



HEALTH AND WELLBEING BOARD

12th September 2019

Report sponsor: Cate Edwynn, Director of Public Health
Report author: Alison Wynn, Assistant Director of Public Health

ITEM 10

Terms of Reference – Annual Review

Purpose

- 1.1 The purpose of this report is to review the Terms of Reference of the Health and Wellbeing Board (HWB) as previously agreed.
- 1.2 The report highlights proposed amendments to the currently agreed Terms of Reference for consideration of HWB members.

Recommendation

- 2.1 To approve the Terms of Reference as detailed in Appendix 1.
- 2.2 To approve a review of the HWB sub-group structure and reporting arrangements.
- 2.3 That the Terms of Reference are next reviewed in September 2020 unless there are any changes to the statutory requirements or local expectations of the HWB requiring earlier review.

Reason(s)

- 3.1 To ensure the Terms of Reference of the HWB remain fit for purpose.

Supporting information

- 4.1 The current Terms of Reference of the HWB were agreed at the meeting held on 13th September 2018 with a review date of September 2019.
- 4.2 There have been no changes to the statutory requirements of the HWB since the current Terms of Reference were approved, or any significant changes to the local expectations of the HWB. Given this, no substantive changes are proposed to the existing Terms of Reference.

- 4.3 A number of minor amendments, however, are proposed and are highlighted in Appendix 1 for consideration and are set out below:
- One amendment to the membership is proposed:
 - Section 3.2 Non-statutory membership, k) Elected members – a change from five to ‘additional representatives as appointed by the Chair’ is proposed.
 - A number of the named individuals fulfilling both the statutory and non-statutory member roles as at September 2018 have changed. These are highlighted in 6.1 and 6.2 of Appendix 1.
- 4.4 Whilst no substantive changes are proposed to the Terms of Reference at this point, it is noted that not all the established sub-groups of the HWB either meet or report regularly to the HWB. It is therefore proposed that a review of the HWB sub-group and reporting arrangements is undertaken to ensure they remain appropriate to support the HWB in delivering its responsibilities.

Public/stakeholder engagement

5.1 None.

Other options

6.1 None considered.

Financial and value for money issues

7.1 Not applicable.

Legal implications

8.1 The Health and Social Care Act 2012 formally established Health and Wellbeing Boards as committees of the council. It sets out the statutory responsibilities and membership of the Board. Under the Localism Act 2011, all councillors and co-opted members of council committees are required to comply with a Code of Conduct.

Other significant implications

9.1 None.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Olu Idowu, Head of Legal Services	28/08/2019
Finance		
Service Director(s)	Cate Edwynn, Director of Public Health	28/08/2019
Report sponsor	Cate Edwynn, Director of Public Health	28/08/2019
Other(s)	Alex Hough, Acting Head of Democracy	30/08/2019

