

**Agenda Item 11 (d)**

**DERBYSHIRE COUNTY COUNCIL**

**COUNCIL**

**11 April 2018**

**Report of the Strategic Director Adult Care**

**HEALTH AND WELLBEING BOARD TERMS OF REFERENCE**

**1. Purpose of the Report**

To consider and approve revised Terms of Reference for the Derbyshire Health and Wellbeing Board (HWB).

**2. Information and Analysis**

Under the Health and Social Care Act 2012 HWBs were introduced as formal committees of local authorities. In areas where there are two tiers of local authorities this role sits with the County Council. As the HWB is a formal committee of the Council, the Council is required to approve its Terms of Reference.

The current HWB governance structure has been in place since the LGA Peer Review in 2014. Since the last governance review a number of significant changes have occurred across the local health and social care economy, including:

- The development of the Derbyshire Sustainability and Transformation Plan (STP) which provides a countywide approach to service transformation to support integration and the development of the new models of care.
- A formal governance structure for the STP, which is comprised of an STP Board containing Senior Officer level representation from statutory health and social care organisations across Derbyshire and Derby City.
- Agreement by North Derbyshire CCG, Southern Derbyshire CCG, Erewash CCG and Hardwick CCG to appoint one Accountable Officer to develop a joint executive team function alongside a committee in common containing representatives from all CCG governing bodies to enable a more co-ordinated approach to strategic commissioning for health across the STP footprint.
- The development of a Providers Alliance Group to enable the integrated delivery of health and care services for the Derbyshire STP footprint and a forum for interrelated provider issues to be planned, agreed and monitored.
- Closer aligned working with Derby City in order to ensure the effective implementation of the STP work streams, whilst recognising the specific needs of the populations of the two local authority areas.

As a result of these changes, a Governance Review of the Derbyshire HWB took place in November 2017, which focused on:

- The HWB's fit with the STP system-wide governance structure, particularly in relation to how the HWB could provide appropriate challenge to health and social

care partners, demonstrate public accountability as well as defining the strategic vision for health and social care in Derbyshire.

- The size and composition of the HWB to ensure that it does not duplicate the STP Board or other STP groups, but continues to represent the wide range of partners which need to be engaged.
- The sub-structure to the HWB which would be required to drive forward strategy development and implementation.

As a result of the Governance Review the number of individuals who are required to attend HWB meetings has been reduced, whilst ensuring the Board is representative of health and social care activity in Derbyshire. In light of the smaller HWB composition and structure, it was agreed as part of the Governance Review that the HWB Core Group should be disbanded. Under the revised Terms of Reference the agenda will be agreed by a smaller group of officers comprising of the Chair and Vice Chair in conjunction with the Strategic Director for Adult Care. All Board members will be asked to put forward reports for consideration prior to agendas being finalised. Performance management and the implementation of the Health and Wellbeing Strategy will be driven forward by the Health and Wellbeing Board rather than by Core Group.

The revised Terms of Reference were presented to the HWB as a draft for comment in December 2017. The Terms of Reference detailed in Appendix 1 were agreed by HWB members in March 2018 for approval by the Council. These Terms of Reference will be reviewed annually and any future significant changes will require approval by the Council.

### **3. Considerations**

In preparing this report the relevance of the following factors has been considered: financial, legal, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property, transport and social value considerations.

### **4. Background Papers**

- [Health and Wellbeing Board Report 7 December 2017: Health and Wellbeing Board Governance and Development of Health and Wellbeing Strategy 2017-2021](#)
- [Health and Wellbeing Board Report 1 March 2018: Health and Wellbeing Board Terms of Reference Review](#)

### **5. OFFICER'S RECOMMENDATION**

The Derbyshire Health and Wellbeing Board Terms of Reference detailed at Appendix 1 be approved.

**Joy Hollister**  
**Strategic Director**  
**Adult Care and Public Health**

## **Appendix 1: Derbyshire Health and Wellbeing Board - Terms of Reference**

### **Core strategic functions of the Derbyshire HWB**

Provide strategic leadership and direction for the health and wellbeing agenda in Derbyshire by:

- Determining and outlining priorities for improving the health and wellbeing of the population of Derbyshire, with a particular focus on tackling health inequalities and preventing ill-health through consideration of issues linked to the wider determinants of health.
- Holding organisations and partners to account for delivering against the priorities outlined in the Health and Wellbeing Strategy.
- Working as part of the wider system to address strategic challenges for health and care, with a particular focus where appropriate of working collaboratively with Derby City Health and Wellbeing Board in relation to identified joint priorities.
- Exploring opportunities to improve health and wellbeing in Derbyshire, building on the shared assets and leveraging additional investment where possible from the public, voluntary and private sectors.
- Championing prevention and population health as important strategic issues and influencing organisations and partnerships to reflect this in their work.

### **The strategic function will be supported by the following actions:**

Identify and develop a shared understanding of the needs and priorities for population health and wellbeing in Derbyshire through the development of a Joint Strategic Needs Assessment (JSNA) and utilising other locally available evidence regarding the health needs of the population. The Board will:

- Ensure the Derbyshire JSNA is reviewed, refreshed and further developed to reflect the latest qualitative and quantitative evidence.
- Ensure the JSNA drives the development of a Health and Wellbeing Strategy (HWBS) which is outcomes focused.
- Prepare, publish and oversee the HWBS to ensure that the needs identified in the JSNA are delivered in a planned, coordinated and measured way.
- Ensure the HWBS priorities shape and influence decision making and commissioning activity and where appropriate the HWB hold organisations or partnership groups to account to ensure the effective delivery of the priorities outlined.
- Ensure that where appropriate system wide delivery plans are in place to support the HWBS strategic priorities and outcomes.
- Challenge performance against the outcomes outlined in the HWBS via the HWB dashboard indicators which make links to performance frameworks for the NHS, public health and local authorities.
- Develop mechanisms to measure, monitor and report improvements in health and wellbeing outcomes for Derbyshire.

