

## Terms of Reference: Rotherham Health and Wellbeing Board

Key contacts	
<b>Chair</b>	<b>Councillor Roche</b> – Cabinet Member for Adult Social Care and Health, Rotherham Metropolitan Borough Council
<b>Vice Chair</b>	<b>Dr Richard Cullen</b> – Chair of Rotherham Clinical Commissioning Group
<b>Health and Wellbeing Board Manager</b>	<b>Becky Woolley</b> – Policy and Partnerships Officer, Rotherham Metropolitan Borough Council <a href="mailto:rebecca.woolley@rotherham.gov.uk">rebecca.woolley@rotherham.gov.uk</a>

Role and function of the board
<p>The Health and Wellbeing Board brings together local leaders and decision-makers, to work to improve the health and wellbeing of Rotherham people, reduce health inequalities and promote the integration of services. The Health and Wellbeing Board is a statutory sub-committee of the Council, but will operate as a multi-agency board of equal partners.</p> <p>The board is responsible for overseeing delivery of the joint Health and Wellbeing Strategy, 2018-2025 and also sets the strategic direction for the Integrated Care Partnership Place Board.</p> <p>Rotherham's Health and Wellbeing Board is committed to delivering the four aims outlined within the strategy, which are:</p> <ul style="list-style-type: none"><li>• All children get the best start in life and go on to achieve their potential</li><li>• All Rotherham people enjoy the best possible mental health and wellbeing and have a good quality of life</li><li>• All Rotherham people live well for longer</li><li>• All Rotherham people live in safe and resilient communities.</li></ul>

Responsibilities
<p>The Health and Wellbeing Board has a number of responsibilities. This includes:</p> <ul style="list-style-type: none"><li>• Assessing the needs of the population and producing the local joint strategic needs assessment (JSNA)</li><li>• Using the data and knowledge in the JSNA to publish a local health and wellbeing strategy, setting priorities for joint action</li><li>• Using the strategy and its priorities to influence and inform commissioning decisions for the health and wellbeing of Rotherham people</li><li>• Enabling, advising and supporting organisations that arrange for the provision of health or social care services to work in an integrated way</li><li>• Holding relevant partners to account for the quality and effectiveness of their commissioning plans</li><li>• Ensuring that public health functions are discharged in a way that helps partner agencies fully contribute to reducing health inequalities.</li></ul>

Partners of the Health and Wellbeing Board have also committed to embedding the following principles in everything they do, both individually as organisations and in partnership:

- Reduce health inequalities by ensuring that the health of our most vulnerable communities, including those living in poverty and deprivation and those with mental health problems, learning or physical disabilities, is improving the fastest
- Prevent physical and mental ill-health as a primary aim, but where there is already an issue, services intervene early to maximise impact
- Promote resilience and independence for all individuals and communities
- Integrate commissioning of services to maximise resources and outcomes
- Ensure pathways are robust, particularly at transition points, so that no one is left behind
- Provide accessible services to the right people, in the right place, at the right time.

### **Membership**

The 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). Members of the board should be of sufficient seniority to be able to make significant commitments on behalf of their relevant organisations. All members of the board will have equal voting status.

The board is committed to having a broad membership, engaging as many partners as possible. In order to ensure that this continues to be the case, membership will be reviewed on a regular basis.

The membership of the board is as follows:

- Cabinet Member for Adult Social Care and Health (Chair)
- Chair of NHS Rotherham Clinical Commissioning Group (Vice Chair)
- Cabinet Member with responsibility for Children's Services
- Deputy Leader, RMBC<sup>1</sup>
- Director of Public Health
- Chief Executive, RMBC
- Strategic Director of Adult Care, Housing and Public Health
- Strategic Director of Children and Young People's Services
- Chief Officer, NHS Rotherham Clinical Commissioning Group (CCG)
- GP Executive Member of NHS Rotherham CCG
- Senior representative, NHS England South Yorkshire and Bassetlaw
- Chief Executive Officer, Healthwatch Rotherham
- Rotherham District Commander, South Yorkshire Police
- Chief Executive, Voluntary Action Rotherham
- Chief Executive, Rotherham NHS Foundation Trust
- Chief Executive, Rotherham Doncaster and South Humber NHS Foundation Trust

Standing invites will also be circulated to:

- Chair, Rotherham Local Safeguarding Children Board
- Chair, Rotherham Safeguarding Adults Board

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<sup>1</sup> As of the date of the review of this Terms of Reference, the Deputy Leader is also the Cabinet Member with responsibility for Children's Services. Should this portfolio area be given to another Cabinet Member in the future, both will be required to be members of the Health and Wellbeing Board.

