

Terms of Reference Update

SUMMARY

- 1.1 The Terms of Reference for the Health and Wellbeing Board were reviewed and updated in January 2014. While member roles did not change, individuals fulfilling a number of roles changed mid-year and the named membership was updated accordingly in July 2014.
- 1.2 It was previously agreed that the Terms of Reference would be reviewed annually and are therefore now due for review by the Board. The current Terms of Reference are attached for information.
- 1.3 The Terms of Reference cover four key sections:
 - Purpose and function
 - Membership
 - Governance and reporting
 - Meeting management.
- 1.4 The General Election is set for the 7 May 2015. The role and responsibilities of Health and Wellbeing Boards may change following the General Election. In addition there may also be changes to other aspects of the health and social care system. Given these potential changes, it is proposed that a 'light touch' approach is taken to the review and update of the Terms of Reference at this point, and that they are reviewed again in July 2015.
- 1.5 The following amendments are proposed to the Terms of Reference:
 - 3.2 Non-statutory membership** (p.2) – proposed additional member:
 - a) Chief Executive, Derby City Council.
 - 5.5 Agenda and meeting format** (p.6) – proposed additional paragraph suggesting the establishment of a closed programme of Health and Wellbeing Board development workshops.
 - 6.2 Non-statutory membership** (p.7) – membership details updated to take account of:
 - New additional member - Paul Robinson, Chief Executive (Acting), Derby City Council.
 - Change in the individual fulfilling agreed non-statutory membership role –

Sarah Edwards, Business Development Manager, Ripplez (Third sector representative: Children's Network) replacing previous representative Dionne Reid.

- Change in member role title – Paula Crick, Dean, College of Health and Social Care, University of Derby.

Changes to the previously agreed Terms of Reference are indicated by red text.

- 1.6 As a sub-committee of the Council, proposals agreed by the Health and Wellbeing Board will be taken to Council for final approval.

RECOMMENDATION

- 2.1 The Board is asked to review and agree the amended Terms of Reference as proposed.
- 2.2 To agree to review and update the Terms of Reference as required in July 2015.

REASONS FOR RECOMMENDATION

- 3.1 To support the Board in maintaining effective governance and delivery of its responsibilities.

SUPPORTING INFORMATION

- 4.1 No further supporting information presented.

OTHER OPTIONS CONSIDERED

- 5.1 A significant review and update to the Terms of Reference was considered. As a further detailed review is likely to be necessary post the up-coming General Election, a 'light touch' update at this point was deemed most appropriate.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	Derek Ward, Director of Public Health
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For more information contact:
Background papers:
List of appendices:

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Updated Terms of Reference 2015 – attached.
Appendix 1 – Implications

IMPLICATIONS

Financial and Value for Money

- 1.1 Strong governance arrangements support the Board in delivering value for money.

Legal

- 2.1 The establishment of a Health and Wellbeing Board is a statutory responsibility of each upper tier local authority.

Personnel

- 3.1 None.

IT

- 4.1 None.

Equalities Impact

- 5.1 A primary function of the Health and Wellbeing Board is to reduce health inequalities.

Health and Safety

- 6.1 None.

Environmental Sustainability

- 7.1 None.

Property and Asset Management

- 8.1 None.

Risk Management

- 9.1 Strong governance and Terms of Reference help support the effective management of risk.

Corporate objectives and priorities for change

- 10.1 An effective and high functioning Health and Wellbeing Board will support the delivery of corporate objectives.