

Agenda Item 3

DERBYSHIRE HEALTH AND WELLBEING BOARD

1 March 2018

Report of Strategic Director Adult Care and Public Health

HEALTH AND WELLBEING BOARD TERMS OF REFERENCE REVIEW

1. Purpose of the report

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

2. Information and analysis

At the meeting on the 7 December 2017 the HWB were informed of the Governance Review that had taken place on 3 November with a small sub-group of HWB members. This review focused on how the HWB would fit with the Sustainability and Transformation Partnerships (STP) system-wide governance structure and the size and composition of the HWB.

The Governance Review sought to reduce the number of individuals who were required to attend HWB meetings, whilst ensuring the Board was representative of health and social care activity in Derbyshire. From the review a set of draft Terms of Reference, the governance structure and the proposed HWB membership list were provided and comments were requested from Board members by 31 January 2018. Members of the Board provided comments on the draft proposals and these have been detailed in Appendix 3. The revised membership for the Health and Wellbeing Board is detailed within the Terms of Reference attached as Appendix 1 and the HWB membership list, which includes deputies is outlined in Appendix 2. The membership list will need to be discussed and agreed by the HWB.

In light of the smaller Health and Wellbeing Board composition and structure, it was agreed as part of the Governance Review that the HWB Core Group should be disbanded. Under the new Terms of Reference the agenda would be agreed by a smaller group of officers comprising of the Chair and Vice Chair in conjunction with the Strategic Director for Adult Care with all Board members being 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 HWB would commission specific pieces of work from existing strategic or working groups to inform and support the development and implementation of Health and Wellbeing Strategy priorities. In addition, strategic working groups would be asked to attend specific Board meetings so that the HWB could understand and input to various pieces of work which promoted the prevention and wellbeing agenda.

It was agreed that when the consultation had been completed at the end of January 2018 a final version of the Terms of Reference would be agreed by the Board before approval at the County Council's Annual General Meeting (AGM) on 11 April 2018. When the new Terms of Reference get approved at the AGM, the new Board arrangements and structure will come into effect from the next HWB on Thursday 19 April 2018.

RECOMMENDATIONS

The Health and Wellbeing Board is asked to:

1. Discuss and agree the HWB membership list detailed in Appendix 2.
2. Agree the new Terms of Reference for approval at the County Council's Annual General Meeting in April 2018.

Joy Hollister
Strategic Director Adult Care and Public Health
Derbyshire County Council

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 for Young People, 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.

