

Appendix A

HEALTH & WELLBEING BOARD **REVISED TERMS OF REFERENCE – APRIL 2013**

1. Purpose

The purpose of the Shropshire Health & Wellbeing Board is to lead on improving the strategic co-ordination of commissioning across NHS, social care and related children's and public health services. Its focus will be on achieving the best possible health outcomes for all residents.

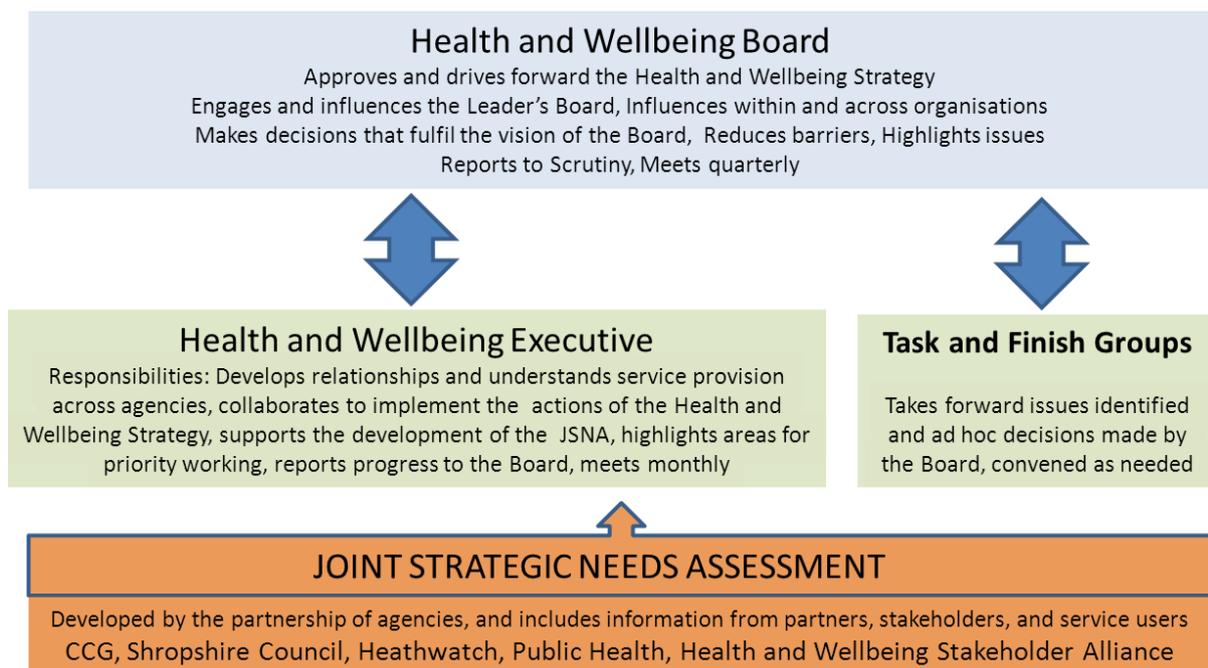
2. Health and Wellbeing Board Vision

Everyone living in Shropshire is able to flourish by leading healthy lives, reaching their full potential and making a positive contribution to their communities

3. Role

- 3.1. The Health & Wellbeing Board will develop, implement and annually refresh the Health & Wellbeing Strategy and Action Plan. It will do this through the help of the Health and Wellbeing Executive and by convening any necessary task and finish groups;
- 3.2. The Health & Wellbeing Board will drive a genuine collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people.
- 3.3. The Health & Wellbeing Board will develop a shared understanding of the needs of the local community through the development of an agreed Joint Strategic Needs Assessment.
- 3.4. The Health & Wellbeing Board will work with Healthwatch in Shropshire ensuring that appropriate engagement and involvement within existing patient and service user involvement groups takes place.
- 3.5. The Health & Wellbeing Board will consider and take advantage of opportunities to more closely integrate health services and social care services in provision and procurement.
- 3.6. The Health & Wellbeing Board will keep under review, the financial and organisational implications of joint and integrated working across health and social care services, ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.
- 3.7. The Health & Wellbeing Board will consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Shropshire to meet identified needs (based on the findings of the joint strategic needs assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.

