



Health and Wellbeing Board: Terms of Reference

1. Purpose

Health and wellbeing boards are statutory bodies introduced in England under the Health and Social Care Act 2012, their meetings are open to the public and its papers are published on Sefton Council’s website. Established and hosted by local authorities, health and wellbeing boards bring together the NHS, public health, adult social care and children's services, including elected representatives and local Healthwatch, to plan how best to meet the needs of their local population and tackle local inequalities in health. The aim of the health and wellbeing boards is to improve integration between practitioners in local health care, social care, public health and related public services so that patients and other service-users experience more "joined up" care, particularly in transitions between health care and social care. The Health and Wellbeing Board also performs the duties of the Sefton Children’s Trust.

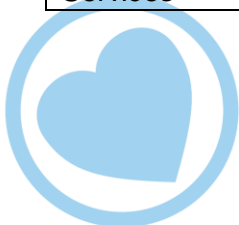
2. Chair

The Health and Wellbeing Board is chaired by the Cabinet Member for Health and Wellbeing

3. Membership

The membership of the Board will be as follows (this is as recommended by the Board and appointed by Council) :

Nominated Representative (Role/Title)	Organisation
3 Members of the Council: Cabinet Member for Children’s Social Care Cabinet Member for Health and Wellbeing Cabinet Member for Adult Social Care	Sefton Council
3 Statutory Directors and 1 Assistant Director Executive Director for Adult Social Care and Health/Place Director Cheshire and Merseyside Integrated Care Board, Sefton Place. Assistance Director for Adult Social Care and Health Executive Director for Children’s Services	Sefton Council



Director of Public Health	
Chief Executive	Sefton Council
6 representatives from agreed health organisations (these are those organisations most significant to the Sefton Health System, as agreed by the Informal Health and Wellbeing Board, which will be reviewed on an annual basis) Chief Executive or their deputy (unless stated)	Liverpool University Hospitals NHS Foundation Trust Mersey Care NHS Trust Southport and Ormskirk Hospitals NHS Trust Alder Hey Children's NHS Trust foundation Sefton Place Integrated Care Board Clinical Director
Health Watch	Healthwatch Sefton
Police	Merseyside Police
Fire	Merseyside Fire and Rescue
Council for the Voluntary Sector	Sefton CVS
Independent Chair	Sefton Place Programme Delivery Group.
Provider representation at a Chief Executive level of 1 Adults Provider and 1 Children's Provider.	Sefton Health and Social Care Forum

Board member roles

The Chair will ensure:

- All meetings are conducted in a fair, transparent, and professional manner.
- That decisions are clear, and organisations are accountable.
- That any actions required have a clearly identified lead and agreed timescale for delivery.
- That a shared culture, language, common purpose, and trust are engendered through a collaborative leadership style.

Members of the Board will ensure that:

- They make every effort to attend meetings.
- Failure to attend three consecutive meetings will lead to a review of their membership.
- They are prepared for the meetings and have read papers circulated in advance.
- They will represent the views of the group, organisation, and / or partnership that they speak for and they will ensure that Board business is reported back to that group, organisation / partnership as required.
- They will be empowered to make decisions on behalf of the group, organisation, and / or partnership that they speak for.
- They will take forward any actions that they have agreed to develop, and then report back any progress to the group in the timescales agreed.
- They will use the available needs and assets assessments and evidence of

effectiveness to develop their views, particularly with reference to the evidence within the JSNA and other strategic needs and assets assessments

- Members will adhere to the seven principles of public life
- Members endorse the collaborative model and work to ensure its achievement.
- Members cannot nominate a deputy.

Other attendees may be requested to attend and present as required from time to time and in line with agenda items to be discussed.

The role of Health Watch on the Board is a dual role; first, to bring the voice of the local community to the HWB by leading more effective engagement; and second as a system leader, influencing decision making and commissioning and supporting the development of the Joint Strategic Needs Assessment (JSNA) and the Joint Health and Wellbeing Strategy (JHWS) and helping to drive the change that is required.

4. Quorum

A quorum will be at least 2 elected members.

