

REPORT TO: Health & Wellbeing Board
DATE: 5th July 2023
REPORTING OFFICER: Director of Public Health
PORTFOLIO: Health & Wellbeing
SUBJECT: Terms of Reference Refresh
WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To present a refreshed Terms of Reference for the Health and Wellbeing Board in the light of several changes that have occurred since the last refresh in 2019.

2.0 RECOMMENDATION: That the Board:

- i) Discuss the content of the refreshed terms of reference.
- ii) Feedback any comments to the Strategic Director.

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.

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 that sets out the functions of the HWBB in relation to new strategic partners. The update terms of reference (TOR) are based on these and 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.

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 \(www.gov.uk\)](#)

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, 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 support the collaborative delivery and provision of health and social care for people in Halton.
- 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.
- To develop 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 as well as receive report 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

Elected Member (Chair)

Executive Board Portfolio Holder for Health & Adults

Executive Board Portfolio Holder for Children and Young Peoples Services

Other Local Authority Portfolio Holders for other strategic priorities that sit under Halton's HWBB.

Chief Executive, Halton Borough Council

CVS/Forum Chair

Health Watch Chair

NHS Cheshire and Merseyside – Halton Place Director

Associate Directors of Transformation and Partnerships.

Halton Place Director

GP Representatives from Widnes and Runcorn areas

Executive Director, Adults

Executive Director, Children

Executive Director, Environment & Regeneration

Director of Public Health

Operational Directors, Child and Family Health

Strategic Director Mersey care

Strategic Director Bridgewater Community Healthcare NHS Trust

Strategic Director Warrington & Halton Hospitals NHS Foundation Trust

Strategic Director St Helens and Knowsley Hospitals NHS Trust

Strategic Director Housing Association

Chair(s) of the Safer Strategic Partnership

Chair of the Employment, Learning & Skills Special Strategic

Police Representative

Fire and Rescue Service Representative

North West Ambulance Service Representative

Allied Health Professional 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 share a number of common rights and responsibilities:-

1. All members are treated as equal, and their contributions are respected and valued at meetings.
2. All members are able to voice the views and opinions of the organisation and/or sector they represent at meetings.
3. Information, reports and agendas for meetings will be circulated and shared amongst members.
4. All members are able to provide items or suggest issues for discussion at meetings.
5. All members are able to contribute to the formal decisions and recommendations of the Board.
6. Members will take responsibility for working with partners to ensure priorities and key actions are met.
7. Members will contribute positively at meetings and work with other members to take strategic decisions and reach consensus regarding the strategic development of issues across Halton.
8. Members will consult and obtain the views of the organisations and sectors, which they represent and reflect or communicate at these meetings.
9. Members will consider what is in the best interests of Halton and to weigh this alongside the interests of their parent organisation or sector.
10. 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.
11. Members will bring forward agenda items or information in areas where they can provide particular expertise or have an interest and will share the information in an accessible format and by agreed deadlines.
12. Members are prepared to regularly attend all Board meetings of which they are a member or send an agreed substitute in exceptional circumstances.
13. Members will seek to support the needs and add value to the resources and activity of other members wherever possible.
14. Members are encouraged to challenge the opinions and actions of other members where this will lead to an improvement in outcomes for Halton.
15. Members are expected to display consistency and honesty to achieve consensus through debate.
16. Members will ensure that decisions are based on direct evidence and/or experience.
17. 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.

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 that 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 Wellbeing Board will take place quarterly. 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 ICB 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.

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