

## Cheshire East Statutory Health and Wellbeing Board

### Terms of Reference June 2023

#### 1. Context

- 1.1 The full name of the Board shall be the Cheshire East Health and Wellbeing Board. (CEHWB)
- 1.2 The CEHWB was established in April 2013.
- 1.3 The Health and Social Care Act 2012 and subsequent regulations provide the statutory framework for Health and Wellbeing Boards (HWB).
- 1.4 For the avoidance of doubt, except where specifically disapplied by these Terms of Reference, the Council Procedure Rules (as set out in its Constitution) will apply.

#### 2. Purpose

- To work in partnership to make a positive difference to the health and wellbeing of the residents of Cheshire East through an evidence-based focus on improved outcomes and reducing health inequalities.
- To prepare and keep up to date the Joint Strategic Needs Assessments (JSNAs) and Joint **Local** Health and Wellbeing Strategy ~~ies~~ (JHWSs), which is a duty of local authorities and **integrated care boards. clinical commissioning groups (CCGs).**
- To lead integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (ie lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- 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
- To assist in fostering good working relationships between commissioners of health-related services and the CEHWB itself.
- To assist in fostering good working relationships between commissioners **and providers** of health-related services (such as housing and many other local government services) and commissioners of health and social care services
- To undertake any other functions that may be delegated to it by the Council under section 196(2) of the Health and Social Care Act 2012.

Such delegated functions need not be confined to public health and social care.

- To provide advice assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.

### **3. Roles and Responsibilities**

- 3.1 To work with the Council and **NHS Cheshire and Merseyside Integrated Care Board (ICB) CCG** effectively to ensure the delivery of the Joint Strategic Needs Assessment and Joint **Local** Health and Wellbeing Strategy.
- 3.2 To work within the CEHWB to build a collaborative partnership to key decision making that embeds health and wellbeing challenge, issue resolution and provides strategic system leadership.
- 3.3 To participate in CEHWB discussions to reflect the views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
- 3.4 To champion the work of the CEHWB in their wider work and networks and in all individual community engagement activities.
- 3.5 To ensure that there are communication mechanisms in place within partner organisations to enable information about the CEHWB's priorities and recommendations to be effectively disseminated.
- 3.6 To share any changes to strategy, policy, and the system consequences of such on budgets and service delivery within their own partner organisations with the CEHWB to consider the wider system implications.

### **4. Accountability**

- 4.1 The CEHWB carries no formal delegated authority from any of the individual statutory bodies.
- 4.2 **Core** Members of the CEHWB have responsibility and accountability for their individual duties and their role on the CEHWB.
- 4.3 The CEHWB will discharge its responsibilities by means of recommendations to the relevant partner organisations, which will act in accordance with their respective powers and duties.
- 4.4 The Council's **Core Statutory** Members will ensure that they keep **Committee Chairs Cabinet** and the wider Council advised of the work of the CEHWB.

- 4.5 The CEHWB may report and be accountable to Full Council and to the ~~relevant Governing Body of the NHS Clinical Commissioning Group Cheshire and Merseyside Integrated Care Partnership~~ by ensuring access to meeting minutes and presenting papers as required.
- 4.6 The CEHWB will not exercise scrutiny duties around health or adult social care services directly. This will remain the role of the Cheshire East Scrutiny Committee. Decisions taken and work progressed by the CEHWB will be subject to scrutiny by that Scrutiny Committee.
- 4.7 The CEHWB will provide information to the public through publications, local media, and wider public activities by publishing the minutes of its meetings on the Council's website. The CEHWB is supported by an Engagement and Communications Network across HWB organisations to ensure this function can operate successfully.

## 5. Membership

- 5.1 The ~~Core~~ membership of the CEHWB will comprise the following:

### ~~Voting m~~Members:

- **Three** councillors from Cheshire East Council\* <sup>1</sup> -~~(representing the Administration)~~
- The Director of Adult Social Services\*
- The Director of Children's and Families\*
- The Director of Public Health\*
- A local Healthwatch representative\*
- Two representatives from ~~the NHS Cheshire and Merseyside Integrated Care Board\*~~ Clinical Commissioning Group
- ~~Two representatives from the Cheshire Integrated Care Partnership~~
- The Chair of the Cheshire East Place Health and Care Partnership
- The Executive Director of Place
- A Police and Crime Commissioner representative
- A Fire and Rescue Service representative
- A representative of CVS Cheshire East
- An additional representative of Children and Families
- A councillor from Cheshire East representing the main opposition group
- A representative of housing providers
- A representative of local businesses

### ~~Non-voting members:~~

- ~~The Chief Executive of the Council~~
- ~~The Director of Children's and Families~~
- ~~A nominated representative of NHS England / NHS Improvement~~

The councillor membership of the CEHWB ~~(the three core voting members)~~ will be determined by Cheshire East Council.

<sup>1</sup> \* Statutory Members of the Board

5.2 The ~~Core~~ Statutory Members will keep under review the Membership of the CEHWB and ~~if appropriate may appoint such additional persons to be members of the Board as it thinks appropriate (as set out in the Health and Social Care Act 2012 194 (8)). will make recommendations to Council on any changes to the Core Membership.~~ All Members of the Board will be voting members.

