

Health and Wellbeing Board

1.	Date:	8 th July 2015
2.	Title:	Health and Wellbeing Board Governance and Forward Plan

3. Summary

Following on from discussions at the 19th March Board workshop and subsequent recommendations on operation and governance agreed at the 22nd April Board meeting, this report presents updated Board terms of reference and a forward plan of agenda items for discussion and agreement.

4. Recommendations

That the Health and Wellbeing Board:

- Discuss and agree the draft terms of reference (appendix A), including the Chair/Vice-Chair role description (appendix B)
- Discuss and agree the forward plan of agenda items (appendix C), recognising that specific meeting agendas will be agreed prior to each meeting.

5. Proposals and details

Background

Following the board meeting on 19th March, health and wellbeing board partners participated in an “away session” facilitated by John Deffenbaugh. This session considered priorities for the new health and wellbeing strategy (update provided separately) and issues relating to the operation of the board.

At the subsequent board meeting on 22nd April, members agreed a number of specific recommendations relating to operation and governance, which have now been captured in updated terms of reference.

Terms of reference

The more substantive changes to the terms of reference include:

- a. *Non-council vice-chair role (see appendix B)* – the Vice-Chair, initially the Chair of Rotherham CCG, will work closely with the Chair in ensuring the Board’s effective operation. The Chair and Vice-Chair will be meeting all Board partners over the next couple of months to discuss their priorities for the year ahead and will then meet partners on an annual basis to assess progress.
- b. *Membership* – as the Council’s Deputy Leader currently has the Children and Young People portfolio, an additional Councillor Member will be appointed for one year. The Council’s Strategic Director of Community Wellbeing and Housing, when appointed, will fulfil the Director of Adult Social Services role. All members will have equal status, including for voting purposes.
- c. *Meetings* - the Board will meet every two months, with additional special meetings arranged as required to discuss specific or urgent issues. The meeting venue will rotate between Rotherham Town Hall (RMBC), Oak House (the CCG) and The Spectrum (Voluntary Action Rotherham). The Chairs of Rotherham Local Safeguarding Children Board and Rotherham Safeguarding Adults Board will have standing invites to Board meetings.
- d. *Better Care Fund (BCF)* – the terms of reference now have specific reference to the Board’s role in ensuring effective delivery of Rotherham’s BCF plan.

Forward plan of agenda items

The forward plan is attached at appendix C. The aim is to provide a provisional schedule that captures all regularly recurring items, including core areas of business such as the health and wellbeing strategy and BCF.

Though the terms of reference call for meetings to be held every two months, the board is also required to sign off quarterly BCF monitoring returns to NHS England. This had led to some irregular intervals between meetings, but there is scope for additional special meetings to be arranged as required.

6. Financial implications

There are no direct financial implications.

7. Equalities implications

We will need to confirm that the proposed meeting venues have appropriate facilities to enable equality of access e.g. a hearing loop, disabled access.

8. Report authors

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