

## **10. HEALTH AND WELLBEING BOARD TERMS OF REFERENCE**

### **Purpose**

- 10.1 The Health and Wellbeing Board is a Committee of the Council established under the Local Government Act 1972 as an ordinary committee but amended pursuant to section 194 of the Health and Care Act 2012 (as amended), and the Local Authority (Public Health, Health and Wellbeing Boards and Scrutiny) Regulations 2013.
- 10.2 The purpose of the Health and Wellbeing Board is lead the improvement of health and wellbeing of residents of the Southend-on-Sea City Council area, with a specific focus on tackling health inequalities.

### **Composition**

- 10.3 The Health and Care Act 2024 (as amended) specifies certain requirements as to the composition of the Health and Wellbeing Board.
- 10.4 The voting members of the Board comprise:
- (a) Six councillors nominated by the Mayor including the Cabinet Member for public health;
  - (b) The Chief Executive of the Council;
  - (c) The Executive Director (Children and Public Health) - DCS;
  - (d) The Executive Director (Adults and Communities) - DASS;
  - (e) The Director of Public Health;
  - (f) The Chief Executive for local NHS Commissioning (Integrated Care Board);
  - (g) A Representative of Healthwatch Southend;
  - (h) A Representative of the Integrated Care Partnership operating within the Council's area.
- 10.5 The non-voting co-opted members of the Board comprise:
- (a) Chief Executive, Essex Partnership University Trust (EPUT);
  - (b) Chief Executive, Southend University Hospital Foundation Trust (SUHFT);
  - (c) Chief Executive, Southend Association of Voluntary Services (SAVS);
  - (d) Director of Commissioning and Integration (Council);
  - (e) NHS Director of place-based commissioning (SEE Alliance);
  - (f) Independent Chair (Safeguarding Boards – SSCP and SSAB).
- 10.6 The Board may, in addition, appoint such other persons or representatives as it deems appropriate.
- 10.7 The Mayor and members of People Scrutiny Committee shall not be members of the Board. However, the Chair of the Council's People Scrutiny Committee may attend

meetings of the Board as an observer, and may ask questions and make comments, but is not entitled to vote.

### **Substitutes**

- 10.8 Substitutes are permitted in accordance with the Council's Committee Procedure Rules.
- 10.9 Co-opted member substitutes must be of a sufficient level of seniority within their organisation.

### **Delegations to Sub-committees and Officers**

- 10.10 The Board may arrange for the discharge of any of its functions by a Sub-Committee, or an officer of the Council.
- 10.11 Unless the Board otherwise directs, a Sub-committee may arrange for the discharge of any of those functions by an officer of the Council.
- 10.12 The Board may appoint one or more Sub-committees to advise the Board with respect to the discharge of functions by the Board.
- 10.13 The Southend Health Protection Board is a key Sub-committee of the Board and can be convened as required, under the guidance of the Director of Public Health.

### **Political Proportionality**

- 10.14 Political proportionality rules only apply to the appointment of councillors by Southend-on-Sea City Council to the Board.

### **Chair**

- 10.15 The Chair shall be an elected member appointed by the Council. A Vice-chair will be nominated and appointed by the Board.

### **Quorum**

- 10.16 Quorum for a meeting of the Health and Wellbeing Board shall be five including:
- (a) Not less than two councillors of Southend-on-Sea City Council;
  - (b) Not less than two senior officers from the Council, and;
  - (c) Not less than one representative from the Integrated Care Board.

### **Rules & Requirements**

- 10.17 The Council's Committee Procedure Rules shall apply to the Health and Wellbeing Board.
- 10.18 The Council shall ensure that all Board members are well-versed with the purpose of the Board. Training provision will be made available for all new members.

## **Terms of Reference (Objectives)**

- 10.19 To provide strategic leadership, strengthen the influence of local authorities and elected representatives in shaping health and care commissioning.
- 10.20 To sign-off key commissioning plans, strategy and policy related to the role and function of the health and wellbeing board and provide advice and recommendations for all other relevant documents relating to health, wellbeing and tackling health inequalities.
- 10.21 To oversee the development and refresh of the Joint Strategic Needs Assessment (JSNA) suite of products, so that future commissioning / policy decisions and priorities are evidence based.
- 10.22 To determine the health improvement priorities in Southend.
- 10.23 To promote integration, collaboration and partnership working.
- 10.24 To oversee the development of a Joint Local Health and Wellbeing Strategy (JLHWS), which sets out improvement for health and wellbeing outcomes, including reduction in health inequalities that provides a framework for commissioning plans related to health and wellbeing.
- 10.25 To promote and encourage integration and partnership working including joint commissioning, pooled budgets and joint delivery across the NHS, social care, public health and other service providers.
- 10.26 To initiate and support stakeholder and community engagement and consultation work in relation to health and wellbeing issues.
- 10.27 To appoint task and finish groups / sub-committees for specific pieces of work that support or inform health and wellbeing across Southend.
- 10.28 To oversee the development of the Pharmaceutical Needs Assessment (PNA).
- 10.29 To performance manage the achievement of and progress against key outcomes identified within the JLHWS.
- 10.30 To provide leadership on any other emerging health and wellbeing related issues that may have a significant impact on the delivery of the JLHWS.
- 10.31 To oversee the strategic governance for local health and wellbeing-related strategies.
- 10.32 To carry out all other statutory functions of the Health and Wellbeing Board.

## **Status and Location of Meetings**

- 10.33 Meetings will be open to the public. Wherever possible, the Board meetings will be held in community settings enabling us to be closer to local communities across the localities of Southend-on-Sea City.