- 3.8. To engage and influence the wider partnership to help take forward priorities and to highlight and collaborate on cross cutting issues; this will ensure that the role of government in creating a positive landscape for service delivery in Shropshire is realised
- 3.9. The Health & Wellbeing Board will review the operation of the Children's Trust and the Safeguarding Board for Children and Adults.
- 3.10. The Health & Wellbeing Board will act as a key forum for local democratic and public accountability of the NHS, social care for adults and children and other commissioned services that the Shadow Health and Wellbeing Board agrees are directly related to health and wellbeing in Shropshire.



4. Principles

To drive a genuine collaborative approach to the commissioning of services which improve the health and wellbeing of local people, the board will abide by the following principals:-

- The Health & Wellbeing Board will work primarily to improve the health and wellbeing of the citizens of Shropshire.
- The Health & Wellbeing Board will work collaboratively and consensually.
- The Health & Wellbeing Board will add value over and above our current arrangements to really tackle key priorities and delivery outcomes for our communities.
- Members of the Health & Wellbeing Board will have genuine levels of trust and an open and honest willingness to work collaboratively.

- The Health & Wellbeing Board will communicate, listen and engage with the communities they serve, actively seeking ways to enable stakeholders to influence the work of the Health & Wellbeing Board.
- Decisions will be based on evidence and data sharing will be the norm.
- Will develop creative and constructive challenge to ensure that the Board is always working to maximise its potential as partners
- Will be pro-active by developing collaborative working to deliver the HWB strategy, whilst maintaining appropriate flexibility to respond to issues as they arise.
- Responsibility and accountability - to our members, our staff and our public.
- The role and functioning of the Health & Wellbeing Board is evolving and will be subject to regular review.

5. **Membership**

The membership reflects the core membership as outlined in the “Liberating the NHS: Legislative Framework”.

- Cabinet Member – Portfolio Holder Health
- Cabinet Member – Portfolio Holder Adult Social Care
- Cabinet Member – Portfolio Holder Children’s Services
- Clinical Commissioning Group – Lay Chair
- Clinical Commissioning Group - Accountable Officer
- Director of Children’s Services
- Director of Adult Services
- Clinical Commissioning Group – Vice Chair
- Clinical Commissioning Group – Chief Operations Officer
- Director of Public Health
- Representative from Healthwatch
- Voluntary and Community Sector Assembly – Representing the Voice
- Representative from NHS Commissioning Board

6. **Meeting Arrangements**

Notice of Meetings – meetings of the Board will be arranged by Shropshire Council, who will also provide the clerking and recording of the meeting.

Quorum – Quorum for all meetings of the Health and Wellbeing Board is 5 with at least one representative from Shropshire Council and one from the CCG and one other.

Substitutes – nominating groups may appoint a substitute member for each position. Notification of the named substitute member must be made in writing or by e-mail to the clerk, who will arrange for electronic copies of papers to be sent. Substitute members will have full voting rights.

Meeting Frequency – The Board will meet at least quarterly.

Status – Meetings of the Board will be open to the press and public and the agenda reports and minutes will be available on the Council’s website at least five working days in advance of each meeting. There will be an opportunity for members of the public to ask questions, however this must be done in writing at least 2 full working days in advance. A response to the question will be tabled and a brief opportunity will be provided to the member of the public to ask a follow-up question. Guidance for this process is available on the Shropshire Council website.

Confidential Items – Members of the public and press may only be excluded either in accordance with the Access to Information Rules as set out in Part 4 of Shropshire Council's Constitution or Rule 26 (Disturbance by the Public).

7. Election, Roles and Responsibilities of the Chair and Vice Chair

Election - The Chair of the HWBB is elected from the Councillor Board Members and the Vice Chair is elected from the CCG Board Members

Responsibilities – Represent views of the Board as required; allow views to be heard fairly and cultivate an atmosphere of true collaboration.

Decision making – it is expected that decisions will be reached by consensus; however, if a vote is required it will be determined by a simple majority of members present and voting. If there are equal members for or against, the Chair will have a casting vote

8. Member Responsibilities

Represent views of the Board as required; adhere to the principles of the Board and behave in a manner conducive to partnership working and collaboration

9. Review Process

The Terms of Reference will be review annually to ensure that the Board is fit for purpose and able to respond to the changes in the way we work.