

HEALTH AND WELLBEING BOARD – CURRENT TERMS OF REFERENCE

Agreed at full Council July 2018.

10. HEALTH AND WELLBEING BOARD
Appointed by: Council
Proportionality: Does not apply
Membership: 4 members of the Council as below: <ul style="list-style-type: none">• Chair - Leader of the Council or their appointed representative• Cabinet Member with responsibilities for Health and Social Care• Cabinet Member with responsibilities for Education, Children's Services• Cabinet Member with responsibilities for Public Health Plus <ul style="list-style-type: none">• Vice Chair - Chair of the local Clinical Commissioning Group (CCG)• HealthWatch Representative• CCG Chief Officer• Director of Public Health• Director of Adult Social Care• Director of Children's Service• Elected Representative(s) of the Third Sector (Term of office 3 years)• Representative from Enfield Voluntary Action Non Voting Members <ul style="list-style-type: none">• Director of Planning from the Royal Free London NHS Foundation Trust• Chief Executive from the North Middlesex University Hospital NHS Trust• Director of Strategic Development from the Barnet, Enfield and Haringey Mental Health NHS Trust• Enfield Youth Parliament Representatives x 2• Strong & Safer Communities Board representative• Enfield Strategic Partnership representative Substitute Members Each EHWPB member can nominate a substitute member to be permitted to attend in the following circumstances: (a) To take the place of an ordinary member on the EHWPB where that member will be absent for the whole of the meeting. Such an appointment would apply for the entire meeting, including where the meeting is reconvened after any adjournment; or (b) Where an ordinary member of the EHWPB is prevented from attending and

participating in a meeting due to any disclosable interest they may have in an issue or complaint to be considered. In these cases the substitute appointment would only apply to the consideration of the relevant item on the agenda.

The EHWB member who wishes to appoint a substitute member must notify Democratic Services, prior to the beginning of the relevant meeting of the intended.

Additional members may be appointed to the EHWB by the agreement of all current members and Council. Non statutory membership will be reviewed by the EHWB annually.

The membership must be drawn from: As set out above

Chair and Vice-Chair appointed by:

The Chair will be either the Leader of the Council or their appointed representative. The Vice-Chair will be the Chair of the Enfield Clinical Commissioning Group.

Public / Private meeting: Public

Substitutes: Each EHWB member can nominate a substitute member to be permitted to attend as set out in Membership above.

Quorum:

The quorum for the EHWB shall be at least 4 full members or one quarter of the full membership, to include a representative from the Clinical Commissioning Group, and a councillor.

Frequency:

Each year there will be 4 formal meetings of the EHWB as well as any other additional extraordinary Board meetings and between 2-4 development sessions as called by the Board.

Terms of Reference:

Key functions of the Board

- The preparation of the Joint Strategic Needs Assessment (JSNA), Pharmaceutical Needs Assessment (PNA) and Joint Health and Wellbeing Strategy (JHWS)
- Promoting greater integration and partnership between the NHS and local government to improve local health outcomes and reduce inequalities
- Supporting closer working between commissioners of health-related services to improve services for the local population.

Management and administration

The Director of Public Health will be the lead officer for the EHWB supported by the Strategic Partnerships Manager or their representative who will be in attendance at all Board meetings.

The EHWB will be administrated by Enfield Council Democratic Services.

Sub-committees and groups and the Health Improvement Partnership

The EHWB is to appoint sub-committees to discharge their functions in accordance with section 102 of the 1972 Local Government Act.

All sub-committees will have their Terms of Reference and membership approved by the EHWB and will operate in accordance with the requirements of the Board, and be focused on activity that is in line with the Terms of Reference and remit of the EHWB.

The key sub-committee is the Health Improvement Partnership (HIP), which operates to support the work and delivery of the EHWB. Its membership will consist of representatives of each of the Board members.

Supporting groups include the JSNA Steering Group, the JHWBS task & finish group and working groups to support the delivery of key work streams.

Voting

Each full member of the Board shall have one vote and decisions will be made by a simple majority. The Chair will have the casting vote.

Conduct of Business of the Health and Wellbeing Board

- (i) EHWB meetings will generally be open to the public and other councillors except where they are discussing confidential and exempt information. This will need to be in accordance with the requirements of the Local Government Act 1972 as amended.
- (ii) Members of the EHWB will be entitled to receive a minimum of five clear working days' notice of such meetings, unless the meeting is convened at shorter notice due to urgency.
- (iii) Any member of the Council may attend open meetings of the EHWB and speak at the discretion of the Chair.
- (iv) Agendas and notice of meetings: There will be formal agendas and reports which will be circulated at least five working days in advance of meetings.
- (v) Exempt and confidential items: There will be provision for exempt or confidential agenda items and reports where the principles of the relevant access to information provisions of the Local Government Act 1972 (as

amended) apply.

- (vi) Reports: Reports for the EHWPB will usually be prepared by the relevant officer or EHWPB member.
- (vii) Reports will be presented by the appropriate EHWPB member, and must include advice from relevant officers, including finance and legal implications and reasons for the recommendations.
- (viii) Officer advice: Officer advice will be stated fully and clearly within reports to the EHWPB Board.
- (ix) Templates: Formal reports to the EHWPB will need to be submitted with the EHWPB template, completed in accordance with the Council's report writing guidance.
- (x) Minutes of decisions made at EH&WPB meetings: Minutes will be made public within 10 working days of each meeting.