

Appendix B

Rotherham Health and Wellbeing Board – Terms of Reference

Annex A – Chair and Vice-Chair Roles

As set out in section 5 of the terms of reference, the Rotherham Health and Wellbeing Board will be chaired by the Council's Cabinet Member for Adult Social Care and Health, with the Vice-Chair from a non-Council health partner (e.g. Rotherham Clinical Commissioning Group).

The Chair and Vice-chair will work closely together to ensure that the Board operates effectively and transparently in discharging the functions set out in its terms of reference.

Specifically, the Chair's responsibilities – supported by the Vice-Chair - are to:

1. Build support and engage partners in the work of the Board.
2. Agree an agenda for each Board meeting and review progress against actions agreed at previous meetings.
3. Manage Board meetings in a way that enables all partners to contribute.
4. Hold partners to account for their commitment to and attendance and participation in the Board.
5. Ensure that new representatives or members of the Board understand their role and responsibilities, in line with the terms of reference.
6. Meet once a year with each Board partner to support an annual appraisal of the Board's progress and operation.
7. Sign documentation and release funding on behalf of the Board.
8. Represent the Board at local, regional or national events and actively champion the work of the Board to improve health and wellbeing outcomes for the people of Rotherham.

Chairing meetings:

9. Where appropriate, it may be agreed in advance of the meeting for the Vice-Chair to take the chair for specific items.
10. In the absence of both the Chair and the Vice-Chair, the Board should appoint a temporary Chair for the meeting in question.

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