

# **NORTH SOMERSET HEALTH AND WELLBEING BOARD DRAFT TERMS OF REFERENCE**

**Revised November 2023**

## **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.
- 1.3 This Terms of Reference should be read in conjunction with the Guide to the North Somerset Health and Wellbeing Board set out in the appendix below – setting out in further detail the purpose of the board, current composition, ways of working and priorities.

## **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 at least 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 Where a member of the Board is unable to attend, every effort should be made to ensure that a deputy is appointed, suitably authorised to act on behalf of the organisation concerned in all matters considered by the Board.

4.3 The membership of the board will be:

Statutory Members (as designated by the Health and Social Care Act 2012)

- Executive Member – Homes and Health
- **Executive Member – Adult Services and Stronger Communities**
- Executive Member – Children's Services, families and lifelong learning
- Director of Children's Services
- Director of Adult's Services
- Director of Public Health
- Nominee representing BNSSG Integrated Care Board (ICB)
- Nominee of Healthwatch North Somerset

Non-statutory Members

- Chief Officer or Trustee, Voluntary Action North Somerset
- Nominee representing Avon Local Councils Association
- Chair of Children & Young People Scrutiny Panel (non-voting)\*
- Chair of Adult Social Care Scrutiny Panel (non-voting)
- Chair of Health Overview & Scrutiny Panel (non-voting)
- Chief Officer, Acute NHS Trust
- Chief Officer, Community Health Provider
- Chief Officer, Mental Health NHS Trust
- Nominee from the North Somerset Wellbeing Collective
- Additional Nominee representing BNSSG ICB
- Chair of Weston, Worle and Villages Locality Partnership (WWVLP)
- Nominee (at Head of Locality level) representing Worle and Villages Locality Partnership
- Chair of Woodspring Locality Partnership
- Nominee (at Head of Locality level), representing Woodspring Locality
- Nominee representing Avon and Somerset Police
- Nominee representing Avon Fire and Rescue Service
- Nominee representing Business Intelligence, Policy and Partnerships NSC
- Nominee representing the Place Directorate

\*Non-voting to protect the Chairs' independent scrutiny role, which includes items agreed by this Board.

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

4.5 The Board may also decide to co-opt additional members on a temporary or permanent basis in order to inform specific areas of work.

4.6 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.

- 4.7 In the unlikely event that a vote is required, the quorum for making formal decisions will be seven members (of which three must be statutory members) unless statutory provisions require certain members to vote on specific matters.
- 4.8 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.
- 4.9 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 to encourage joint work planning and oversight.

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

- 5.1 The board will usually be chaired by the Executive Member with responsibility for 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 at least the following teams (noting that membership will change and adapt to business needs):
- NSC Public Health Team
  - NSC, People & Communities Directorate
  - North Somerset Locality Partnerships
  - NSC, Policy & Partnerships Team
  - Healthwatch
  - The voluntary and community sector
- 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 approach 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.
- 

## APPENDIX

# **Guide to the North Somerset Health and Wellbeing Board**

## **What is the purpose of the North Somerset Health and Wellbeing Board?**

Our Health and Wellbeing Board (HAWB) provides leadership for protecting and improving wellbeing and health outcomes and works to reduce inequalities in North Somerset.

We have a unique ability to bring together statutory organisations and community leaders to identify how, as a connected system, we can make improvements for local communities against priority needs and aspirations.

Our intentions are captured in the Health and Wellbeing Strategy and action plan (2020-24) but we see implementation of the plan as an evolving process requiring active debate, leadership and monitoring from the Board, not remote delivery of a set series of tasks. We aim to take a long view of the key challenges facing our population and address risks or opportunities to improve outcomes.