5.3 ~~The above Statutory Members<sup>2</sup> through a majority vote have the authority to recommend to Council that individuals be appointed as Voting Associate Members of the CEHWB. The length of their appointment of additional members will be determined by the Health and Wellbeing Board. membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB.~~ Associate Members They will assist the CEHWB in achieving the priorities agreed within the Joint Health and Wellbeing Strategy. ~~and may indeed be chairs of sub-structure forums where they are not actual Statutory Members of the CEHWB.~~

5.4 ~~The above Statutory Members<sup>3</sup> through a majority vote have the authority to appoint individuals as Non-Voting Associate Members of the CEHWB. (Committee Procedure Rule 20.1 refers). The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB.~~

5.45 Each ~~Core~~ Member has the power to nominate a single named substitute. If a Substitute Member be required, advance notice of not less than 2 working days should be given to the Council whenever practicable. The Substitute Members shall have the same powers and responsibilities as the ~~Core~~ Members.

## 6. Frequency of Meetings

6.1 There will be no fewer than four ~~public~~ meetings per year ~~(including an AGM), usually once every three months. as a formal CEHWB.~~

6.2 Additional meetings of the CEHWB may be convened with ~~the~~ agreement of the ~~CEHWB's~~ Chairman.

## 7. Agenda and Notice of Meetings

7.1 Any agenda items or reports to be tabled at the meeting should be submitted to the Council's Democratic Services no later than seven working days in advance of the next meeting. Generally, no business will be conducted that is not on the agenda.

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<sup>2</sup> ~~Regulation 5(1) removes this restriction in relation to health and wellbeing boards by disapplying section 104(1) of the 1972 Act to enable the local authority directors specified in the 2012 Act to become members of health and wellbeing boards~~

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- 7.2 Any ~~voting~~ member of the Board may ~~approach~~ request 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.
- 7.3 Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at the Council's offices and on its website at least five working days in advance of each meeting. ~~In accordance with the Access to Information legislation, Democratic Services will circulate and publish the agenda and reports prior to the next meeting. Exempt or Confidential Information shall only be circulated to Core Members.~~ This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and schedule 12A Local Government Act 1972 (as amended).
- 8. Annual General Meeting Election of Chairman**
- 8.1 The CEHWB shall elect the Chairman and Vice Chairman at ~~its first meeting in the Municipal year. each AGM,~~ The appointment will be a simple majority of those present and voting. ~~by majority vote of all Core voting Members present at the meeting.~~
- 8.2 For the avoidance of doubt, in the event of a tie when a vote is taken, the Chairman will have a casting vote. ~~The CEHWB will approve the representative nominations by the partner organisations as Core Members.~~
- 9. Quorum**
- 9.1 Any full meeting of the CEHWB shall be quorate if there is representation of any three of the following ~~statutory~~ members: ~~the relevant NHS Cheshire and Merseyside ICB GCG(s),~~ the Cheshire East Health and Care Partnership, Local Health Watch, a Councillor and an Officer of Cheshire East Council.
- 9.2 Failure to achieve a quorum within fifteen minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall mean that the meeting will proceed as an informal meeting but that any decisions shall require appropriate ratification at the next quorate meeting.
- 10. Procedure at Meetings**
- 10.1 ~~General meetings of the CEHWB are open to the public and it~~ In accordance with the Council's Committee Procedure Rules, meetings will include a Public Question Time Session. ~~Papers, agendas and minutes will be published on the Cheshire East Health and Wellbeing website.~~
- 10.2 The Council's Committee Procedure Rules will apply in respect of formal meetings subject to the following:-
- 10.3 The CEHWB will also hold development/informal sessions throughout the year where all members are expected to attend and partake as the agenda suggests.

~~10.4 Core Members are entitled to speak through the Chairman. Associate Members are entitled to speak at the invitation of the Chairman.~~

10.45 With the agreement of the CEHWB, ~~sub~~ working groups (non-decision-making) and/or sub-committees (decision-making) can be set up to consider distinct areas of work. These subgroup will be responsible for arranging the frequency and venue of their meetings. The CEHWB will approve the membership. ~~of the subgroups.~~

10.56 Any working group or sub-committee subgroup recommendations will be made to the CEHWB who will consider them in accordance with these terms of reference and their relevance to the priorities within the Joint Local Health and Wellbeing Strategy and its delivery plan.

10.67 Whenever possible decisions will be reached by consensus or failing that a simple majority vote by those members entitled to vote.

