mayor and Cabinet member for education, young people and children's social care
  - Cabinet member for health, adult social care and leisure
  - Cabinet member for community safety, policy, and the voluntary sector
  - Group director children, adults and community health
  - Director of public health
  - Group director of neighbourhoods and housing
  - Director of education and schools
  - Head of policy and partnerships
- City and Hackney CCG
  - CCG Chair – Vice chair
  - CCG managing director
- Hackney Healthwatch chief executive (or nominated representative)
- Hackney CVS chief executive (or nominated representative)
- Hackney & Tower Hamlets Borough Commander, Metropolitan Police
- Homerton University Hospitals Trust chief executive
- Clinical/social care practitioner(s)
- Fire and rescue

Other members may be co-opted for specific purposes

Additional members may be appointed to the Board by the agreement of all current members and Council

### **Frequency of meetings**

The Board shall meet at least six times a year:

- Regular, formal meetings – at least 5 times a year, approximately bimonthly
- Development sessions – at least once a year, to ensure continued board effectiveness and improvement
- Extraordinary meetings, as required

### **Quorum**

The quorum for the HWB will be at least 4 members, to include at least one representative of the CCG and a Councillor.

### **Conduct of Business of the Health and Wellbeing Board**

- HWB meetings will generally be open to the public and other Councillors, except when discussing confidential and exempt information is being discussed. This will need to be in accordance with the requirements of the Local Government Act 1972 as amended.
  - Councillors who are not HWB members and members of the public may ask questions, with the permission of the Chair
- Members of the HWB will be entitled to receive a minimum of 5 clear working days' notice of such meetings, unless the meeting is convened at shorter notice due to urgency.
- Agendas and notice of meetings:
  - There will be formal agendas and reports, which will be circulated at least five working days in advance of meetings.
- Exempt and confidential items
  - There will be provision for exempt or confidential agenda items and reports where the principles of the relevant access to information provisions of the Local Government Act 1972 (as amended) apply.
- Reports:
  - Reports for the HWB will usually be prepared by the relevant officer or HWB member and signed off by the relevant senior officer or Cabinet member.
  - Reports will be presented by the appropriate HWB Board member and must include advice or recommendations from relevant officers, including finance and legal implications and reasons for the recommendations.
- Minutes of decisions made at HWB meetings:
  - Minutes will be published on the local authority website and made public within YY working days of each meeting.

### **Review of terms of reference**

These terms of reference are subject to annual review.

## **Appendix to Terms of Reference**

### **Code of Conduct of Health and Wellbeing Board Members**

Responsibilities of Members of the Hackney Health and Wellbeing Board:

- Represent and speak on behalf of their sector or organisation
- Power to appoint additional members to the board as deemed appropriate
- Be accountable to their organisation or sector for their participation in the HWB
- Ensure that they are kept informed of HWB business and that pertinent information from their organisation/sector is reported to the HWB
- Represent the HWB, including supporting the agreed majority view when speaking on behalf of the HWB to other parties
- Attend the HWB meetings and nominate a deputy to cover unavoidable absence
- Declare any disclosable pecuniary, other pecuniary and non-pecuniary interests that arise from their participation in the business of the HWB
- Read agenda papers prior to meetings so that they are ready to contribute and discuss HWB business
- Uphold and support HWB decisions
- Work collectively with other board members in pursuit of HWB business
- Ensure that the HWB adheres to its agreed terms of reference and responsibilities
- Listen with respect to the views of fellow board members
- Be willing to take on special tasks or attend additional meetings, functions or development activities of the HWB

## **Financial Considerations**

Non applicable

## **Legal Considerations**

Non applicable

