

# CHESHIRE EAST COUNCIL

## Constitution Committee

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**Date of Meeting:** 23rd March 2017  
**Report of:** Guy Kilminster, Corporate Manager Health Improvement  
**Subject/Title:** Annual Review of the Health and Wellbeing Board's Terms of Reference

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### **1 Report Summary**

- 1.1 The Health and Wellbeing Board's Terms of Reference (ToR) include the requirement for them to be reviewed on an annual basis. This provides an opportunity to ensure that they remain fit for purpose and are appropriate for the smooth functioning of the Board. Proposed revisions were brought to the Board for initial consideration in September 2016. These have now been reviewed and agreed by the Board at its meeting in January 2017. The proposed Terms of Reference now have to be considered by the Constitution Committee prior to approval at Council on 17<sup>th</sup> May 2017. Appendix One incorporates the Board's approved changes.

### **2 Recommendation**

- 2.1 That the Constitution Committee consider the Terms of Reference and approve these for referral to the Council meeting in May 2017.

### **3 Reason for Recommendation**

- 3.1 To ensure that the Health and Wellbeing Board is operating with appropriate Terms of Reference to facilitate its effective functioning.

### **4 Impact on Health and Wellbeing Strategy Priorities**

- 4.1 Strong and effective Terms of Reference for the Board will support the delivery of the Health and Wellbeing Strategy priorities.

### **5 Background and Options**

- 5.1 The current version of the Health and Wellbeing Board's Terms of Reference was approved by Council on 22<sup>nd</sup> October 2015. This followed a review and proposed amendments to the membership of the Board, which were incorporated into the ToR.

5.2 Following consultation with colleagues internally within the Council and with the Eastern and South Cheshire CCGs, the Terms of Reference have been further amended in collaboration with Legal Services. The changes of significance are highlighted in the Appendix and specified below:

- Under Section two 'Purpose' an additional bullet point has been inserted:

*To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population.*

- Under section five 'Membership' the job titles have been updated.

- Under section six the number of meetings has been reduced from six to four.

- Under section 7 the urgent business paragraph (7.2) has been reworded:

*Any voting member of the Board may approach the Chairman of the Board to deal with an item of business which the voting member believes is urgent and under the circumstances requires a decision of the Board. The Chairman's ruling of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.*

5.3 The revised ToR are attached as Appendix One. In line with the Constitution, the proposed amendments need to be agreed by the Constitution Committee prior to referral to Council.

## **6 Access to Information**

6.1 The background papers relating to this report can be inspected by contacting the report writer:

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