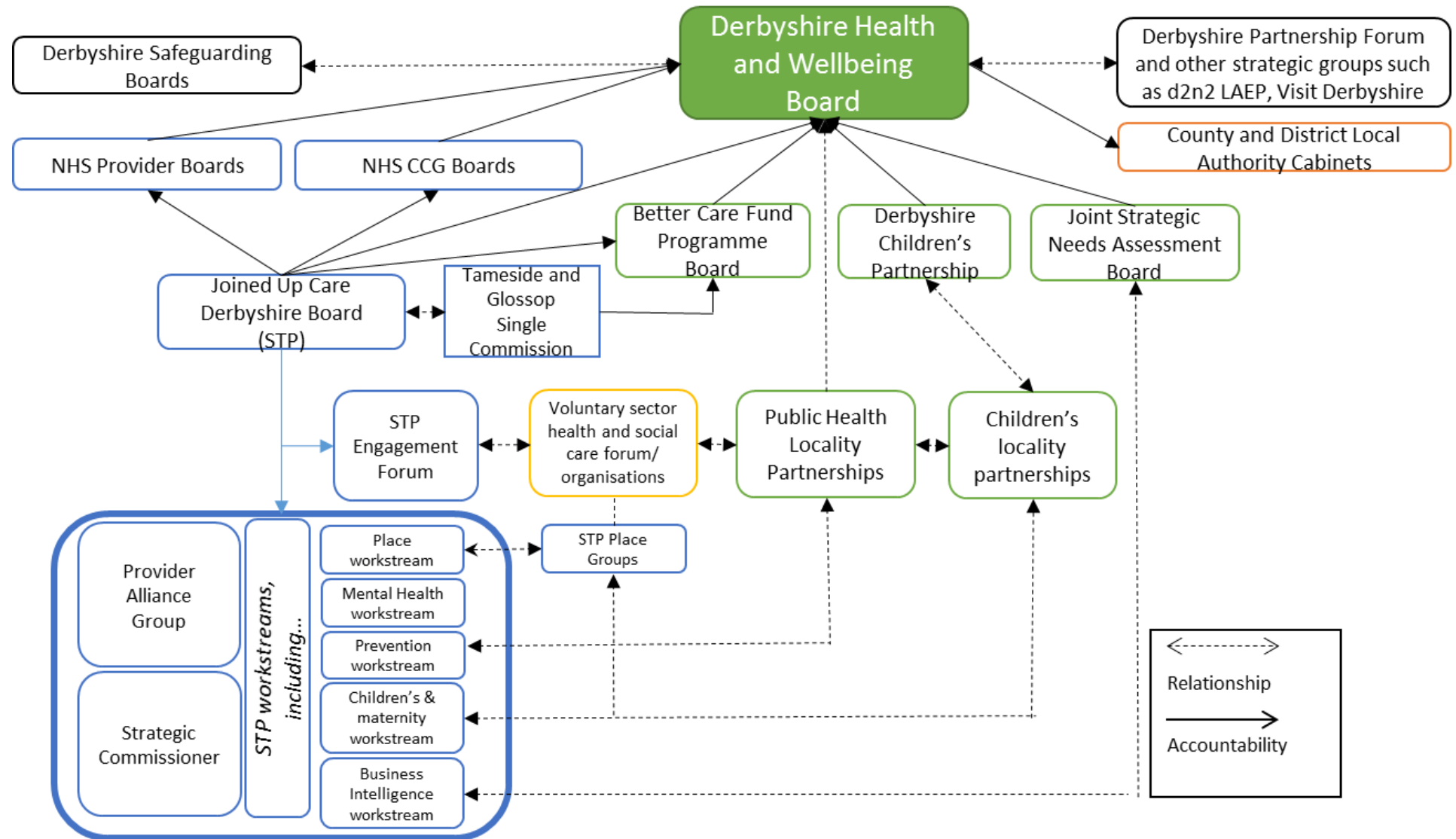
Scrutiny

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



Appendix 2: Revised HWB membership

Position:	Organisation:	Board Member	Deputy
Cabinet Member for Health and Communities (Chair)	Derbyshire County Council	Cllr Carol Hart	<i>Cllr Jean Wharmby*</i> <i>Cllr Alex Dale*</i>
Accountable Officer for Derbyshire Clinical Commissioning Groups (Vice chair)	Derbyshire Clinical Commissioning Groups	Dr Chris Clayton	<i>Helen Dillistone*</i>
1 x CCG Governing Body Chair	Derbyshire Clinical Commissioning Groups	Dr Ben Milton	<i>Dr Paul Wood</i>
Strategic Director Adult Care	Derbyshire County Council	Joy Hollister	Julie Vollar
Strategic Director for Young People	Derbyshire County Council	Jane Parfremment	Isobel Fleming
Director of Public Health	Derbyshire County Council	Dean Wallace	Iain Little
Chair of Healthwatch Derbyshire	Healthwatch Derbyshire	John Simmons	Karen Ritchie
Cabinet Member for Adult Care	Derbyshire County Council	Cllr Jean Wharmby	Cllr Wayne Major
Cabinet Member for Young People	Derbyshire County Council	Cllr Alex Dale	Cllr Julie Patten
Chair of 3D to represent the voluntary sector	Representing Derbyshire Voluntary Sector organisations	Lynn Allinson	Jacqui Willis/ Pam Wood tbc
Representative from Provider Alliance Group	Derbyshire NHS Provider organisations	Tracy Allen	Ifti Majid
Chair of Clinical Professional Reference Group to provide clinical view from NHS Providers	Derbyshire NHS Provider organisations	Dr Avi Bhatia	Dr Steven Lloyd
Chair of Tameside and Glossop Single Commission	Tameside and Glossop CCG	Dr Alan Dow	tbc
Two District Council elected members on behalf of all district councils in Derbyshire	Representing all district councils	Cllr John Ritchie tbc	n/a

PUBLIC

District Council Chief Executive to champion wellbeing on behalf of all district councils in Derbyshire	Representing all district councils	Dan Swaine (tbc)	n/a
District Council Chief Executive to champion housing on behalf of all district councils in Derbyshire	Representing all district councils	Huw Bowen	n/a
Police and Crime Commissioner	Derbyshire Police and Crime Commissioner	Hardyal Dhindsa	Kevin Gillott
Officer representative from Derbyshire Constabulary	Derbyshire Constabulary	tbc	tbc
Senior officer representative from Derbyshire Fire and Rescue Service	Derbyshire Fire and Rescue	Gavin Tomlinson	Alex Johnson
Senior officer representative from East Midlands Ambulance Service NHS Trust	East Midlands Ambulance Service NHS Trust	Tim Slater	tbc
STP Senior Responsible Officer (if not already represented on the Board)	Derbyshire NHS organisations	Vikki Taylor	Dr Paul Wood
<i>Deputy Director for Healthcare Public Health (as required)</i>	Public Health England	Ben Anderson	n/a
Advisor to the HWB			
<i>Legal representative</i>	<i>Derbyshire County Council</i>	<i>Simon Hobbs</i>	<i>Jennifer Harper</i>

*Named deputy who can attend meetings, but they do not take on the role of Chair or Vice Chair.

Appendix 3: Board member comments on draft Terms of Reference

Board Member	Comments	Response
Cllr David Allen	Review role of opposition elected board member	Majority of county HWBs do not have opposition member on them, so no change proposed
Linda Dale	Derbyshire Childrens Trust replaced by Derbyshire Children's Partnership	Governance diagram amended
Jacqui Willis	Concern about removal of Adult Care Board and reduced representation on HWB in terms of Voluntary Sector representation regarding social care	Will be addressed through prevention and place work streams
Tim Slater	East Midlands Ambulance Service (EMAS) representation on Board as other blue light services directly represented	Membership list amended to include EMAS
Dr Dow	Both CCG Clinical and Accountable Officer are marked as the Vice Chair	Clarified to just Accountable Officer role
Nigel Slater	Governance diagram needs direction arrows	Amended diagram
Huw Bowen	Confirmation of housing lead role as a District Chief Executive	No action required