

WOKINGHAM BOROUGH WELLBEING BOARD TERMS OF REFERENCE

4.4.21 Introduction

Under the Health and Social Care Act 2012¹ Local Authorities are required to establish a Health and Wellbeing Board. The Board is responsible for identifying the current and future social care and health needs of the local area through a Joint Strategic Needs Assessment.

The Health and Wellbeing Board is also responsible for developing a Health and Wellbeing Strategy that sets out the local social care and health priorities, provides a framework for the commissioning of local health and social care services and has oversight of health and wellbeing outcomes.

4.4.22 Roles and Responsibilities

The Wokingham Borough Wellbeing Board will have the following responsibilities:

- a) work in partnership to improve the health and wellbeing of the population;
- b) work in partnership to reduce inequalities in health across the Borough, including the difference in healthy life expectancy between the most and least deprived communities in the Borough;
- c) to create, approve, own and monitor the delivery of a Health and Wellbeing Strategy;
- d) to establish and monitor Partnership Boards as required to help deliver required service change and improved health and wellbeing outcomes for residents of Wokingham in line with the Health and Wellbeing Strategy;
- e) oversee the delivery of any strategies that have an impact on health and wellbeing across all member organisations;
- f) be responsible for bringing together public and voluntary service organisations in order to improve health and wellbeing of the population of Wokingham Borough;
- g) the Wokingham Borough Wellbeing Board will exercise strategic leadership of public, private and community services in the promotion of health and wellbeing;
- h) promote integration of health and wellbeing services and work in partnership with all member organisations to improve the health and wellbeing of residents;
- i) ensure that the building blocks to health and wellbeing such as housing, environment, education and employment are included in local strategies and plans to improve health and wellbeing;
- j) produce a Joint Strategic Needs Assessment (JSNA) to identify the current and future health and social care needs across Wokingham. The JSNA will inform priorities and objectives for health and social care services in Wokingham and be used to monitor progress and health and wellbeing outcomes;
- k) prepare, consult, monitor and publish a local pharmaceutical needs assessment in accordance with national guidelines to support understanding of local need for pharmacy provision.
- l) Oversee the joint commissioning arrangements for health and social care across Wokingham. Maintain oversight of the commissioning intentions across all member organisations that impact on health and wellbeing;

¹ The Board is a committee of the Council by virtue of the Health & Social Care Act 2012 and Local Authority (Public Health, Health & Wellbeing Boards and Health Scrutiny) Regulations 2013

- m) listen to and learn from residents and communities about their needs and experience of health and care services, involving them in the planning and monitoring of the health and wellbeing services.

The Board will be accountable to the public for the delivery of work within the Health and Wellbeing Strategy and the associated Wokingham Strategy into Action, and to Government for the reduction of health inequalities within Wokingham Borough. The Board will monitor the implementation of the Health and Wellbeing Strategy and the associated Strategy into Action against clearly defined outcome measures.

When producing the Health and Wellbeing Strategy and the associated Strategy into Action, the Wokingham Borough Wellbeing Board must:

- a) consider how the needs identified in the Joint Strategic Needs Assessment may be addressed through partnership arrangements between the Council, NHS bodies, voluntary and community Sector organisations and allied public service organisations;
- b) have regard to the mandate the NHS England has received from the Secretary of State;
- c) involve the Local Healthwatch and those who live or work in the local authority area;
- d) have regard to any guidance issued by the Secretary of State;
- e) encourage joint working between the Council, NHS bodies and the voluntary and community are sector regarding improvements in health and wellbeing and promote the integration of NHS and Council services where this will lead to better care for residents
- f) review the BOB Integrated Care System (ICS) Plan each year against the priorities in the local Strategy, assess whether the Plan has adequately taken the Strategy into account and question whether its programmes have led to improvements in those needs and priorities identified within the Borough;
- g) take account of and comment on the appropriateness of the NHS England plan for services within the Borough.
- h) review the contribution of local authority services and programmes to addressing the identified health and wellbeing needs and priorities;
- i) hold to account its constituent member organisations in meeting their responsibilities to promote the health and wellbeing of the community, to address health inequalities, to address the issues identified in the Joint Strategic Needs Assessment and for implementation of the Health and Wellbeing Strategy.

