

PUBLIC
DERBYSHIRE COUNTY COUNCIL
COUNCIL

23 September 2015

**Report of the Strategic Director Health and Communities
and Director of Legal Services**

HEALTH AND WELLBEING BOARD TERMS OF REFERENCE

1. Purpose of the Report

To consider and agree 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 Health and Wellbeing Board is a formal committee of the Council, the Council is required to approve its Terms of Reference.

The Derbyshire HWB has developed significantly since the original Terms of Reference were agreed in 2013. The membership of the Board has been widened to include representatives from NHS provider organisations, Fire Service and from the Voluntary and Community Sector. In addition, changes to both governance and meeting structures have changed as a result of the outcomes of the Local Government Association Peer Challenge undertaken in 2014. Consequently, the Terms of Reference for the Health and Wellbeing Board are being revised and updated to reflect these changes.

In addition, progress in relation to the integration of the health and care system has moved forward and transformation programmes led by the Clinical Commissioning Groups (CCGs) in the north and south of the county and in Tameside and Glossop have been established. As part of this work a vision statement for health and care has been developed and is appended to the revised Terms of Reference.

The revised Terms of Reference were presented to the Health and Wellbeing Board as a draft for comment in May 2015 and were finalised at the July 2015

meeting, subject to 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 and transport considerations.

5. Background Papers

- [Local Government Association Peer Challenge](#)
- [Health and Wellbeing Board Report 15 May 2015: Health and Wellbeing Board Terms of Reference](#)
- [Health and Wellbeing Board Report 7 July 2015: Health and Wellbeing Board Terms of Reference](#)

6. OFFICERS' RECOMMENDATION

The Terms of Reference for the Derbyshire Health and Wellbeing Board be approved.

David Lowe
Strategic Director
Health and Communities

John McElvaney
Director of Legal Services

Appendix 1

Derbyshire Health and Wellbeing Board - Terms of Reference

The overarching aim of the Derbyshire Health and Wellbeing Board (HWB) is to provide a joined-up health and care system which is financially sustainable and provides the best care possible.

The Derbyshire HWB will adopt a joint vision for health and care services in Derbyshire and Derby City. A vision has been developed across health and care partners in Derbyshire and Derby City and sets out the principles for working in a joined-up, innovative way which puts people at the centre of everything we do. The vision is attached as an annex to the terms of reference.

As we move forward the HWB will explore opportunities to secure greater devolution of powers and budgets to the county to help us deliver our aims.

1. Core strategic functions of the Derbyshire HWB

1.1 Provide strategic leadership for the Derbyshire health and care system.

- Set the vision for improving the health and wellbeing of the people of Derbyshire;
- Hold organisations and partners to account for progress in delivering this vision;
- Identify and seek to address the big strategic challenges facing health and care now and in the future; and
- Explore opportunities for improving the health and care system in Derbyshire, building on the shared assets of the HWB partners and leveraging additional investment where possible.

1.2 Oversee and direct the development of whole person centred integrated health and care services in the county.

- Provide advice and direction to the transformation programmes in the county;
- Explore opportunities for aligning and joining budgets and resources across the county; and
- Support the delivery of the Better Care Fund Plan.

2. These ambitions will be supported by the following actions:

2.1 Identify and develop a shared understanding of the needs and priorities of local communities in Derbyshire through the development of the Derbyshire Joint Strategic Needs Assessment (JSNA) with the Clinical Commissioning Groups (CCGs). The Board will:

- Ensure the Derbyshire JSNA is reviewed, refreshed and further developed taking into account the latest evidence and data so that it is fit for purpose and reflects the views of local people, users and stakeholders;
- Ensure the JSNA drives the development of the Joint Derbyshire Health and Wellbeing Strategy (HWBS) and influences other key plans and strategies across the county;
- Ensure the County Council, CCGs and other HWB partners demonstrate how the JSNA has driven commissioning decisions.

2.2 Prepare, publish and oversee the HWBS for Derbyshire to ensure that the needs identified in the JSNA are delivered in a planned, coordinated and measured way. The Board will:

- Take account of the health needs, inequalities and risk factors identified in the Derbyshire JSNA along with recommendations set out in the Director of Public Health's Annual Report;
- Develop an agreed set of strategic priorities to focus both collective effort and resources across the county;
- Ensure that plans are in place to deliver the Board's strategic priorities and outcomes;
- Challenge the performance of delivery plans taking action as necessary to support underperformance through the agreement of recovery and improvement plans;
- Receive reports from other strategic groups and partners in the county responsible for delivery; and
- Develop mechanisms to measure, monitor and report improvements in health and wellbeing outcomes ensuring linkages with performance frameworks for the NHS, public health and local authorities.

2.3 Develop effective mechanisms to communicate, engage and involve local people and stakeholders in Derbyshire to ensure that the work of the Board reflects local needs. The Board will:

- Ensure that appropriate structures and arrangements are in place to ensure the effective engagement and influence of local people and stakeholders;
- Represent Derbyshire in relation to Health and Wellbeing issues across localities and at a sub-regional and national level; and
- Work closely with the Derbyshire HealthWatch ensuring that appropriate engagement and involvement with existing patient and service user involvement groups takes place.