Ensure there are effective and appropriate mechanisms to communicate, engage and involve local people and stakeholders in Derbyshire in relation to health and wellbeing. The Board will:

- Champion public engagement involvement and co-production in strategies and documents that impact on population health.
- Ensure that appropriate structures and arrangements are in place to ensure the effective engagement and influence of local people and stakeholders in decision-making.
- Represent Derbyshire in relation to health and wellbeing issues at a regional and national level where appropriate.
- Work closely with the Derbyshire Healthwatch to ensure that appropriate engagement and involvement with patients and service users.

## Membership

The HWB will involve NHS Provider organisations and have a CCG vice chair in line with national best practice guidance. The Cabinet member for Health and Communities, Derbyshire County Council will Chair the Board and Vice Chairs are indicated in the membership list below should the Chair be unable to attend a meeting.

The full HWB membership will comprise:

- Cabinet Member for Health and Communities (Chair) (Statutory)
- Accountable Officer for Derbyshire Clinical Commissioning Groups (Statutory) (Vice chair)
- One CCG Governing Body Chair representative on behalf of all Derbyshire Clinical Commissioning Groups (Statutory)
- Strategic Director Adult Care, Derbyshire County Council (Statutory)
- Strategic Director Children's Services, Derbyshire County Council (Statutory)
- Director of Public Health, Derbyshire County Council (Statutory)
- One representative from Healthwatch Derbyshire (Statutory)
- Cabinet Member for Adult Care
- Cabinet Member for Young People
- Chair of 3D to represent the voluntary sector
- One officer rep from Provider Alliance Group to represent officers from Derbyshire NHS Providers
- Chair of Clinical Professional Reference Group to provide clinical view from NHS Providers
- The Chair of Tameside and Glossop Single Commission
- Two District Council elected members on behalf of all district councils in Derbyshire
- A District Council Chief Executive to champion wellbeing on behalf of all district councils in Derbyshire
- A District Council Chief Executive to champion housing on behalf of all district councils in Derbyshire
- Police and Crime Commissioner for Derbyshire
- One senior officer representative from Derbyshire Constabulary
- One senior officer representative from Derbyshire Fire and Rescue Service
- One senior officer from East Midlands Ambulance Service NHS Trust
- STP Senior Responsible Officer (if not already represented on the Board)

The Board can co-opt additional members as it considers appropriate in relation to HWBS priorities.

Both NHS England and Public Health England can attend the Board meetings as required, but in relation to a specific issues or area of interest.

Specific officers may be asked to attend one or a series of HWB meetings to provide detailed insight and input to particular topics or issues, such as one of the HWB priorities.

## **Governance**

### **Agenda Planning**

The Chair and Vice Chairs in conjunction with the Strategic Director Adult Care at Derbyshire County Council will set the agenda for future Health and Wellbeing Boards. All Board members will be asked to put forward reports for consideration prior to agendas being finalised.

### **Reporting**

Reports tabled to the HWB will need to make a clear recommendation to the Health and Wellbeing Board and also demonstrate how they are delivering against HWBS priorities. Reports for information and noting will be circulated electronically to the Board between meetings to ensure that information is shared in a timely manner.

### **Delivery of pieces of work**

Work will be delivered by established system groups and HWB will direct and commission specific pieces of work via Board members who will need to action, co-ordinate and feedback to the Board within agreed timescales.

### **Task and Finish Groups**

Task and Finish Groups will be established by exception to take forward key pieces of work for the HWB. They will be chaired by HWB members and include representatives from HWB partners and wider stakeholders.

### **Relationship with other Boards**

The governance diagram at the end of this document sets out the relationship between the HWB and other key Boards and programmes of work in Derbyshire.

A separate protocol will be developed setting out the relationship between the HWB and STP to ensure that the HWB can provide appropriate challenge to the STP Board and associated delivery groups.

## **Meetings of the Board**

### **Frequency**

The HWB will meet on quarterly basis.

The date, time and venue of meetings will be fixed in advance by the Board and an annual schedule of meetings will be agreed.

Meetings will normally take place at County Hall, Matlock unless the Health and Wellbeing Board is required to visit another venue or participate in a joint session with Derby City Health and Wellbeing Board.

Additional meetings may be convened at the request of the Chair or Vice Chair.

### **Voting**

At this stage of its development the HWB will operate on a consensus basis.

### **Declaration of Interests**

Any interests held by members or co-opted members should be declared on any item of business at meeting in accordance with the Council's Code of Conduct for Members and the Localism Act 2011.

### **Quorum**

A quorum of five will apply for meetings of the HWB including at least one representative from the County Council and one representative of the CCGs.

### **Access to Information/Freedom of information**

The Board shall be regarded as a County Council committee for access to information purposes and meetings will normally be open to the press/public.

### **Public questions**

Public questions must be tabled in advance and in line with the procedures for Full Council and will be considered at the Chair's discretion to ensure they are relevant to the work of the Health and Wellbeing Board. Questions must be asked exactly as submitted, and no supplementary questions are allowed.

### **Board papers**

The agenda and supporting papers shall be circulated at least five clear working days in advance meetings and published on the County Council website.

Minutes will be published on the County Council web site.

### **Scrutiny**

Decisions of the HWB will be subject to scrutiny, but will not be subject to the "call-in powers" of the Improvement and Scrutiny Committee.

### **Review**

These terms of reference will be reviewed annually or earlier if required.

## HWB governance structure

