

Health and Wellbeing Board Terms of Reference and Operating Procedures -
Refresh
Report of the Director of Public Health

1. Terms of reference and membership of the Health and Wellbeing Board

1.1 The functions of the Health and Wellbeing Board, as set out in the Council's Constitution, are to exercise the functions of the Council to:

- ensure the delivery of improved health and wellbeing outcomes for the population of Devon, with a specific focus on reducing inequalities;
- promote the integration of health, social care and public health, through partnership working with the NHS, Social Care Providers, District Councils and other public sector bodies;
- promote an integrated health improvement approach to public health service provision;

and to:

- provide a local governance structure for the local planning of and accountability for all health and wellbeing related services;
- assess the needs and assets of the local population and lead the development of the statutory Devon Joint Strategic Needs Assessment (JSNA) in partnership with NHS Devon (Integrated Care Board);
- similarly, produce and update a Devon Joint Health and Wellbeing Strategy to provide a strategic framework to meet the needs identified in the JSNA;
- promote joint and joined-up commissioning and pooled budget arrangements, where that makes sense as a means of promoting integration and partnership working across areas; and
- ensure that all commissioning plans and policies reflect the health and wellbeing priorities identified through the joint needs assessment process.

1.2 Membership of the Board is composed of County Councillors, Chief Officers and nominated representatives from the organisations set out below, namely:

1. Cabinet Member for Integrated Adult Social Care and Health
2. Cabinet Member for Children's Services and Schools
3. Cabinet Member for Public Health, Communities and Equality

4. Cabinet Member for Organisational Development, Workforce & Digital Transformation
5. Other County Councillor
6. Director of Public Health Devon
7. Chief Officer for Integrated Adult Social Care (DCC)
8. Chief Officer for Children's Services (DCC)
9. District Council representative
10. NHS Devon
11. Healthwatch Devon
12. Joint Engagement Forum
13. Probation Service
14. Environmental Health Officers Group
15. Devon Partnership NHS Trust
16. Devon and Cornwall Police
17. Devon and Somerset Fire and Rescue Service
18. Royal Devon University Healthcare NHS Foundation Trust
19. Torbay & South Devon NHS Foundation Trust
20. South Western Ambulance Service

2. Operating Procedures

- 2.1 The Health and Wellbeing Board is a Committee of the Council and as such operates under those standing orders. It must be appointed by the Council, therefore the Board and its Members were formally appointed on 23 May 2013.
- 2.2 The Chief Executive gives notice to the public of the time and place of meetings in accordance with the Access to Information Procedure Rules (contained in the Council's Constitution). Meetings are usually held in the Committee rooms at County Hall.
- 2.3 The Chair of the Board will preside at all meetings but in their absence that role will be exercised by the Vice-Chair, having been appointed by the Board.
- 2.4 The minimum number of members needed for a meeting of the Council to start and to continue (a quorum) is one quarter of the whole number of members on the Committee. The Board currently has 20 members, therefore the quorum will be five.
- 2.5 Members of the public may attend all meetings subject only to any confidential proceedings. The Council will normally give at least five

clear days' notice of any meeting, details posted at County Hall, Exeter (the designated office) and on the website and copies of agenda and all reports will be available for inspection at least five clear days before the meeting (unless they are deemed confidential under the Local Government Act and are marked "Not for Publication").

- 2.6 The minutes of a meeting of the Board will be submitted to the next ordinary meeting for approval as 'a correct record'.
- 2.7 Members of the Board might be aware that the Council broadcasts its main committee meetings on the web and that same principle will be applied to the Board. Viewers can either watch the live webcast or view via an archive facility that currently lasts six months.
- 2.8 The Board will be aware that, historically, any members of a committee who were not members of the local authority would be treated as non-voting members. The regulations removed this barrier to enable local authorities to empower all key members of the Board to vote alongside the elected representatives.
- 2.9 The Board should note that there have been long established principles in relation to the relationship and communications between the Cabinet and Scrutiny Committees. Those principles shall apply equally as between Health and Wellbeing Boards and Scrutiny Committees and are set out under the [Scrutiny Procedure Rules](#) in the Constitution.

Steve Brown
Director of Public Health