4.4.23 Membership

The membership of the Wokingham Borough Wellbeing Board will be as follows:

- a) Leader of the Council
- b) Executive Member with responsibility for Children's Services
- c) Executive Member with responsibility for Health and Wellbeing
- d) Chief Executive
- e) Deputy Chief Executive
- f) Director with statutory responsibility for Children's Services
- g) Director with statutory responsibility for Adult Social Services
- h) Director with responsibility for Planning and Localities
- i) Director of Public Health

- j) Three representatives from the Berkshire West Place Team/Buckinghamshire, Oxfordshire, Berkshire West Integrated Care System
- k) Representative from Royal Berkshire Foundation Trust
- l) Representative from Berkshire Healthcare NHS Foundation Trust
- k) Representative from local Healthwatch
- l) Representative of National Health Service England (for the purpose of participating in the Board's preparation of the Wokingham Needs Assessment and/or Joint Health and Wellbeing Strategy or if the Board is considering a matter which relates to the exercise or proposed exercise of the commissioning functions of the NHS England in relation to the local authority area covered by the Board).
- m) An elected Member from the Opposition
- n) Two representatives from the Strategic Partnerships, representing the Community Safety Partnership and the Business, Skills and Enterprise Partnership
- o) Representative from the Voluntary Sector
- p) Representative from Royal Berkshire Fire and Rescue Service

The Wokingham Borough Wellbeing Board may appoint such additional persons to be members of the Board as it thinks appropriate. The appointment of any additional members to The Wokingham Borough Wellbeing Board will take place at public Board meetings.

4.4.24 Co-optees

With the agreement of the Wokingham Borough Wellbeing Board, individuals may be co-opted to the Board for an agreed period.

Representatives from other key partners may be invited to attend the Wokingham Borough Wellbeing Board where there is a specific agenda item which includes their engagement. Representatives attending in this capacity will be non-voting attendees.

4.4.25 Appointment of Wokingham Borough Wellbeing Board

Elected Members of the Council will be appointed to the Board at the Council's Annual Council Meeting.

Nominations for the elected Member representative(s) and their substitutes on the Wokingham Borough Wellbeing Board will be made by the Leader of the Council.

No member of the Wokingham Borough Wellbeing Board may be a member of the Health Overview and Scrutiny Committee.

The Director of Public Health, Director with statutory responsibility for Adult Social Services and the Director with statutory responsibility for Children's Services will be members of the Board by virtue of their office.

Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (also referred to as BOB ICB) will appoint three people to represent it on the Wokingham Borough Wellbeing Board.

The contracted provider of the Local Healthwatch organisation will appoint a person to represent it on the Wokingham Borough Wellbeing Board.

Each constituent organisation is responsible for notifying Wokingham Borough Council's Democratic Services of its nominated representative(s) and any changes made.

Should Wokingham Borough Wellbeing Board members cease to be an elected Member of the Council, or no longer hold the relevant Executive Member position or represent any of the bodies set out in Rule 4.4.23 above or cease to hold the relevant Director post, they will cease to be a member of the Wokingham Borough Wellbeing Board.

4.4.26 Voting

The Wokingham Borough Wellbeing Board will generally reach decisions by consensus, but in the event of a vote being required there will be one vote per Board Member.

4.4.27 Substitutes

If representatives are unable to attend a Board meeting they may nominate a substitute to act in their place (including vote on their behalf) at the meeting. The appointment shall only take effect if the representative unable to attend notifies the Democratic and Electoral Services Lead Specialist, or their representative, no later than midday of the day of the meeting that they will be unable to attend the meeting and the name of the substitute member.

The substitute for the Executive Member representatives will be the Deputy Executive Member for that post and the substitute for the Leader of the Council will be the Deputy Leader of the Council. The substitute for the Opposition Member will be another member of the Opposition and will be nominated by the Leader.

4.4.28 Chairing of meetings

The Chair will be an elected Member of Wokingham Borough Council. The Chair of the Wokingham Borough Wellbeing Board will be appointed at the first meeting of the Wokingham Borough Wellbeing Board of the municipal year.

The Vice Chair of the Board will be appointed at the first meeting of the Wokingham Borough Wellbeing Board of the municipal year and can be any other member of the Board.

4.4.29 Accountability

The Wokingham Borough Wellbeing Board will be accountable to each of the Board's constituent member organisations for the quality and relevance of the process of identification of local health and social care needs and priorities and for the effectiveness of programmes to address these issues.

It will be accountable for its performance to the Local Authority through reporting to Council at least once a year.

4.4.30 Supply of Information to the Wokingham Borough Wellbeing Board

The Wokingham Borough Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request specific information from the following:

- a) the local authority;
- b) any person who represents the Local Healthwatch on the Wokingham Borough Wellbeing Board;

- c) any person who represents the BOB ICS on the Wokingham Borough Wellbeing Board;
- d) any person appointed to the Wokingham Borough Wellbeing Board as an additional member.

Information must relate to:

- a) a function of the person (organisation) to whom the request is made; or
- b) a person in respect of whom a function is exercisable by that person (organisation).

4.4.31 Scrutiny

The priorities and programmes of the Wokingham Borough Wellbeing Board will be subject to scrutiny primarily by the Health Overview and Scrutiny Committee.

