

REPORT TO: Health & Wellbeing Board

DATE: 11 October 2023

REPORTING OFFICER: Director of Public Health

PORTFOLIO: Health and Wellbeing

SUBJECT: Terms of Reference Refresh

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To present the updated Terms of Reference for the Health and Wellbeing Board in the light of several changes that have occurred since the last refresh in 2019 and further feedback from members of the board.

2.0 **RECOMMENDATION: That the Board accept the refreshed terms of reference.**

3.0 SUPPORTING INFORMATION

3.1 Health and Wellbeing Boards were established under the Health and Social Care Act 2012 to act as a forum in which key leaders from the local health and care system could work together to improve the health and wellbeing of their local population. The 2012 Act prescribes a core statutory membership of at least one elected representative of the local authority, a representative from each CCG whose area falls within or coincides with, the local authority area, the local authority directors of adult social services, children's services, and public health and a representative from the local Healthwatch organisation.

3.2 In November 2022, the Department of Health and Social Care set out new guidance for all Health and Wellbeing Boards in the light of changes to the NHS and in particular the establishment of Integrated Care Boards (ICBs) and Integrated Care Systems (ICSs). The guidance was to support the ICB and ICP leaders, local authorities and Health and Wellbeing Boards to understand how they should work together to ensure effective system and place-based working and to determine the integrated approach that will best deliver holistic care and prevention activities, including action on wider determinants in their communities.

3.3 The HWBB has previously received guidance presented 18th January 2023 that set out the functions of the HWBB in relation to new strategic partners. The update terms of reference (TOR) are based on these and detailed feedback received from members since the July 2023 meeting. The final version of the TOR are detailed in Appendix A

4.0 **POLICY IMPLICATIONS**

4.1 As a statutory board, the Health and Wellbeing Board must have a set of agreed Terms of Reference for it to operate effectively and to fulfil legal requirements.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 HWBBs do not commission health services themselves and do not have their own budget but play an important role in informing the allocation of local resources.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

Improving the health and wellbeing of children and young people is a key priority in Halton and will continue to be addressed through the work of the Health and Wellbeing Board.

6.2 **Employment, Learning & Skills in Halton**

Employment, learning and skills is a key determinant of health and wellbeing and is therefore a key consideration for the Health and Wellbeing Board.

6.3 **A Healthy Halton**

All issues outlined in this report focus directly on this priority

6.4 **A Safer Halton**

Reducing the incidence of crime, improving community safety and reducing the fear of crime has an impact on health outcomes particularly on mental health. There are also close links between partnerships on areas such as alcohol and domestic violence. It therefore remains a key consideration for the Health and Wellbeing Board.

6.5 **Halton's Urban Renewal**

The environment in which we live and the physical infrastructure of our communities has a direct impact on our health and wellbeing. It should therefore be a key consideration when developing strategies to address health and wellbeing.

6.6 **Climate Change**

The HWBB terms of reference have no immediate or indirect effect on the Climate. Printing of documents will be limited, and all versions are available online.

7.0 **RISK ANALYSIS**

7.1 N/A

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 This is in line with all equality and diversity issues in Halton.

9.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

The [Health and Care Act 2022](#)

[Health and wellbeing boards: guidance - GOV.UK \(www.gov.uk\)](#)

Appendix A

TERMS OF REFERENCE HALTON HEALTH AND WELLBEING BOARD

1. Halton Health and Wellbeing board acts as a forum in which key leaders from the local health and care system can work together to improve the health and wellbeing of the local population living and working in Halton.

The main duties include:

- Set the strategic direction to improve health and wellbeing and reduce health inequalities.
- Provide a strong focus on establishing a sense of place.
- Promoting and encouraging partnership working through joint commissioning and integrated provision between health, children's services, public health and social care
- Assessing the health and wellbeing needs in Halton
- Publishing a joint strategic needs assessment (JSNA)
- Publishing a joint local health and wellbeing strategy (JLHWS)
- Publish a pharmaceutical needs assessment (PNA)

2. The Health and Wellbeing Board will provide a key forum for public accountability of NHS, Public Health, Social Care for Adults and Children and other commissioned services that the board agrees are directly related to health and wellbeing in Halton.

