

The Royal Borough of Windsor and Maidenhead
Health and Wellbeing Board



Terms of Reference – May 2013

Objective

To implement the national and local requirements on Health and Wellbeing Boards to improve the life outcomes, health and wellbeing of RBWM residents

Purpose

To act as a high level strategic partnership to agree on the priorities that will improve the health and wellbeing of the residents of the Royal Borough of Windsor and Maidenhead. Deliver the statutory functions placed on Health and Wellbeing Boards (HWB) through the Health and Social Care Act 2012 and other statutory or local priorities.

Background

Social policy changes from Central Government are changing the requirements for health and social care nationally in order to bring more local democracy into local services. On the 12th July 2010 the NHS White Paper *Equity and Excellent - Liberating the NHS* and the accompanying consultation paper *Local Democratic Legitimacy in Health* have outlined significant changes to local governance structures for health and wellbeing, to improve health outcomes for the local population.

Each locality has a statutory requirement to create a Health and Wellbeing Board, which has specific functions for the associated area. The HWB is to be hosted by the local authority and subsequent documents from Central Government have detailed and refined the requirements and functions of a HWB.

Requirements of the HWB

HWB bring together the key commissioners in an area, including representatives of GP Clinical Commissioning Group(s), Directors of Public Health, Children's Services and Adult Social Care Services, with at least one elected Councillor and a representative of Healthwatch. The boards will assess local needs and develop a shared strategy to address them, providing a strategic framework for commissioning plans of the members. Full statutory powers for Health and Wellbeing Boards are in effect from April 2013

National Requirements

The White Paper and associated papers have identified the following functions and requirements that are placed on all HWB

1. To assess the needs of the local populations and lead the statutory Joint Strategic Needs Assessment (JSNA)
2. To prepare a Joint Health and Wellbeing Strategy based on the needs identified in the JSNA
3. To promote integration and partnership, including through the promotion of joined up commissioning plans across the NHS, social care and public health
4. To support joint commissioning and pooled budgets where all parties agree it makes sense

Other future or forthcoming legislation and regulations from central government which place duties on Health and Wellbeing Boards will need to be taken into account by the RBWM HWB as it becomes known

Local Requirements

RBWM had been accepted by the Department of Health to be a national Early Implementer of health and wellbeing changes. RBWM Cabinet agreed in March 2011 to the setting up of the local shadow HWB from July.

The HWB for RBWM is available to offer strategic and organisational leadership to meet local priorities. The work of the HWB is aligned with the context of the overarching Community Partnership and has a key role in supporting the delivery of services to meet the health and wellbeing priorities of the population. This may involve being members of sub / working groups or other such courses of action.

Membership of HWB

The core membership of the HWB is directed by the white paper and the following has been agreed by the Cabinet:

- **Chair** Lead Council Member for Adult Services
- **Deputy-Chair** Lead Council Member for Children's Services
- Deputy Lead Council Member for Health Services
- The Director of Adult Social Services for the Local Authority
- The Director of Childrens Services for the Local Authority
- The Director of Public Health Berkshire
- Representative from the local GP Clinical Commissioning Group(s)
- A representative from the local HealthWatch organisation
- Other such persons or representative of such other persons as is appropriate

Named substitutes may attend meetings of the HWB in place of core members should the core member not be able to attend a meeting. The HWB may require other representation from partners and stakeholders to be co-opted into temporary or permanent membership to help address the identified strategic priorities.

Appendix A is the list of members of the HWB in RBWM

Quorum

Whilst there is no national guidance on the requirements of a quorum for the HWB, for democratic transparency in decision making, it is agreed that there will be minimum representation of four members for a meeting to take place. At least 2 members each from the Council and the NHS at least one of which must be at Director level.

Schedule of Meetings

It is expected that there will be 4 meetings of the HWB per year, these will be public meetings unless there are confidential (Part 2) items as applicable by the Local Government Act 1972.

Accountability

A key function of the HWB is to provide a governance structure for the local planning and accountability of health and wellbeing services. In turn, the HWB shall be a high level strategic board with accountabilities as defined in the guidance from the Department of Health / Central Government. HWB are locally accountable to the community it services, elected members through the Cabinet of RBWM and to the Community Partnership Forum. There are accountabilities for commissioning decisions and actions through the NHS England Local Area Team

Reporting Structures

The HWB will be operating under these locally agreed terms of reference which are reflective of national requirements. Any deviation would need to be agreed by the statutory partners of the HWB, specifically RBWM Council, the Berkshire NHS Cluster Board and the GP Clinical Commissioning Group(s) governing bodies.

Review of HWB

A full review of the roles, structures, membership and terms of reference will take place before April 2014. The Membership and the Terms of Reference will be reviewed by the HWB members during the course of each year.

Appendix A - List of Members of RBWM HWB (as at April 2013)

Name	Title	Organisation
Cllr Coppinger	Lead Council Member for Adult Services	RBWM
Cllr Mrs Yong	Deputy Lead Council Member for Health Services	RBWM
Cllr Bicknell	Lead Council Member for Children's Services	RBWM
Christabel Shawcross	Strategic Director of Adult & Community Services	RBWM
Angela Wellings	Interim Strategic Director of Children's Services	RBWM
Dr. Lise Llewellyn	Strategic Director of Public Health	Berkshire Unitary Authorities
Dr Judith Kinder	WAM CCG Deputy Chair and Lead for Maidenhead	WAM CCG
Dr Adrian Hayter	WAM CCG Clinical Chair and Lead for Windsor	WAM CCG
Dr Jackie McGlynn	Bracknell & Ascot CCG, GP Director for Ascot	B&A CCG / Ascot GP Practices
Brian Huggett	Chairman of Healthwatch	Healthwatch WAM
<i>Louise Watson</i>	<i>Director of Operation and Delivery</i>	<i>NHS England Thames Valley Area Team</i>