



HEALTH & WELLBEING BOARD

Subject Heading:

Health & Wellbeing Board Sub Structure
Governance and Terms of Reference

Board Lead:

Cllr Steven Kelly

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The subject matter of this report deals with the following priorities of the Health and Wellbeing Strategy

- Priority 1: Early help for vulnerable people
- Priority 2: Improved identification and support for people with dementia
- Priority 3: Earlier detection of cancer
- Priority 4: Tackling obesity
- Priority 5: Better integrated care for the 'frail elderly' population
- Priority 6: Better integrated care for vulnerable children
- Priority 7: Reducing avoidable hospital admissions
- Priority 8: Improve the quality of services to ensure that patient experience and long-term health outcomes are the best they can be

SUMMARY

This report and the accompanying document attached as Appendix 1 details the terms of reference and lines of reporting for the various sub-groups and bodies that will support the work of the Board. The Board is invited to consider how its business and operation has been managed to date and to discuss the possibility – in line with best practice – of holding a development session to cover business management and processes.

RECOMMENDATIONS

1. To agree the terms of reference for the various bodies that will make up the Board's sub structure.

2. To discuss and make a decision as to the possibility of holding a development session to cover the Board's business management.

REPORT DETAIL

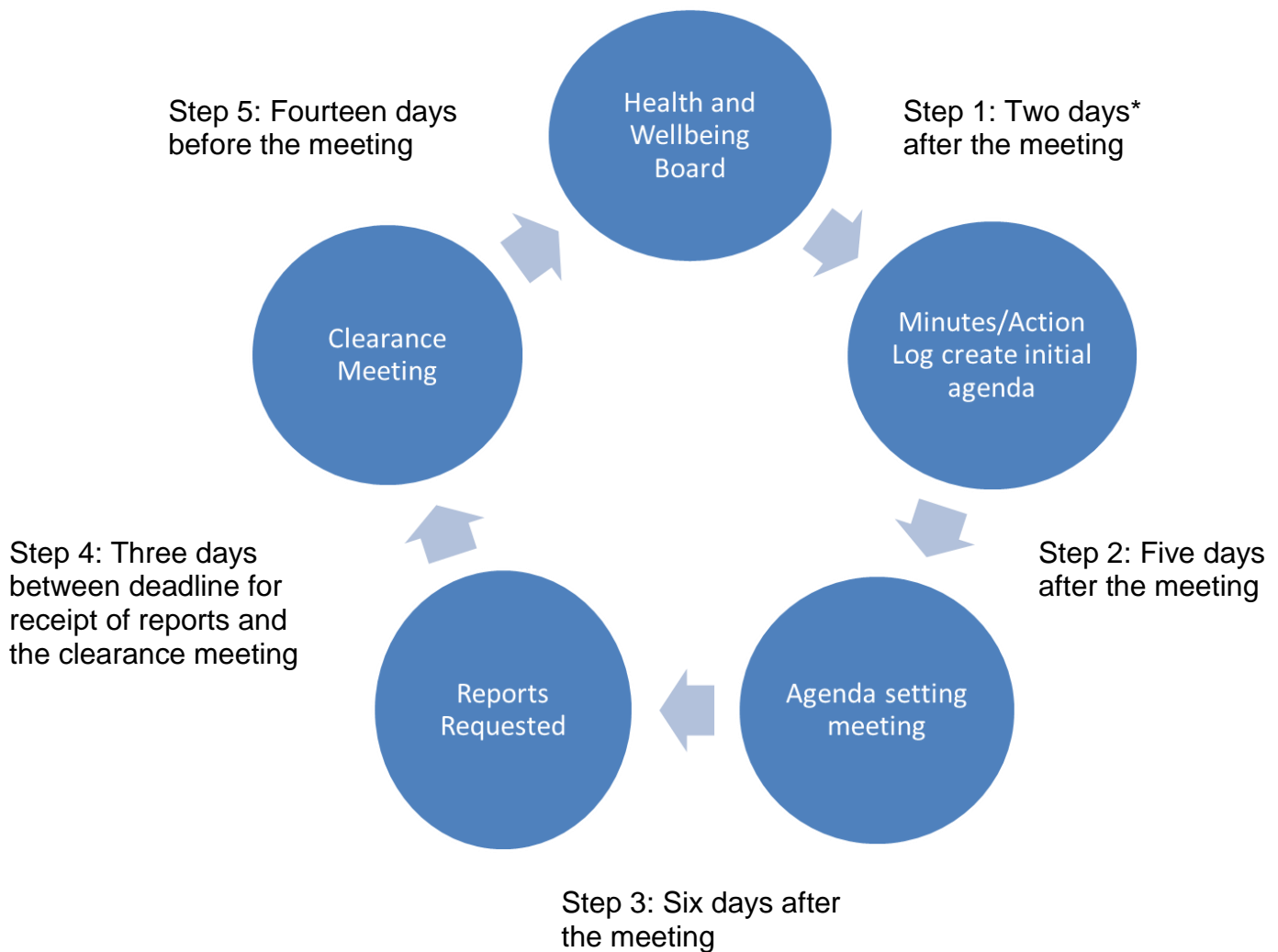
1. Sub Structure

- 1.1 At its meeting in November 2012, the then Shadow Health and Wellbeing Board agreed to establish a series of bodies and sub-groups to take forward the operational aspects of Board decision-making. These bodies are listed in Appendix 2.
- 1.2 Further to this decision, at its meeting in February 2013, the Board agreed to formally constitute one of the bodies within the sub structure – the Health Protection Forum – as a sub-committee of the Board. The Health Protection Forum is therefore a formal Council committee and was constituted as such by Council at its meeting of 27 March 2013. The terms of reference and lines of reporting of the Forum are detailed in Appendix 1.
- 1.3 The other bodies listed in Appendix 2 are considered as informal working or task and finish groups. However, to ensure that each contributes to the delivery of Board decisions and objectives, these bodies have been assigned specific and detailed terms of reference and lines of reporting, although specific membership has yet to be finalised. The terms of reference of each body is listed in Appendix 1.
- 1.4 A distinction has been made between 'working groups', which are permanent bodies and 'task-and-finish groups' which are time limited and established to fulfil a specific function. The Board is asked to consider and approve the attached terms of reference.

2. Business Management & Development Session

- 2.1 On 27 March 2013 the Board's powers and membership were formally codified into the Council's Constitution. To enable Board members to ensure that the Board is making full use of its powers and meeting its responsibilities, members are asked to consider the possibility of conducting a development session examining decision-making and the process associated with it, including: agenda-setting, chairman's briefings and the Board's action log.
