

## **WOKINGHAM BOROUGH WELLBEING BOARD**

### **4.4.22 Introduction**

Under the Health and Social Care Act 2012 the Council is required to establish a Health and Wellbeing Board. The Health and Wellbeing 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 Wokingham Needs Assessment).

The Health and Wellbeing Board is also responsible for developing a Joint Health and Wellbeing Strategy to set local social care and health priorities and provide a framework for the commissioning of local health and social care services.

### **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) Director with statutory responsibility for Children's Services
- e) Director with statutory responsibility for Adult Social Services
- f) Director with responsibility for Planning and Localities
- g) Director of Public Health
- h) Three representatives from the Berkshire West Clinical Commissioning Group
- i) Representative from local Healthwatch
- j) 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).
- k) An elected Member from the Opposition
- l) Three representatives from the Strategic Partnerships, representing the Place and Community Partnership, the Community Safety Partnership and the Business, Skills and Enterprise Partnership
- m) Representative from the Voluntary Sector

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 Board meetings.

#### **4.4.24 Co-optees**

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

Representatives from other key partners may be invited to attend the 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) 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.

The Berkshire West Clinical Commissioning Group will appoint three people to represent it on the Wokingham Borough Wellbeing Board.

The Local Healthwatch organisation for the local authority will appoint a person to represent it on the Wokingham Borough Wellbeing Board.

Each constituent organisation will notify Democratic Services of its nominated representative(s) and any changes made. In order to ensure continuity, it is expected that the nominated representative will be elected for a period of two years. Appointment to the Wokingham Borough Wellbeing Board may be renewable.

Should Board members cease to be an elected Member of the Council, or to represent the Berkshire West Clinical Commissioning Group or Local Healthwatch or cease to hold the office of Director of Public Health, or to be the Director with statutory responsibility for Children's Services or to be the Director with statutory responsibility for Adult Social Services, 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 each for the local authority, the Clinical Commissioning Group and Healthwatch.

Voting members will be an elected Member, a representative from the Clinical Commissioning Group and the Healthwatch representative. The member organisations will identify and notify Democratic Services of the voting representative, prior to the first meeting of the Board of the municipal year.

All other Board members will be non-voting members.

#### **4.4.27 Substitutes**

Named substitutes are permitted to cover for representatives other than elected Members if they are unable to attend a meeting. In order to ensure continuity, it is expected that the nominated substitute will be appointed for a period of two years. Appointment as a substitute to the Wokingham Borough Wellbeing Board may be renewable. Organisations other than the Council represented on the Wokingham Borough Wellbeing Board will appoint a substitute for their representative(s) at the beginning of the municipal year.

If representatives from organisations other than the Council are unable to attend a Board meeting they may ask the nominated substitute to act in their place (including vote on their behalf if applicable) at the meeting. The appointment shall only take effect if the representative unable to attend notifies the Democratic Services Manager, 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 appointed substitute member.

#### **4.4.28 Changing Substitutes**

Organisations other than the Council represented on the Wokingham Borough Wellbeing Board will inform Democratic Services should they change the substitute for their representative(s) on the Board during the municipal year.

#### **4.4.29 Chairman and Vice Chairman**

The Chairman will be an elected Member of Wokingham Borough Council. The Chairman 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 Chairman 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.

#### **4.4.30 Purpose of Wokingham Borough Wellbeing Board**

The Wokingham Borough Wellbeing Board is responsible for:

- a) improving the health and wellbeing of the population;
- b) reducing inequalities in health across the Borough such as the difference in life expectancy of 13 years between the more affluent and less affluent parts of the Borough;
- c) making sure that there is joined up care for example for people with long term illness and high levels of dependency and that they can be looked after in their own homes for as long as is practical;
- d) listening to and learning from people and communities about their experience of health and care services and involving them in planning services which meet their needs in the most appropriate way.

