

# **NORTH SOMERSET HEALTH AND WELLBEING BOARD**

## **TERMS OF REFERENCE**

**Revised September 2019**

### **1. Introduction**

- 1.1 The Health & Wellbeing Board will provide senior strategic oversight of health and wellbeing matters across North Somerset.
- 1.2 The board meets the statutory requirement for a Joint Health and Wellbeing Board. It will meet as a full committee of North Somerset council at least three times each municipal year to undertake the statutory duties proscribed for the board in the Health and Social Care Act 2012.

### **2. Priorities, Outcomes and Responsibilities**

- 2.1 The Board will work in partnership to achieve a range of priorities and outcomes. These will be informed by the Joint Strategic Needs Assessment (JSNA), outlined in a Health and Wellbeing Strategy and reviewed and revised on an annual basis.
- 2.2 The key responsibilities for the Board will be:
  - Development, sign-off and monitoring the implementation of the North Somerset Health & Wellbeing Strategy.
  - Overseeing and advising on the development of the Joint Strategic Needs Assessment (JSNA)
  - Overseeing development of effective co-production and public involvement and engagement in all areas of the board's activity
  - Supporting the development of local joint commissioning arrangements
  - Strategic coordination of health and wellbeing matters with safeguarding functions, including consideration where appropriate of Domestic Homicide Reviews, Child Death Overview Panel outcomes and Serious Case Reviews
  - Monitoring and responding to the performance of local health and wellbeing services in the statutory, voluntary and commissioned sectors as well as consider the development and performance of services that impact on the wider determinants of health and wellbeing
  - Liaison with other Health & Wellbeing Boards across the region in order to share learning, coordinate activity and identify joint commissioning opportunities.

### **3. Work Plan**

3.1 The Health and Wellbeing Strategy will be the overarching document from which the board's workplan will be developed. The workplan will be agreed on an annual basis.

### **4. Membership, Decision-Making and Quorum**

4.1 All members should be decision-makers at a strategic level within their organisations who can influence the commissioning or delivery of services to meet partnership priorities.

4.2 The membership of the board will be:

#### 4.2.1 Statutory Voting Members

- Leader of North Somerset Council
- Executive Member – Adult Social Care & Health
- Executive Member – Children & Young People
- Director of People & Communities (*meeting requirement for DAS & DCS*)
- Director of Public Health
- Chief Officer, BNSSG CCG
- Chief Officer or Trustee, Healthwatch North Somerset

#### 4.2.2 Non-Statutory Voting Members

- Chief Officer or Trustee, Voluntary Action North Somerset

#### 4.2.3 Non-voting Members

- Chair of Children & Young People Scrutiny Panel
- Chair of Adult Social Care Scrutiny Panel
- Chair of Health Overview & Scrutiny Panel
- Chief Officer, Acute NHS Trust
- Chief Officer, Community NHS Trust
- Chief Officer, Mental Health Trust
- GP Provider Representatives (Clinical Directors of the two North Somerset Localities)

4.3 The Board may revise its non-voting membership at any time by agreement, to take account of changing requirements or local priorities.

4.4 In the spirit of effective collaboration and partnership working the board will always seek to come to agreement through consensus and unanimity following debate and discussion where all members will be encouraged to participate.

4.5 The quorum for making formal decisions will be five voting members, unless statutory provisions require certain members to vote on specific matters.

- 4.6 A situation may occur where there would be a conflict of interest for any board member. Any such conflict of interest should be declared to the chair prior to the meeting, who will take the advice of the Head of Legal & Democratic Services as required.
- 4.7 The Health & Wellbeing Board is not constituted to take formal decisions on the part of its member organisations, therefore matters considered will not normally be referred to Scrutiny Panels. The chairs of relevant panels have been included as a non-voting member to encourage joint work planning and oversight.

## **5. Chair and Vice Chair**

- 5.1 The board will usually be chaired by the Executive Member – Adult Social Care & Health, with a Senior BNSSG CCG officer acting as Vice Chair.
- 5.2 If the Chair is unable to attend a board meeting the meeting will be chaired by the Vice Chair or another voting member as appointed by the Chair or Vice Chair.
- 5.3 A situation may occur where there is a conflict of interest for the chair or vice chair regarding an item on the agenda. In this case the chair or vice chair of the board will discuss with the Head of Legal & Democratic Services as to how this matter should be resolved prior to the meeting.

## **6. Support, Substructures and Working Groups**

- 6.1 The board will be supported by an Officer Support Group drawn from member organisations, who will assist in coordinating delivery of the Board's work plan, developing the Board's meeting agenda, and assuring the quality of papers and agenda items.
- 6.2 The Officer Support Team will include membership from:
- NSC Public Health Team
  - NSC, People & Communities Directorate
  - BNSSG, North Somerset Area Directorate
  - NSC, Policy & Partnerships Team
- 6.3 All formal meetings will be scheduled, convened and minuted by North Somerset Council's Democratic Services Team.
- 6.4 The board will not maintain a formal substructure, but will where necessary, convene working groups tasked with undertaking and reporting back on specific activities for the Board.
- 6.5 The Board encourages the use of an Appreciative Inquiry to examine in depth issues affecting the local area. Such meetings will not be formal meetings and will not usually be open to the public.

## **7. Meeting Frequency, Resourcing and Accessibility**

- 7.1 The board will meet at a frequency to be decided by the board, no less frequently than required by statute. Where possible meetings will be held at publicly accessible venues, ideally points of service delivery across North Somerset.
- 7.2 All formal meetings of the Health and Wellbeing Board will be open to the public and will be held in accessible venues. All agendas and minutes of meetings will be published on the North Somerset Council website.

## **8. Review**

- 8.1 The terms of Reference will be reviewed and revised annually by the Board.