- 2.2 Currently, the agenda is managed by the Council's Transformation Programme Manager acting as the Board's Business Manager, supported by the clerk to the Board. Agenda are planned around decisions taken at Board meetings, monitored through minutes of meetings and through the action log. Initial items for consideration are taken from the action log and the agenda is then finalised through agenda pre-meetings. The Chairman of the Board is then briefed on the proposed agenda and amends or adds to it as appropriate.

2.3 Board meetings are monthly and, given that the Board is a formal Council committee, strict timings and deadlines are required to ensure that the agenda-planning cycle works efficiently. Moving forward, it is proposed that pre-agenda 'clearance meetings' act as the means by which agenda are agreed upon, through a meeting of some Board members acting on behalf of their respective organisations. The flowchart below details the intended process moving forward:



*In each case 'days' refers to working days.

2.4 The above charts the timescales between each Board meeting and the compiling of agendas. The Chairman is briefed and amends/adds to the agenda between the requesting of reports and the agenda setting meeting, the latter of which is supervised by the Council's Chief Executive. The 'clearance meeting' is a means of tackling inaccuracies or issues before reports or items are discussed at Board meetings. This allows Board meetings to retain a strategic focus without becoming burdened with detail, which is dealt with by the sub structure. The clearance meetings will be attended by:

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- Chairman of the Board
 - Chief Executive of the Council and/or the Group Director Social Care & Learning from the Council
 - Chief Operating Officer from the Havering CCG
 - The Director of Public Health from the Council.
- 2.5 Requests for items to be included onto an agenda for Board meetings must be made at least by the time of the clearance meeting, or fourteen days prior to the Board meeting. Requests for items to be included onto the agenda must be made to the Board's Business Manager, so that Board business can be coordinated effectively.
- 2.6 Requests for reports to Board meetings will be made following the agenda setting meeting and final reports will be required no later than six working days before the Board meeting. Reports must be submitted within this timescale in order to allow the Council to meet statutory deadlines around publication of meeting papers as stipulated by the Local Government Act 1972. If reports are not received within this timescale the agenda will be published without the reports attached.
- 2.5 The Board is asked to consider the current process and discuss the value of a development session through which best practice around agenda management and process can be discussed.

IMPLICATIONS AND RISKS

Financial implications and risks:

There are no obvious financial implications or risks.

Legal implications and risks:

Human Resources implications and risks:

There are no obvious human resource implications or risks.

Equalities implications and risks:

There are no obvious equalities implications or risks.

BACKGROUND PAPERS

- Governance reports to the Health and Wellbeing Board: November 2012 and February 2013.
- Minutes of the Health and Wellbeing Board meetings held on 7 November 2012 and 13 February 2013.