## 11. Expenses

11.1 The partnership organisations are responsible for meeting the expenses of their own representatives.

~~11.2 A modest CEHWB budget will be agreed annually to support engagement and communication and the business of the CEHWB.~~

## 12. Conflict of Interest

12.1 ~~All voting members of the Board are subject to the Cheshire East Council Code of Conduct. All members of the Board are required to uphold the Nolan Principles and all other relevant NHS or Council Code of Conduct requirements which are applicable to them. This includes the requirement to register and disclose pecuniary, registerable and other non-registerable interests at meetings where appropriate. In accordance with the Council's Committee Procedure Rules, at the commencement of all meetings all CEHWB Members shall declare disclosable pecuniary or non-pecuniary interests and any conflicts of interest.~~

~~12.2 In the case of non-pecuniary matters Members may remain for all or part of the meeting, participate and vote at the meeting on the item in question.~~

~~12.3 In the case of pecuniary matters Members must leave the meeting during consideration of that item.~~

## 13. Conduct of Core Members at Meetings

13.1 CEHWB members will agree to adhere to ~~the seven~~ principles and behaviours set out in Appendix One when outlined in the CEHWB Code of Conduct when carrying out their duties as a CEHWB member. [Appendix 1].

## 14. Review



- 14.1 The above terms of reference will be reviewed every two years at the **first meeting of the CEHWB in the Municipal year. AGM.**
- 14.2 Any amendments **to these terms of reference** shall only be **made included by consensus or a simple majority vote, prior to referral to the Corporate Policy Committee and Council.** by the Council, on the recommendation of the Corporate Policy Committee and the CEHWB.

*January 2017*

*Revised July 2019*

*Revised August 2020*

*Revised April 2021*

*Revised June 2023*

## **Definition**

### **Exempt Information**

*Which is information falling within any of the descriptions set out in Part I of Schedule 12A to the Local Government Act 1972 subject to the qualifications set out in Part II and the interpretation provisions set out in Part III of the said Schedule in each case read as if references therein to “the authority” were references to “CEHWB” or any of the partner organisations.*

### **Confidential Information**

*Information furnished to, partner organisations or the CEHWB by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; and information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court are to be discussed.*

### **Conflict of Interest**

*You have a Conflict of interest if the issue being discussed in the meeting affects you, your family or your close associates in the following ways;*

- The issue affects their well being more than most other people who live in the area.*
- The issue affect their finances or any regulatory functions and*
- A reasonable member of the public with knowledge of the facts would believe it likely to harm or impair your ability to judge the public interest.*

### **Associate Members**

*Associate Member status is appropriate for those who are requested to chair sub groups of the CEHWB.*

### **Health Services**

*Means services that are provided as part of the health service.*

**Health-Related Services** *means services that may have an effect on the health of individuals but are not health services or social care services.*

### **Social Care Services**

*Means services that are provided in pursuance of the social services functions of local authorities (within the meaning of the Local Authority Social Services Act 1970*

## **Appendix 1**

## **CEHWB Member Code of Conduct**

### **1. Selflessness**

Members of the Cheshire East Health and Wellbeing CEHWB should act solely in terms of the interest of and benefit to the public/patients of Cheshire East. They should not do so in order to gain financial or other benefits for themselves, their family or their friends

### **2. Integrity**

Members of the Cheshire East Health and Wellbeing CEHWB should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties and responsibilities as a CEHWB member

### **3. Objectivity**

In carrying out their duties and responsibilities members of the Cheshire East Health and Wellbeing CEHWB should make choices based on merit and informed by a sound evidence base

### **4. Accountability**

Members of the Cheshire East Health and Wellbeing CEHWB are accountable for their decisions and actions to the public/patients of Cheshire East and must submit themselves to whatever scrutiny is appropriate

### **5. Openness**

Members of the Cheshire East Health and Wellbeing CEHWB should be as transparent as possible about all the decisions and actions that they take as part of or on behalf of the CEHWB. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

### **6. Honesty**

Members of the Cheshire East Health and Wellbeing CEHWB have a duty to declare any private interests relating to their responsibilities and duties as CEHWB members and to take steps to resolve any conflicts arising in a way that protects the public interest and integrity of the Cheshire East Health and Wellbeing CEHWB

### **7. Leadership**

Members of the Cheshire East Health and Wellbeing CEHWB should promote and support these principles by leadership and example

## **Health and Wellbeing Board Principles and Behaviours**

The Cheshire East Health and Wellbeing Board Partners shall work together to achieve the objectives of the Cheshire East Health and Wellbeing Strategy and The Cheshire East Place Partnership Five Year Plan. The Board shall:



- (a) Collaborate and work together on an inclusive and supportive basis, with optimal use of their individual and collective strengths and capabilities;
- (b) Engage in discussion, direction setting and, where appropriate, collective agreement, on the basis that all the Partners will participate where agreed proposals affect the strategic direction of the Health and Wellbeing Board and/or of Services, and in establishing the direction, culture and tone of the work and meetings of the Board;
- (c) Act in the spirit of partnership in discussion, direction setting and, where appropriate, collective agreement making;
- (d) Always focus upon improvement to provide excellent Services and outcomes for the Cheshire east population;
- (e) Be accountable to each other through the Board by, where appropriate, taking on, managing and accounting to each other in respect of their financial and operational performance;
- (f) Communicate openly about major concerns, issues or opportunities relating to the Board;
- (g) Act in a way that is best for the delivery of activity to drive forward the Five Year Plan, and shall do so in a timely manner and respond accordingly to requests for support promptly;
- (h) Work with stakeholders effectively, following the principles of co- design and co-production;