## **Who are we?**

<u>Chair: Cllr Mo Marris</u> <u>Executive Member Homes</u> <u>and Health, NSC.</u>	<u>Colin Bradbury, Director of</u> <u>Strategy, Partnerships and</u> <u>Population, BNSSG ICB</u>	<u>Hayley Verrico,</u> <u>Director of Adults, NSC</u>	<u>Carolyn Fair, Interim Director</u> <u>of Children's Services, NSC</u>
<u>Matt Lenny, Director of</u> <u>Public Health and</u> <u>Regulatory Services, NSC</u>	<u>Mandy Gardner</u> <u>Chief Executive, VANS</u>	<u>Mark Graham, Chief</u> <u>Executive, For All</u> <u>Healthy Living Centre</u>	<u>John Heather, Chair, Weston,</u> <u>Worle and Villages Locality</u> <u>Partnership</u>
<u>Sarah Pepper, Chair,</u> <u>Woodspring Locality</u> <u>Partnership</u>	<u>Catherine Gibbons,</u> <u>Executive Member for</u> <u>Children's Services,</u> <u>Families, and life-long</u> <u>learning</u>	<u>Helen Thornton, Chair,</u> <u>Health Overview and</u> <u>Scrutiny Panel</u>	<u>Dan Thomas, Chair, Adults</u> <u>and Housing Scrutiny Panel</u>
<u>Joe Tristram, Chair, Children</u> <u>and Young People's Scrutiny</u> <u>Panel</u>	<u>Paula Clarke, Executive</u> <u>Managing Director (WGH)</u>	<u>Julie Sharma, Chief</u> <u>Executive, Sirona Care</u> <u>and Health</u>	<u>Tbc, Avon and Wiltshire</u> <u>Mental Health Partnership</u>
<u>Stephen Quinton, Avon Fire</u> <u>and Rescue</u>	<u>Jeremy Blatchford, Avon</u> <u>Local Councils Assoc.</u>	<u>Georgie Bigg, Chair,</u> <u>Healthwatch</u>	<u>Jonathan Murray, A&amp;S Police,</u> <u>Chief Inspector, North</u> <u>Somerset</u>
<u>Emma Diakou. Head of</u> <u>Business Intelligence, Policy</u> <u>and Partnerships, NSC</u>	<u>David Moss, Head of</u> <u>Woodspring Locality</u> <u>Partnership</u>	<u>Kirstie Corns, Head of</u> <u>Weston, Worle and</u> <u>Villages Locality</u> <u>Partnership</u>	<u>Place Directorate</u> <u>representative tbc, NSC.</u>
<u>David Jarrett, Director of</u> <u>Integrated and</u> <u>Primary Care, BNSSG ICB</u>			

We represent a wide range of interests in North Somerset but are bound by a strong commitment to improve the wellbeing and health of our local population. Our value is in actioning what could not be done through other forums, plans or single organisations.

## How do we work together?

We have a shared responsibility to make the Board effective and valued by our community. We agree to listen to and work with our communities, highlight issues, identify opportunities for and barriers to change, and challenge each other on how best to make positive changes and hold each other to account for the actions we have agreed to take.

Each Board Member has equal voting rights in our meetings to demonstrate our shared responsibility for decision making and delivery of our action plan. We have two types of meetings that support our work:

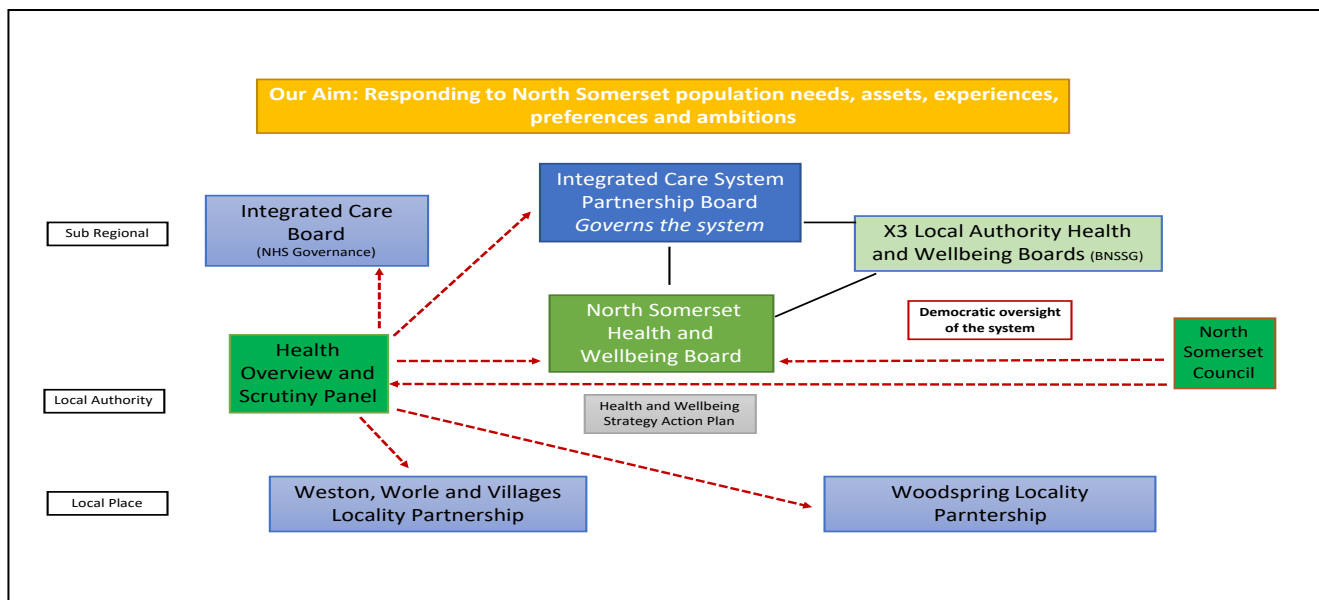
- a) formal committee meetings required under local government governance that take place three times a year
- b) informal appreciative enquiry meetings where we explore a local priority issue in depth and allow more space for a range of views and voices to be heard. These informal sessions will generate recommendations and actions across our partnership that will be reviewed and agreed at the following formal meeting and integrated into our health and wellbeing strategy and action plan.