#### **4.4.31 Roles and Responsibilities**

The Wokingham Borough Wellbeing Board will:

- a) be responsible for bringing together public services in order to improve health and wellbeing. The Wokingham Borough Wellbeing Board will work through exercising strategic leadership of public, private and community services in the

promotion of healthy communities. It does not have executive budget control but will exercise influence by holding local authority and NHS organisations to account for how they apply their resources;

- b) ensure that wider influences on health and wellbeing such as housing, environment, a safe community and opportunities for employment are included in the plans to improve health, as well more obvious influences such as local GP provision, community health and social care services;
- c) lead the production of a Wokingham Needs Assessment which will identify the range of current and future health and wellbeing needs in the community. The Assessment will set out which issues and programmes will be prioritised by the Wokingham Borough Wellbeing Board and incorporated into the Health and Wellbeing Strategy;
- d) lead the production of the Joint Health and Wellbeing Strategy which details how the health and social care needs identified in the Wokingham Needs Assessment will be met and sets targets for health improvement and for the promotion of health and wellbeing;
- e) prepare and publish a local pharmaceutical needs assessment (an overview of local pharmaceutical needs, services and gaps in provision);
- f) support Healthwatch in its work, and ensure that public and consumer experiences are taken into account in the work of the Strategic Partnerships which will support the Wokingham Borough Wellbeing Board.

The Board will monitor the targets set out in the Joint Health and Wellbeing Strategy and be accountable to the public for delivery of programmes within the Health and Wellbeing Strategy and to Government for the reduction of health inequalities within Wokingham Borough.

When producing the Joint Health and Wellbeing Strategy the Wokingham Borough Wellbeing Board must:

- a) consider how the needs identified in the Wokingham Needs Assessment may be addressed through partnership arrangements between the Council and NHS bodies, such as pooled budgets;
- 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 and NHS bodies 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 Wokingham Clinical Commissioning Plan each year against the priorities in the Joint Health and Wellbeing 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 the issues identified in the Wokingham Needs Assessment and for implementation of the Joint Health and Wellbeing Strategy.

#### **4.4.32 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.

#### **4.4.33 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 Berkshire West Clinical Commissioning Group 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).

#### **4.4.34 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 a quarterly basis to enable it to fulfil its responsibilities of scrutiny.

#### **4.4.35 Quorum**

The quorum of a meeting of the Wokingham Borough Wellbeing Board shall be four. Representatives from Wokingham Borough Council and the Clinical Commissioning Group must be in attendance at each meeting. If neither the Chairman nor Vice Chairman is present a Chairman will be elected for that meeting. Substitute voting members for the Chairman and Vice Chairman, 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.

#### **4.4.36 Frequency of Meetings**

The Wokingham Borough Wellbeing Board will meet a minimum of 6 times a year. Additional (extraordinary) meetings may take place with the agreement of the Chairman. 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.

#### **4.4.37 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.

#### **4.4.38 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 Chairman.

#### **4.4.39 Petitions**

Petitions will not be accepted at meetings of the Wokingham Borough Wellbeing Board. Petitions relating to the Wokingham Borough Wellbeing Board's responsibilities may, however, be submitted at meetings of full Council. 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.

#### **4.4.40 Speaking Rights**

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

#### **4.4.41 Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman 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 Chairman may call for that part to be cleared.

#### **4.4.42 Signing the Minutes**

The Chairman 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 of minutes.

Minutes of meetings will be available on the websites of the Council and partner agencies.

#### **4.4.43 Joint Health and Wellbeing Boards discharge of functions of Health and Wellbeing Boards**

Two or more Health and Wellbeing Boards may make arrangements for

- a) any of their functions to be exercisable jointly;
- b) any of their functions to be exercisable by a joint sub-committee of the Boards;
- c) a joint sub-committee of the Boards to advise them on any matter related to the exercise of their functions.

#### **4.4.44 Wokingham Borough Wellbeing Board Partnership Groups**

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

- a) Children and Young People Strategic Partnership
- b) Community Safety Partnership
- c) Place and Community Strategic Partnership

- d) Wokingham Integrated Partnership
- e) Business, Skills and Enterprise Partnership

The Partnership Groups will have responsibility for the implementation of designated programmes within the Health and Wellbeing Strategy. The Partnership Groups will report periodically to the Wokingham Borough Wellbeing Board 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.

#### **4.4.45 Wokingham Borough Wellbeing Board Sub-Committees**

The Wokingham Borough Wellbeing Board has the ability to set up sub-committees to undertake any of its functions. The Wokingham Borough Wellbeing Board will agree the terms of reference and membership of any such sub-committee and any such terms of reference will subsequently be included in the Council's Constitution.

#### **4.4.46 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.

#### **4.4.47 Review of Terms of Reference**

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