



HEALTH AND WELLBEING BOARD

12th September 2019

Health and Wellbeing Board Development - Terms of Reference for agreed Task and Finish Groups

Report of: Director of Children's Services and Adult Social Care

Cabinet Member: Cllr Richard Dodd, Business Chair

Purpose of report

The purpose of this report is to present the draft Terms of Reference of the three Task and Finish Groups agreed at the previous meeting to review and develop areas of the Board's activity.

Recommendations

The Board is recommended to:

- Comment on and approve the Terms of Reference for the three Task and Finish Groups;
- Agree elected member representation and lead on each;
- Agree the reporting timeline.

Link to Corporate Plan

The Health and Wellbeing Board has a responsibility which spans all health and social care and health-related activities. As such, the outputs of the Board are linked to all five priorities within the corporate plan.

Background

Following the successful Board development session held on 11 July 2019 and as discussed at the Board meeting on 8th August 2019 it was agreed that three task and finish groups be established to specifically look at the following:

- Role and purpose of the Health and Wellbeing Board;
- Engagement and commitment; and
- Impact.

Each T&F group would have a nominated officer and elected member lead, the latter to be agreed once the ToRs had been drafted. For governance purposes, the T&F ToRs should be agreed by the Board. These are attached at Appendix 1.

Appendix 1. Draft Terms of Reference for Health and Wellbeing Board development Task and Finish Groups.

Implications

Policy	Any suggested policy implications arising from the T&F groups will be dealt with as part of their final reports.
Finance and value for money	There are no direct financial implications as a result of this report.
Legal	Any legal implications arising from the T&F groups will be taken into consideration as part of their final reports.
Procurement	N/A
Human Resources	Specific members of staff from within the LA and across the wider system will be required to actively contribute
Property	N/A
Equalities (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Risk Assessment	Not undertaken
Crime & Disorder	Any implications for Northumbria Police will be taken into consideration as part of the groups' final reports.
Customer Consideration	One T&F group is specifically looking at reach and impact of the Board in the wider community
Carbon reduction	Minimising the carbon footprint will be considered in administering the T&F groups.
Wards	The work of the Health and Wellbeing Board has implications for all wards

Background papers:

None

Report sign off.

Authors must ensure that officers and members have agreed the content of the report:

	Full name of officer
Monitoring Officer/Legal	Liam Henry
Service Director of Finance & Interim S151 Officer	Alison Elsdon
Relevant Executive Director	Cath McEvoy-Carr
Chief Executive	Daljit Lally
Portfolio Holder(s)	Richard Dodd

Author and Contact Details

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**NORTHUMBERLAND HEALTH AND WELLBEING BOARD TASK AND FINISH GROUP
DRAFT MEMBERSHIP AND TERMS OF REFERENCE**

SUBJECT FOR REVIEW	Terms of Reference and governance of the Northumberland Health & Wellbeing Board
REASON FOR REVIEW	This area was identified during the Health & Wellbeing Board Development Day on 11 July 2019, as being an area for development.
TERMS OF REFERENCE	<p>Role and Purpose</p> <p>The Task and Finish Working Group is a working group of the Health and Wellbeing Board with representation invited from the Health and Wellbeing Board (HWB) and other Council committees where appropriate. It is appointed in accordance with the Constitution of Northumberland County Council.</p> <p>The Task and Finish Group’s purpose is to review the ToRs, governance and operation of the Board.</p> <p>Aims</p> <p>To improve the function and operation of the Health & Wellbeing Board.</p> <p>Objectives</p> <ul style="list-style-type: none"> ● Review the membership of the Board to ensure it reflects and accommodates changes in the delivery of health, care, health-related activities and the JHWS; ● Review the ToRs to provide clarity on the role and purpose of the Board and its members, ensuring that it is aligned with and does not duplicate the roles of Overview and Scrutiny Committees; ● Agree a process to proactively manage the agenda, forward plan and work of the Board to maximise the value and input of the Board and ensure the agendas and work programme are balanced;

	<ul style="list-style-type: none"> Review the governance arrangements in terms of both the reporting of the Board and those functions reporting to the Board.
MEMBERSHIP	<p>Dr Graham Syers (Vice Chairman) and Cllr Richard Dodd</p> <p>Cllr Jeff Watson (Chair Health and Wellbeing OSC) or representative</p> <p>David Thompson (Northumberland Healthwatch) or Ralph Firth (VCSE rep)</p> <p>Paul Johnston (Director of Place) or representative</p> <p>Mike Bird (Senior Democratic Services Officer, HWB OSC)</p> <p>Lesley Bennett (Senior Democratic Services Officer, HWB)</p>
COUNCILLOR CHAMPION	Cllr Richard Dodd
OFFICER LEAD/CHAMPION	Liz Morgan, Director of Public Health
INVITEES	Legal and Governance Leads
SUPPORT OFFICER	Lesley Bennett, Senior Democratic Services Officer
ESTIMATED NUMBER OF MEETINGS	2
TIMESCALE	Report to Health & Wellbeing Board in January 2020

