

REPORT TO: Health & Wellbeing Board

DATE: 25th March 2026

REPORTING OFFICER: Director of Public Health

PORTFOLIO: Health and Wellbeing

SUBJECT: Review of Terms of Reference

WARD(S) Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To review the Terms of Reference for the Health and Wellbeing Board in the light of new guidance and several changes and that have occurred since the last refresh in 2023.

2.0 RECOMMENDED: That

- 1) the report be noted; and**
- 2) the Board discuss and review the refreshed terms of reference**
- 3) the Board agrees to remove the alignment of agenda with strategy priorities**

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 2022 guidance prompted changes to the terms of reference and format of the meeting. The 4 meetings a year were aligned to health and wellbeing board strategy priorities. It has at times proved challenging to align papers to the different priorities and timings have led to papers being delayed.
- 3.4 At the end of last summer, the 10-year NHS plan, Fit for the Future was published. It states: In the future, a neighbourhood health plan will be drawn up by local government, the NHS and its partners at single or upper tier authority level under the leadership of the Health and Wellbeing Board, incorporating public health, social care, and the Better Care Fund.
- 3.5 New national guidance for the NHS suggests the HWBB will lead the development of Neighbourhood Plans, aligning with Better Care Fund that will transform into a new Integrated Care Funding Framework, beginning in 2026/27
- 3.6 A refreshed approach to agenda planning is proposed with a decoupling of the HWBB strategy priorities from the agenda to allow the HWBB focus on neighbourhood health
- 3.7 Updated Term of reference is included for review in Appendix 1

4.0 **POLICY IMPLICATIONS**

- 4.1 With HWBBs being responsible for signing off neighbourhood health plans and retaining a role in the sign-off and oversight of reformed BCF plans, Boards will play a critical part in driving prevention, integration and place-based delivery.

5.0 **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 **Improving Health, Promoting Wellbeing and Supporting Greater Independence**

All issues outlined in this report focus directly on this priority

6.2 **Building a Strong, Sustainable Local Economy**

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 **Supporting Children, Young People and Families**

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.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

All issues outlined in this report focus directly on this priority

6.5 Working Towards a Greener Future

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 Valuing and Appreciating Halton and Our Community

All issues outlined in this report focus directly on this priority

7.0 RISK ANALYSIS

7.1 There are no identified risks with development of renewed terms of reference

8.0 EQUALITY AND DIVERSITY ISSUES

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

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 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.

Appendix 1

1. Halton Health and Wellbeing board acts as a forum in which key leaders from the local health, care and wider 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:

- Provide strategic oversight for plans and strategies related to health and care in Halton.
- Promote strong joint commissioning and integrated working across health, public health, social care, children's services and the voluntary and community sector.
- Monitor health inequalities and oversee related performance and improvement activity.
- Maintain effective relationships with other strategic boards in Halton.
- Oversee the work of the Combatting Drugs Partnership, Community Safety Partnership and receive reports from other relevant groups.
- Support the development of health, care and wellbeing services in response to changes in government policy and legislation.
- Provide a forum for representing the views of Halton residents on health and social care commissioning and provision.
- Such other functions delegated to it by the Local Authority.
- Such other functions as are conferred on Health and Wellbeing Boards by law.

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.

NHS Cheshire and Merseyside – Halton Place Director

Chair Healthwatch

Chair Halton & St Helens Voluntary and Community Action

Chef Officer Citizens Advice Halton

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

Should a representative be unable to attend a meeting, their organisation must designate an appropriate substitute.

MEMBERS ROLES AND RESPONSIBILITIES

The commitment of members is crucial to the success of the Health and Wellbeing Board (HWBB). Information, reports and agendas for meetings will be circulated and shared amongst members.

1. All members are able to provide items or suggest issues for discussion at meetings.
2. All members are able to contribute to the formal decisions and recommendations of the Board.
3. Members will take responsibility for working with partners to ensure priorities and key actions are met.
4. 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.
5. 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.
6. Members are prepared to regularly attend all Board meetings or send an agreed substitute in exceptional circumstances.
7. 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 will be held quarterly and are open to the press and public. The Chair may call an extraordinary meeting at any time. Agendas and papers will be published at least five working days in advance, with minutes available on the Council website. Reports must be submitted to Democratic Services at

least fourteen working days before the meeting. Only items on the published agenda will be considered.

Chair

The Chair will be an elected member of Halton Borough Council

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.

Review

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