

MEETING OF THE HEALTH AND WELLBEING BOARD

5 April 2022

HEALTH AND WELLBEING BOARD TERMS OF REFERENCE AND GOVERNANCE

Report of the Portfolio Holder for Health, Wellbeing and Adult Care

Strategic Aim:	Protecting the vulnerable	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr S Harvey, Portfolio Holder for Health, Wellbeing and Adult Care	
Contact Officer(s):	John Morley, Strategic Director for Adult Services and Health	01572 758442 jmorley@rutland.gov.uk
	Mike Sandys, Director Public Health RCC	0116 3054259 mike.sandys@leics.gov.uk
	Fay Bayliss, Deputy Director of Integration and Transformation, LLR CCGs	07717 346584 fay.bayliss@nhs.net
Ward Councillors	n/a	

DECISION RECOMMENDATIONS

That the Board:

1. Notes the context for renewal of the Terms of Reference of the HWB.
2. Reviews and endorses the Terms of Reference attached at Appendix A of this report for recommendation to be adopted by full Council.
3. Considers the recommendation, aligned to the Council's Constitution, that HWB meetings be held virtually unless the Board is required to take a formal decision, when an in-person meeting is required.

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to recommend to full Council an update to the Terms of Reference of the Board to ensure that there is consensus on its composition and

purpose, and clarity on its operation, helping to ensure that it can fulfil its role and potential, to the benefit of Rutland residents, service users and patients.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 The HWB is a statutory committee of RCC, established to fulfil functions conferred on Rutland County Council by Section 196 of the Health and Social Care Act 2012.

2.2 The previous HWB Terms of Reference (ToR) were last renewed in 2016. There have been a range of changes since then across partners which mean that it is timely to refresh the ToR.

3 UPDATES TO THE TOR

3.1 The main proposed amendments to the ToR are as follows:

- **Reflecting changes**

- Updates to reflect organisational changes (e.g. the introduction of the Primary Care Network and Integrated Care System, the disbanding of CCGs, and change to roles within organisations).
- Updates to reflect changes to other boards and committees.

- **Clarity of roles and responsibilities**

- Setting out more fully the membership of the HWB so that it is clearer who is collectively accountable for delivery of the HWB's remit.
- Introducing the role of non-voting 'Officers to the Board' who support the programme and functioning of the HWB.
- Making explicit the HWB's responsibilities in relation to the Better Care Fund.
- Building in an annual development session to review the Joint Strategic Needs Assessment so that it remains current and to consider implications for the Joint Health and Wellbeing Strategy work programme.
- Highlighting the HWB's role in reducing health inequalities, in line with the increased national, ICS and local focus on this priority.
- Making more prominent the responsibility to communicate with the public about Rutland's health, care and wellbeing needs, services and developments, and to capture the experiences and views of the public in order to inform the work of the HWB.

- **Wider context**

- Setting out how the HWB fits into the wider map of governance structures.
- Highlighting the importance of working closely with partners in neighbouring health systems, as well as with local partners.

- **Effectiveness**

- The duration of HWB meetings has been extended to three hours, with meetings closing early should this not be required.
- Currently, formal decisions may only be taken in face-to-face meetings. However, online meetings offer a number of benefits: they are time efficient; they make it more likely that partners working outside Rutland can attend; and we have seen greater public participation with online meetings. The ToR therefore proposes that meetings will be held in person where formal

decisions need to be taken, and online otherwise, to retain the advantages of both formats.

4 DELIVERING THE AIMS OF THE HWB

- 4.1 The HWB has a significant agenda to address around health, care and wellbeing in Rutland, and, even with the extension to 3 hours per meeting, would convene for just 12 hours a year for its core meetings. This means it is incumbent on the Board to agree how it can operate most effectively.
- 4.2 This includes members and their organisations taking forward the aims of the HWB and its vision as set out in the Joint Health and Wellbeing Strategy between meetings, whether singly or working in combination, helping to deliver the HWB's work programme.
- 4.3 Focussed tactical or operational groups meeting with greater frequency to deliver specific parts of the work programme are also a key aspect of delivering to the locally agreed agenda.
- 4.4 There are two directly associated sub-groups of the HWB, the Children and Young People's Partnership and the Integrated Delivery Group. It is also vital that these groups are operating effectively to use the time of the HWB to best effect. This includes driving forward the development and delivery of the JHWS and BCF plan on behalf of the HWB. Their Terms of Reference will be reviewed and presented at the next HWB meeting. They may in turn need to form or work closely with further focussed groups, whether ongoing or temporarily, to deliver the change programmes at an operational level.

5 ALTERNATIVE OPTIONS

- 5.1 Up to date Terms of Reference are mandated for the HWB. Alternative options are therefore not in scope.

6 FINANCIAL IMPLICATIONS

- 6.1 The responsibility for financial decisions implied by the JHWS and BCF plan remains with the relevant individual funding partners.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The Terms of Reference as updated remain in line with the statutory requirements on HWBs and strengthen the visibility of the HWB's obligations in relation to the Better Care Fund.
- 7.2 They also reflect the transition in July 2022 to the Integrated Care System.
- 7.3 The ToR has been updated in coordination with the updating of the RCC Constitution by the RCC Interim Monitoring Officer to ensure alignment.

8 DATA PROTECTION IMPLICATIONS

- 8.1 There are no new data protection implications.

8.2 The HWB is a statutory board meeting in public and therefore its membership is in the public domain.

9 EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment is not in scope for the ToR.

9.2 The ToR supports the effective functioning of the HWB, which increases the potential for positive impacts on equality of access to care and equity in health outcomes as a result of the HWB's activities.

10 COMMUNITY SAFETY IMPLICATIONS

10.1 The ToR supports the effective functioning of the HWB, which increases the potential for positive impacts of its activities on community safety.

11 HEALTH AND WELLBEING IMPLICATIONS

11.1 The ToR supports the effective functioning of the HWB, supporting local partners to work together effectively with the Rutland population to enhance and maintain health and wellbeing.

12 ENVIRONMENTAL IMPLICATIONS

12.1 Maintaining online meetings reduces travel and supports reductions to partners' carbon footprint.

12.2 The ToR supports the effective functioning of the HWB, supporting local partners to deliver the Joint Health and Wellbeing Strategy, which also has the potential to secure environmental benefits from developments with health and wellbeing benefits, for example promoting and enabling active travel.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

13.1 The proposed ToR for the HWB clarifies the role, functions and composition of the HWB, supporting this partnership board in working together effectively to enhance health and wellbeing for the Rutland population, including through successful delivery of the BCF programme and JHWS.

14 BACKGROUND PAPERS

14.1 There are no background papers.

15 APPENDICES

15.1 Appendices are as follows:

A. Health and Wellbeing Board Terms of Reference

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.