SUBJECT FOR REVIEW	Profile and Communications and Engagement of the Health and Wellbeing Board
REASON FOR REVIEW	This area was number two out of three areas identified during the Health & Wellbeing Board Development Day on 11 July 2019, as being an area for development.
TERMS OF REFERENCE	<p>Role and Purpose</p> <p>The Task and Finish Working Group is a working group of the Health and Wellbeing Board with representation invited from the Health and Wellbeing Board (HWB) and other Council committees where appropriate. It is appointed in accordance with the Constitution of Northumberland County Council.</p> <p>The Task and Finish Group's purpose is to:</p> <p>To place the Northumberland Health and Wellbeing Board in a pivotal position to lead and influence the health and wellbeing of the Northumberland population</p> <p>Aims</p> <ul style="list-style-type: none"> ● Clearly articulate and publicise the profile and purpose of the Health and Wellbeing Board across all stakeholders ● Enhance interactive communication and engagement. <p>Objectives</p> <p>(1) Profile of the H&WBB</p> <ul style="list-style-type: none"> ● Develop the H&WBB Narrative and Story based on the H&WB Strategic Themes and outcomes expected in years - short, medium and long term ● Focus on outcomes, wellbeing, prevention and early intervention ● Develop approaches whereby the H&WBB has 'teeth' in the wider system <p>(2) Engagement and Commitment</p> <ul style="list-style-type: none"> ● Develop ideas for Outreach sessions/ proactive roadshows ● Plan for community engagement ● Look at collective engagement on behalf of

	<p>the system – with a proactive plan of themes and focus areas</p> <ul style="list-style-type: none"> • Consider themed session four times a year – based on four core themes of the strategy • Report metrics, public stories and outcomes regularly
MEMBERSHIP	<p>Elected member TBC Tim Docking Group Director NTW Claire Riley Comms Director NHCFT and Northumberland CCG Healthwatch representative VCS Representative Mike Bird (Senior Democratic Services Officer, HWB OSC) Lesley Bennett (Senior Demorcatc Services Officer, HWB)</p>
COUNCILLOR CHAMPION	TBC
OFFICER LEAD/CHAMPION	Siobhan Brown, Chief Operating Officer, Northumberland CCG
INVITEES	Communication and Engagement Leads
SUPPORT OFFICER	Lesley Bennett, Senior Democratic Services Officer
ESTIMATED NUMBER OF MEETINGS	2
TIMESCALE	Report to Health & Wellbeing Board in January 2020

SUBJECT FOR REVIEW	Impact of the health and Well-Being Board
REASON FOR REVIEW	This area was identified during the Health & Wellbeing Board Development Day on 11 July 2019, as being an area for development.
TERMS OF REFERENCE	<p>Role and Purpose</p> <p>The Task and Finish Working Group is a working group of the Health and Wellbeing Board with representation invited from the Health and Wellbeing Board (HWB) and other Council committees where appropriate. It is appointed in accordance with the Constitution of Northumberland County Council.</p> <p>The Task and Finish Group's purpose is to review the impact of the work of the HWBB and ensure that it delivers outcomes in accordance with its statutory responsibilities .</p> <p>Aims</p> <p>To ensure that the outcomes of the HWBB 10 year plan are the focus of all work across the partnerships and that the added value of the HWBB is fully recognised.</p> <p>Objectives</p> <ul style="list-style-type: none"> ● To undertake a refreshed full JSNA. ● Develop a performance dashboard for the JHWS. ● To develop an outcomes framework to support the HWBB work ● To use the above to identify and track short/medium/longer term progress
MEMBERSHIP	Alan Hartwell Pam Forster Joanne Currie Healthcare performance lead Elected member rep
COUNCILLOR CHAMPION	Cllr Richard Dodd
OFFICER	Cath Mcevoy-Carr

LEAD/CHAMPION	Executive Director of Adult Social Care and Children's Services
INVITEES	Other performance and policy leads as appropriate
SUPPORT OFFICER	Lesley Bennett, Senior Democratic Services Officer
ESTIMATED NUMBER OF MEETINGS	4
TIMESCALE	Report to Health & Wellbeing Board in January 2020