We want to support active dialogue and joint planning between members and so will develop a new shared Microsoft Teams area for regular communication between colleagues and

collaboration. We have an operations group drawn from the membership to develop the forward plan of meeting topics and their content.

## Who do we work alongside?

The Board sits within a wider system that impacts across all the factors that help determine or impact on wellbeing and health in North Somerset. Although it is a statutory committee of the local authority its role is bring together and guide action across all the action areas of our strategy – civic, service and community leadership. It works within this system of action.



## What are our priorities?

Our priorities are listed in the Health and Wellbeing Strategy and its accompanying action plan. These were built using a wide range of community and stakeholder feedback (in 2021). We will allocate leadership roles to members of the Board for the themes and outcomes.

The strategy and action plan will be reviewed and refreshed during 20223/24 under the guidance of the Board.

## Vision

*For people to be enabled to optimise their health and wellbeing and to lead long, happy, and productive lives in thriving communities, building on their strengths in a way that reduces inequalities in health.*

## Principles (of how we get there)



## Priority themes

- 1) **Prevention:** preventing health problems before they arise
- 2) **Early intervention:** intervening early in relation to existing health and wellbeing problems
- 3) **Thriving communities:** supporting communities to be connected, healthy and resilient

## Outcomes to be improved (the things that impact most on quantity and quality of life)

- Mental health and wellbeing
- Food, nutrition and food insecurity
- Physical activity
- Tobacco use
- Alcohol use
- Drug use
- Wider determinants of health

These priorities are kept under review and we will use intelligence about emerging issues or new impacts to adjust where we focus our activity. The Joint Strategic Needs Assessment is the key place for tracking and highlighting those population needs and aspirations.

## How do we demonstrate our impact?

We will use three tests at the end of each Board meeting – formal or informal – to be honest about what impact we have made. At the end of each meeting, we will ask:

- 1) Have we clearly defined a challenge/opportunity where the Health and Wellbeing Board has a relevant and meaningful role?
- 2) What will change as a result of this meeting – e.g., the actions we have agreed, who will take those forward, the resources committed etc.?
- 3) How will we know that positive impacts will follow – e.g., what evaluation of outcomes and experience will we use and how will that be shared?

We will share information in a spirit of trust and speak bravely about the challenges we face or plans that need input from others to be complete. Our collective perspectives strengthen our work.

We have developed a dashboard that tracks each of the actions set out to support delivery of the strategy. That is updated quarterly and published on the [North Somerset Council website](#) to make sure there is open sharing of progress.

We will develop a regular online newsletter to report on progress in delivering the strategy and reflect summaries of what has been reviewed and action by the Health and Wellbeing Board at its meetings. The aim is to move beyond formal minutes and share insight and stories that

demonstrate what matters to our communities and how changes are being managed. All Board partners will contribute to sharing updates through that route to give a complete view of what is being done in North Somerset to improve wellbeing and health and reduce inequalities.

We will regularly evaluate how well-informed key stakeholders feel about the work of the Board and plan ways to increase knowledge, understanding and support for the aims of our strategy.

### **How can people get involved?**

Anyone who would like to learn more about the work of the Board, or bring forward ideas on what areas it should focus on can find details in the online newsletter or email [health.wellbeing@n-somerset.gov.uk](mailto:health.wellbeing@n-somerset.gov.uk) and someone will make contact to talk those ideas through.