

TERMS OF REFERENCE FOR HALTON HEALTH AND WELL-BEING BOARD

Aims of the Health and Well-Being Board

1. The Health & Well-Being Board (HWBB) is responsible for guiding and overseeing the implementation of the ambitions outlined in the Health White Paper "Equity and Excellence - Liberating the NHS" as well as providing the strategic direction for the Health priority in Halton. Principally this will include:
 - guiding and overseeing the Joint Strategic Needs Assessment;
 - overseeing the implementation and monitoring of the Joint Health and Well-being strategy based upon the findings of the JSNA (including priorities identified by the Sustainable Community Strategy (SCS));
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 - promoting joint commissioning and integrated provision between health, public health and social care.

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

- 3.

Suggested Terms of Reference based on the above:

Principle Responsibilities working within a "boiler house" approach:

- To be responsible for guiding and overseeing the implementation of the ambitions outlined in the Health White Paper "Equity and Excellence- Liberating the NHS" and "Healthy Lives, Healthy People" the health strategy for England
- To promote sound joint commissioning arrangements and integrated provision between health, public health and social care and to safeguard adults and children.
- To assess the needs of the local population and lead the Statutory Joint Strategic Needs Assessment.
- To promote integration and partnership across areas including through promoting joined up commissioning plans across the NHS, Social Care and Public Health.
- To work with the Children's Trust to ensure that Children's Services commissioning is embedded into the role of the Health and Well-being Board and effective relationships established between the two Boards.
- Halton Health and Wellbeing Board will work closely with its statutory partners including Halton Local Safeguarding Children Board in its contribution to help protect and care for the children and young people of Halton. In doing this it recognises the importance of early help.
- To support strategic planning and joint commissioning and publish a Joint Health and Well-being Strategy
- To contribute to the developments of Health and Well-being Services in Halton which may arise as a result of changes in Government Policy and relevant legislation.
- To respond and contribute to developments in wider partnership arrangements in Halton in addition to the Consortia that contribute to health and wellbeing.

Other Responsibilities

- To give strategic direction to relevant Commissioning Activity
- To oversee the work of Joint Commissioning Groups.
- To liaise, where relevant, with new NHS arrangements regarding strategic and commissioning direction.
- To develop and monitor relevant activity and performance.
- To ensure that Health Inequalities and the priority measures are

addressed by the Joint Commissioning Group.

- To ensure that Halton's health priorities (as defined by the JSNA, SCS and relevant health targets) are addressed by Joint Commissioning Groups.
- To ensure that Joint Commissioning Groups work effectively with other Strategic Partnerships to address cross-cutting areas of work e.g. alcohol to ensure an holistic approach.
- To encourage access for service users and patients through closer working arrangements and in particular to address issues in relation to disadvantaged groups.
- To engage with relevant providers when necessary to gather requirements around need.
- To effectively monitor and review the progress of programmes designed to impact on key targets.
- To ensure dissemination of learning as a result of good practice.
- To disseminate and share strategies and action plans in order to facilitate partnership working
- To maintain appropriate linkages with other partnership boards including those relating to Adults and Children's Safeguarding.

Membership

Elected Member (Chair)

Executive Board Portfolio Holder for Health & Adults

Executive Board Portfolio Holder for Children and Young Peoples Services
(Chair of Children's Trust)

Chief Executive, Halton Borough Council

CVS/Forum Representative

Health Watch Representative

GP Representatives from Widnes and Runcorn areas

Strategic Director, Communities (Chair of SAB)

Strategic Director, Children & Enterprise

Director of Public Health

Chair of LSCB

Operational Directors, Partnerships, and Child and Family Health
Commissioning Halton & St. Helens NHS

Chief Executive or representative from Merseyside Cluster NHS Cluster

5 Boroughs Partnership NHS Trust

Bridgewater Community Healthcare NHS Trust

Warrington & Halton Hospitals NHS Foundation Trust

St Helens and Knowsley Hospitals NHS Trust

Housing Association Representative

Chair(s) of the Safer Special Strategic Partnership Sub Group

Chair of the Employment, Learning & Skills Special Strategic Partnership Sub
Group

Chair of the Children's Special Strategic Partnership Sub Group

Chair of the Environment Special Strategic Partnership Sub Group

Chair of the Health Special Strategic Partnership Sub Group

Fire and Rescue Service

North West Ambulance Service

NHS England

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

Conflict Resolution

- To build consensus, members need to be aware of, and understand, the different values, outlook, skills and experience that each member brings to meetings.
- Given the range of people involved in the Board, differences of opinion will unfortunately be inevitable and this diversity is welcomed as it leads

to reasoned and challenged debate within the Partnership which helps in achieving its goals. The aim must be for differences of opinion to be dealt with in a positive and constructive manner and to avoid situations where decisions escalate into formal confrontations and breakdown of trust and conflict, as ultimately this will discredit the Board.

- The operating principles and policies of The Board, aim to show how to build consensus and deal with conflict in a positive way by stressing the key principles of diplomacy, negotiation, mediation and arbitration that all members must adopt in Board meetings
- In situations where differences of opinion are seriously escalating at Board meetings and jeopardising the work of the board, the members concerned need, with the assistance of an impartial third party, to go to mediation. Mediation should be jointly called by both parties concerned, or may be requested by other members of the meeting where conflict arose.
- Nothing in this document should be interpreted as changing the statutory or other responsibilities of partners, or their own accountabilities. It does not prevent them pursuing their own individual action if they so wish.

Meetings

- Meetings of the Health and Well-being Board will take place bi-monthly. 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. Minutes of the board will be formally minuted.

Chair

- The Chair will be an elected member of Halton Borough Council

Quorum

- The meeting will be quorate provided that at least fifty per cent of all members are present. This should include the Chair or Vice Chair and at least one officer of the PCT and one officer of the Local Authority. 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.