5. Functions

- The Health and Wellbeing Board is the place for wider partnership discussions and its Executive is the place to transact other businesses that need not command the attention of the full membership.
- To encourage integrated working between commissioners of health, public health and social care services.
- To encourage those who provide services related to wider determinants of health, so such as housing, to work closely with the Health and Wellbeing Board.
- To lead on the Joint Strategic Needs Assessment (JSNA) and Joint Health and Wellbeing Strategy (JHWS) including involving users and the public in their development. To deliver the vision of creating a confident and connected borough that offers the things we all need to start, live and age well, where everyone has a fair chance of a positive and Healthier future.
- To be inclusive of all health and care partners in Sefton.
- To develop their commissioning plans and ensure that they take proper account of the Joint Health and Wellbeing Strategy when developing these plans.

5.1 Principles of working

The Partners will work together in good faith and will:

Work together to deliver a single vision through a focused set of priorities to reduce the unacceptable gap in health and wellbeing inequalities

Work to achieve financial sustainability by working to create the conditions to guarantee the most efficient, effective and value for money based use of public resources in Sefton.

Deliver Person Centred Services informed by the voice of experts by experience through commitment to codesign, coproduction and listening at all levels to our owners – the people that need Care and Support.

Commit to acting ethically at all times with the ultimate interest of the citizen held at the heart of what we do. This is to be achieved through openness, honesty, transparency and constructive challenge.

To build on what we learnt during COVID – the power of acting as one, being risk enabled, outcome focused, and solution driven to solve our ‘wicked problems’

Invest in innovative and creative services that bring best practice to Sefton and offer digital solution that bring maximum impact and solutions to our citizens

Ensure that all that we do is informed through a population health framework that enables shared, collective data to ensure that residents are getting the best possible care and support – in the right place at the right time

Structure

The Board has adopted 5 formal subgroups shown in figure one below:

	Name	Function
1.	The Health Protection Forum	A forum where statutory roles of partner’s review plans and issues that need escalation. The HP Forum is chaired by the Director of Public Health or their Deputy, and meets on a quarterly basis with representatives from the Council, Clinical Commissioning Group, NHS partners and Public Health England
2.	The Adults Forum	To support the delivery of the Health and Wellbeing Strategy to achieve improved health and wellbeing outcomes for Sefton’s Adults
3.	The Children and Young Peoples Partnership Board	To ensure that appropriate arrangements are in place to enable vulnerable children and young people to be heard, happy and healthy so that they can achieve the best possible outcomes
4.	The Health and Wellbeing Executive	To determine and ensure delivery of a Strategy for Integrated Commissioning, to drive forward performance, to own and manage risks relating to Integrated Commissioning, and strategically lead the change programme towards full integration
5.	The SEND Continuous Improvement Board	To ensure that a robust special educational needs and disabilities (SEND), Improvement plan is in place and delivered to respond to the joint OFSTED/CQC revisit to review the partnership weaknesses, which were initially identified in the SEND Inspection in November 2016. The main purpose being to improve outcomes and demonstrate impact for children and young people and support parents and carers.



6. Authority/Reporting

The Board is established by the constitution of Sefton Council.

7. Frequency of Meetings

The Health and Wellbeing Board shall meet no less than on a quarterly basis. With Informal Health and Wellbeing Board meetings held quarterly on intervening months (informal meetings allow the Board to develop its thinking prior to public decision).

Meetings will be held in accordance with the provisions of the Local Government Act 1972

The Chair may call extraordinary meetings of the Board at his or her discretion, subject to providing at least 10 working days' notice to the public.

8. Administration

The Health and Wellbeing Board will be administered by democratic Services for Sefton Council

Agenda items and supporting papers must be submitted via the Mod Gov system with Financial and Legal approval 10 working days prior to the meeting date and will be published via the council's website 5 clear working days before the meeting takes place.

Minutes will be produced following the meeting and will be publicly available and published on the council's website.

9. Review

The terms of reference of the Health and Wellbeing Board will be reviewed by board members on a minimum of a 12 monthly basis.