3. Membership

- 3.1 The Derbyshire HWB is inclusive and will include provider organisations within its membership. The membership will be reviewed regularly and particularly if the statutory role of the HWB changes.
- 3.2 The Cabinet member for Health and Communities, Derbyshire County Council, will Chair the Board and the Vice Chair will be a Chief Officer of a CCG.

The full HWB membership will comprise:

- Cabinet Member for Health and Communities (Chair)
- Leader of County Council
- Cabinet Member for Adult Care
- Cabinet Member for Children and Young People
- Shadow Cabinet Member for Health and Communities
- Director of Public Health
- Strategic Director of Adult Care
- Strategic Director for Children and Younger Adults
- Strategic Director of Health and Communities
- Two elected representatives of the District Councils (supported by one Chief Executive)
- Chief Officer and Chair/Clinical Lead from each of the Clinical Commissioning Groups
- Chair and Chief Officer of HealthWatch Derbyshire
- Police and Crime Commissioner
- Chief Fire Officer
- Chief Executive and Chair of Chesterfield Royal Hospital
- Chief Executive and Chair of Derby Teaching Hospitals Foundation Trust
- Chief Officer of South Derbyshire CVS
- Chief Officer of North Derbyshire Voluntary Action

- Chief Executive and Chair of Derbyshire Community Healthcare Services Foundation Trust
- Chief Executive and Chair of Derbyshire Healthcare Foundation Trust
- Chief Executive of East Midlands Ambulance Service
- Chief Executive of Derbyshire Health United
- NHS England (when required)
- Public Health England (when required)

The Board can co-opt additional members as it considers appropriate.

4. Governance

4.1 Core Group

4.1.1 The Core Group has been established to support the operational delivery of the HWB's functions. The purpose of the Core Group is to:

- To set the agenda for future HWB meetings;
- Performance manage the strategic priorities of the HWB as set out in the HWBS;
- Provide a strategic forum for the discussion of any other issues which relate to the work of the HWB;
- Ensure that the HWB Task and Finish groups are operating effectively and are meeting their aims.

4.2 Task and Finish Groups

4.2.1 Task and Finish Groups will be established 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. The Task and Finish Groups will report through the Core Group to the HWB.

4.3 Relationship with other Boards

4.3.1 The diagram in Annex A sets out the relationship between the HWB and other key Boards and programmes of work in Derbyshire.

4.3.2 A separate protocol will be developed setting out the relationship between the HWB, Adult Care Board, Children's Trust and the Children's and Adult Safeguarding Boards.

5. Meetings of the Board

5.1 Frequency

5.1.1 The HWB will meet on a bi-monthly basis.

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

5.1.3 Meeting venues will rotate around the county and across HWB organisations.

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

5.2 Voting

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

5.3 Declaration of Interests

5.3.1 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

5.4 Quorum

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

5.5 Access to Information/Freedom of information

5.5.1 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.

5.6 Board papers

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

5.6.3 The minutes of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.

5.6.4 Minutes will be published on the County Council web site.

6. Scrutiny

6.1 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.

7. Review

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

A Derby and Derbyshire approach to all health and care service organisations working as one

All health and care service organisations in Derbyshire want to ensure people stay healthy and independent for as long as possible. We are committed to preventing ill-health and dependency, through self-help, community resilience and a range of inclusive universal services.

When people do want to access our specific health and care services, the way in which they wish to do so is changing. People want to receive support within their own homes for as long as possible, community services to be more accessible, staying overnight in hospital only when absolutely necessary. This is true across all health conditions and for all ages.

People want their health and care to be delivered flexibly and be available during evenings and the weekend.

We know this because the people of Derby City and Derbyshire have shared this with us. Our challenge is to make this happen, to meet the changing health and care needs and to provide more opportunities to help people take more control of their own care.

We have been working together to address the challenges we all face. We are confident that the best way to improve and develop services across Derby City and Derbyshire is to do it together, in a consistent and joined up way.

This approach is shared by us all, and reflects our commitment to work together to meet the needs and expectations of people living in Derby City and Derbyshire.

To do this, we are committed to:

- working with patients, carers, young people and families to enable them to take more control of their own health and care needs.
- working as one big team, across organisations and within communities, to achieve the best outcomes for the people of Derby City and Derbyshire. We will establish a set of shared values, and work together in a consistent and collaborative way.
- people telling their story once. Where possible and appropriate, we will share information and knowledge between us, reduce transfers between services, enhancing people's experience of our services.
- providing care at or close to home where possible. We will work together in an innovative way to develop new models of care, that best meet the needs of the people of Derby City and Derbyshire.
- delivering accessible local services which are of high quality and are able to demonstrate they provide taxpayers with value for money.

This is how we will improve health and care services for people in Derby City and Derbyshire. We are committed to working together to develop healthy, independent and resilient communities in which people can flourish.