The Health and Wellbeing Board has the following responsibilities:

- To be responsible for guiding and overseeing the implementation of the ambitions outlined in the One Halton Health and Wellbeing Strategy and other relevant health and care strategies, guidance and policies that will have an impact on the health and wellbeing of the people living and working in Halton. These include but are not limited to health strategies for England and national operational plans and local or regional health and wellbeing strategies and action plans.
- To promote robust joint commissioning, partnership arrangements and integrated, collaborative provision between health, public health, social care, children's services, the voluntary and third sector.
- To assess the needs of the local population and support the statutory Joint Strategic Needs Assessment (JSNA).
- To identify and monitor the reduction of health inequalities and monitor relevant activity and performance.
- To ensure effective relationships between the HWBB and other strategic boards operating in Halton.
- Halton Health and Wellbeing Board will have oversight of local Combatting Drugs Partnership; Community Safer Strategic Partnership as well as receive reports from other relevant groups.
- To contribute to the development of health, care and wellbeing services in Halton which may arise as a result of changes in government policy and relevant legislation.

- To provide a voice for Halton residents on all matters relating to the commissioning, and provision of health and social care in Halton.

Membership

Executive Board Portfolio Holder for Health and Wellbeing (Chair)
 Executive Board Member: Children, Education and Social Care
 Executive Board Portfolio Holder for Adult Social Care
 Other Local Authority Portfolio Holders for other strategic priorities that sit under Halton's HWBB.
 Chair Healthwatch
 Chair Halton & St Helens Voluntary and Community Action
 Chef Officer Citizens Advice Halton
 NHS Cheshire and Merseyside – Halton Place Director
 GP Representatives from Widnes and Runcorn areas
 Executive Director, Adults
 Executive Director, Children
 Executive Director, Environment & Regeneration
 Director of Public Health
 Strategic Director Mersey Care
 Strategic Director Bridgewater Community Healthcare NHS Trust
 Strategic Director Warrington & Halton Hospitals NHS Foundation Trust
 Strategic Director Mersey and West Lancashire Teaching Hospitals NHS Trust
 Strategic Director Halton Housing Association
 Chair of the Halton Community Safer Strategic Partnership
 Police Representative
 Fire and Rescue Service Representative
 North West Ambulance Service Representative
 Local Pharmaceutical Committee Representative

In the event of a representative not being able to attend the board, a substitute of that organisation should be made available.

MEMBERS ROLES AND RESPONSIBILITIES

The quality and commitment of members is crucial to the success of the Health and Wellbeing Board (HWBB). Members need to have vision, skills, experience and influence to make things happen within their organisation and/or sector. All members of Halton's Health and Wellbeing Board when attending meetings, or working on behalf of the Board, will act in accord with the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

1. Information, reports and agendas for meetings will be circulated and shared amongst members.
2. All members are able to provide items or suggest issues for discussion at meetings.
3. All members are able to contribute to the formal decisions and recommendations of the Board.

4. Members will take responsibility for working with partners to ensure priorities and key actions are met.
5. Members will consult and obtain the views of the organisations and sectors, which they represent and reflect or communicate at these meetings.
6. Members will ensure they are fully briefed and informed and are able to share information from their parent organisation or sector, whilst also reflecting confidentiality and data protection issues.
7. Members will bring forward agenda items or information in areas where they can provide expertise or have an interest and will share the information in an accessible format and by agreed deadlines.
8. Members are prepared to regularly attend all Board meetings of which they are a member or send an agreed substitute in exceptional circumstances.
9. Members will act as ambassadors for the HWBB and take responsibility for communicating messages across their own organisations and sector contacts, other partnerships and the public.

Meetings

Meetings of the Health and Wellbeing Board will take place quarterly and shall be open to the press and public. The chair may call an extraordinary meeting at any time. The agenda and associated papers will be sent out a minimum of one week (five clear working days) in advance of the meeting. and the agenda, reports and minutes will be available for inspection at Halton Borough Councils website at least five working days in advance of each meeting. The board will be formally minuted.

The Board will establish its own forward planning programme of activity which will be reviewed at each meeting to ensure it remains both strategic and timely. The 'Forward Plan' will be used to facilitate discussion as to priority areas, new items and agenda timetabling. Any reports for a meeting of the Board should be submitted to the Democratic Services team no later than fourteen working day in advance of the meeting.

No business will be conducted that is not on the agenda.

Chair

The Chair will be an elected member of Halton Borough Council

Quorum

The meeting will be quorate provided that at least 50% of all members are present. This should include the Chair or Vice Chair and at least one officer of the ICB and one officer of the Local Authority are present. Where a Board is not quorate, business may proceed but decisions will need to be ratified.

Decisions

Where a decision is required, that decision will be made by agreement among a majority of members present. Where a decision needs to be ratified by one of the statutory agencies, the ratification process will be in accordance with the agreed process within that particular agency.

Minutes

Minutes of the proceedings of each meeting of the Board will be drawn up circulated and agreed as a correct record at the subsequent meeting, once any required amendments have been incorporated.

Review

The membership and terms of reference of this partnership will be reviewed regularly (normally annually) to ensure that they remain relevant and up to date.