The Wokingham Borough Wellbeing Board will provide an update to the Health Overview and Scrutiny Committee on an annual basis to enable it to fulfil its responsibilities of scrutiny.

4.4.32 Quorum

The quorum of a meeting of the Wokingham Borough Wellbeing Board shall be four. Representatives from Wokingham Borough Council and the BOB ICB must be in attendance at each meeting. If neither the Chair nor Vice Chair is present, a Chair will be elected for that meeting. Substitute voting members for the Chair and Vice Chair, for that meeting will be identified prior to the meeting.

If there is no quorum at the published start time for the meeting, a period of no more than 10 minutes will be allowed, and if there remains no quorum at the expiry of this period, the meeting will be declared null and void.

4.4.33 Frequency of Meetings

The Wokingham Borough Wellbeing Board shall schedule a minimum of 6 meetings a year. Additional (extraordinary) meetings may take place with the agreement of the Chair. Dates, times and locations of meetings will be agreed by the Board and published.

The business to be conducted at an extraordinary meeting of the Wokingham Borough Wellbeing Board shall usually be a single item only and there shall be no consideration of previous minutes unless relevant to the item at hand.

4.4.34 Attendance of Public and Press

The Wokingham Borough Wellbeing Board will meet in public, unless confidential or exempt information is to be discussed, and the Access to Information Rules contained in Chapter 3.2 of this Constitution set out the requirements covering public meetings. The principles of decision making set out in Chapter 1.4 will apply to meetings of the Board.

4.4.35 Public and Member Questions

Public and Member questions can be asked in accordance with the requirements set out in [Chapter 4.2](#) of this Constitution.

In addition questions may also be asked about matters for which the other member organisations have a responsibility.

The total time allotted questions from the public will be limited to 30 minutes and Member questions will be limited to 20 minutes. The total time allotted to public and Member Questions may be extended at the discretion of the Chair.

4.4.36 Petitions

Petitions will not be accepted at meetings of the Wokingham Borough Wellbeing Board. Details of the Council's Petition Protocol can be found at Chapter 3.5.

Petitions which relate to the responsibilities of the Wokingham Borough Wellbeing Board member organisations, other than the Council, will be forwarded to the appropriate organisation.

4.4.37 Speaking Rights

A Member of the Council who is not a member of the Wokingham Borough Wellbeing Board shall be entitled to attend and speak (but not vote) at any full public Board at the discretion of the Chair. Members attending under this provision shall advise the Chair of the Wokingham Borough Wellbeing Board in advance that they will be attending. Members of the public or other organisations shall only be entitled to speak regarding presentation items by invitation from the Chair.

4.4.38 Disturbance by Public

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

4.4.39 Signing the Minutes

The Chair shall sign off the minutes as a true and accurate record of the meeting at the next suitable meeting. Where in relation to any meeting, the next meeting is an extraordinary meeting, then the next following ordinary meeting will be treated as a suitable meeting for the purpose of signing off minutes.

Minutes of meetings will be available on the Council's website.

4.4.40 Wokingham Borough Wellbeing Board Partnership Groups

The Wokingham Borough Wellbeing Board will be mindful of its powers to appoint one or more sub-groups or sub-committees to discharge of any of its functions, with certain conditions. The Board may also appoint advisory groups, working groups or informal 'task and finish groups' to make recommendations to it on any of its functions.

The work programme of the Wokingham Borough Wellbeing Board will be monitored by the **Wokingham Health & Wellbeing Strategy into Action Steering Group**.

The work programme of the Wokingham Borough Wellbeing Board will be implemented through the following Partnership Groups:

- a) Children and Young People's Partnership
- b) Community Safety Partnership
- c) Wokingham Integrated Partnership
- d) Physically Active Communities
- e) Dementia Alliance
- f) Social Isolation and Loneliness Action Group

- g) Carers Strategy Action Group
- h) Learning Disabilities Partnership
- i) Combatting Drugs Partnership

The Partnership Groups will have responsibility for the implementation of designated programmes within the Health and Wellbeing Strategy. The Partnership Groups will report to the Wokingham Borough Wellbeing Board **Strategy into Action Steering Group** on the aspects of their work programme which are within the Health and Wellbeing Strategy, no less than twice a year. The Partnership Groups will agree their programmes of work, monitor progress and review performance in their respective areas. Change to the strategic groups will be agreed by the Wokingham Borough Wellbeing Board.

4.4.41 Code of Conduct

All voting members of the Wokingham Borough Wellbeing Board will be subject to the Local Code of Conduct for Members set out in Chapter 9.2 of this Constitution.

4.4.42 Review of Terms of Reference

The terms of reference will be reviewed a year from the date of adoption and thereafter at least biennially. Any changes proposed shall be submitted to Council for approval.

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