- Strategic Director of Regeneration and Environment, RMBC
- Representative, South Yorkshire Fire and Rescue Service
- Rotherham ICP Place Board Manager, CCG

### **Quorum**

A quorum of the board will be at least one third of members (i.e. six), including at least one representative from RMBC and the CCG.

### **Expectations of a Health and Wellbeing Board member**

All members of the board, as a statutory sub-committee of the Council, must observe the Council's code of conduct for members and co-opted members.

It is also expected that members will attend board meetings and actively engage in discussions. If the member is not able to attend, an appropriate deputy should be agreed with the Chair to attend in their place.

Other responsibilities include:

- a) Acting in the interests of the Rotherham population, leaving aside organisational, personal, or sectoral interests.
- b) Fully and effectively communicating outcomes and key decisions of the board to their own organisations.
- c) Contributing to the development of the JSNA.
- d) Ensuring that commissioning is in line with the requirements of the Health and Wellbeing Strategy.
- e) Delivering improvements in performance against measures within the public health, NHS and adult social care outcomes frameworks.
- f) Declaring any conflict of interest, particularly in the event of a vote being required and in relation to the providing of services.
- g) Acting in a respectful, inclusive and open manner with all colleagues to encourage debate and challenge.
- h) Reading and digesting any documents and information provided prior to meetings to ensure the board is not a forum for receipt of information.
- i) Acting as ambassadors for the work of the board.
- j) Participating where appropriate in communications/marketing and stakeholder engagement activity to support the objectives of the board, including working with the media.

### **Meeting arrangements**

The board will meet every two months, with additional special meetings arranged as required to discuss specific or urgent issues. The schedule of meetings will be reviewed and agreed annually by the board. The meeting venue will rotate between Rotherham Town Hall (Rotherham Metropolitan Borough Council), Oak House (the CCG), The Spectrum (Voluntary Action Rotherham) and the Lifewise Centre (South Yorkshire Police).

Board meetings will be conducted in public, though the board will retain the ability to exclude representatives of the press and other members of the public from a defined section of the meeting having regard to the confidential nature of the business to be transacted (in

accordance with the Public Bodies Act 1960).

Papers for the board will be distributed at least one week in advance of the meeting. Additional items may be tabled at the meeting in exceptional circumstances at the discretion of the chair. Minutes of the board will be circulated in advance of the next meeting and approved at the meeting.

All agenda items brought to the board need to clearly demonstrate their contribution to delivering the board's priorities.

### **Engaging with the public and providers**

The public and providers may wish to attend meetings to observe or submit questions to the Health and Wellbeing Board. Any questions should be submitted to the Health and Wellbeing Board manager (contact details included in the key contacts section above) one working day before the date of the meeting. Ordinarily, this will mean that any questions will need to be submitted by 9am on the Tuesday preceding a Health and Wellbeing Board meeting on the following Wednesday.

In responding to queries, the board may wish to provide a written response and will commit to providing this response within a month of the board meeting.

The board is inclusive of commissioners and providers and it is intended that all members will take part in and support the development of strategic priorities and direction. However, members who have a provider role must declare any conflict of interest as part of discussions.

### **Governance**

As a Council sub-committee the board will be accountable to Council and the Health Select Commission. Critically, the Health and Wellbeing Board will also be an integral part of Rotherham Together Partnership's structures. The Chair will be a member of the Rotherham Together Partnership and will be required to regularly report on progress.

The board is also signed up to the Rotherham Safeguarding Partnership Protocol which is an agreement between several partnership boards to ensure that strategic priorities in relation to safeguarding are translated effectively into action plans. The Chair and the Health and Wellbeing Board manager will be responsible for ensuring that the requirements of this protocol are met.

The Health and Wellbeing Board will also be responsible for governing the Integrated Care Partnership Place Board, as the Place Plan is the delivery mechanism of the aspects of the Health and Wellbeing Strategy relating to integrating health and social care. Regular updates on the delivery of the Place Plan will be received by the Health and Wellbeing Board to ensure appropriate oversight. The Chair and the Health and Wellbeing Board manager will also attend Place Board meetings as observers.

A diagram is included within appendix one which outlines the governance arrangements.

**Review date**

Reviewed in March 2019 – subject to sign off at Health and Wellbeing Board.  
Next review due March 2020.

# APPENDIX ONE: Rotherham Health and Wellbeing Board governance arrangements

