



**LINCOLNSHIRE HEALTH AND  
WELLBEING BOARD**

**TERMS OF REFERENCE and  
PROCEDURAL RULES**

September 2013

Review date June 2014

**Lincolnshire Health and Wellbeing Board  
Terms of Reference  
and Procedural Rules**

**1. Context**

- 1.1 The full name shall be the Lincolnshire Health and Wellbeing Board. (“The Board”).
- 1.2 The Board is established as a consequence of Section 194 of the Health and Social Care Act as a committee of Lincolnshire County Council.

**2. Aim**

- 2.1 The Board must, for the purpose of advancing the health and wellbeing of the people in its area, encourage persons who arrange for the provision of any Health or Social Care services in Lincolnshire to work in an integrated manner.
- 2.2 The Board must provide advice, assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.
- 2.3 The Board must encourage those involved in arranging the provision of Health-Related Services to work closely with the Board.

**3. Objectives**

- 3.1 To provide strong local leadership for improvement of health and wellbeing.
- 3.2 Monitor the implementation and performance of health and wellbeing outcome targets defined within the Joint Health and Wellbeing Strategy (JHWS).
- 3.3 Lead on the production and delivery of a Joint Strategic Needs Assessment (JSNA) and ensure that partner agencies use the evidence base as part of their commissioning plans.
- 3.4 Lead on the implementation of the Joint Health and Wellbeing Strategy (JHWS).
- 3.5 Confirm and challenge the joint commissioning plans for Health and Social care to ensure they meet the needs identified by the JSNA and in line with the JHWS.

- 3.6 Review any reconfiguration of Health or Social care services in Lincolnshire to ensure they support the outcomes of the Joint Health and Wellbeing strategy.
- 3.7 Maximise opportunities and circumstances for joint working and integration of services and make the best use of existing opportunities and processes and prevent duplication or omission within Lincolnshire.

#### **4. Roles and Responsibilities of members of the Board**

- 4.1 To work together effectively to ensure the delivery of the JSNA and JHWS for the benefit of Lincolnshire's communities.
- 4.2 To work within the Board to build a partnership approach to key issues and provide collective and collaborative leadership for the communities of Lincolnshire.
- 4.3 To participate in discussion to reflect the views of their partner organisations, being sufficiently briefed and able to make recommendations about future policy developments and service delivery.
- 4.4 To champion the work of the Board in their wider networks and in the community.
- 4.5 To ensure that there are communication mechanisms in place within the partner organisations to enable information about the priorities and recommendations of the Board to be disseminated and actioned to ensure the health and wellbeing of the community of Lincolnshire is improved.
- 4.6 To promote any consequent changes to strategy, policy, budget and service delivery within their own partner organisations to align with the recommendations of the Board.

In particular, it is the Boards expectations that members will act in accordance with Board members/champions responsibilities listed at Appendix A.

#### **5. Accountability**

- 5.1 The Board carries formal delegated authority to carry out its functions under the Health and Social Care Act 2012 from full Council.
- 5.2 Core Members bring the responsibility, accountability and duties of their individual roles to the Board and provide information, data and consultation material, as appropriate, to inform the discussions and decisions.
- 5.3 The Board will discharge its responsibilities by means of recommendations to the relevant partner organisations, who will act in accordance with their respective powers and duties to improve the health and wellbeing of the population of Lincolnshire.

- 5.4 The District Council Core Member will ensure that they keep all Districts advised of the work of the Board.
- 5.5 The Board will report to the Full Council and the NHS England via the Area Team (AT) by sending meeting minutes and presenting papers as and when requested.
- 5.6 The Board will provide information to the public through publications, local media, and wider public activities and by publishing the minutes on the Lincolnshire County Council website.
- 5.7 The members of the Board will also take part in round table discussions with the public, voluntary, community, private, independent and NHS sectors to ensure there is a 'conversation' with Lincolnshire communities about health and wellbeing.

## **6. Membership**

- 6.1 The core membership of the Board will comprise the following:
- Executive Councillor Adult Care, Children's and Health Services,
  - Executive Councillor NHS Liaison and Community Engagement,
  - Executive Councillor Libraries, Heritage and Culture,
  - Five designated Lincolnshire County Councillor's,
  - The Executive Director of Public Health,
  - The Executive Director of Adult Care,
  - The Executive Director of Children's Services,
  - Designated representative from each Clinical Commissioning Group in Lincolnshire,
  - Designated NHS England (Area Team LAT) representative ,
  - One designated District Council representative (representing all seven districts),
  - A designated representative from Healthwatch
- 6.2 The Core Members, through a majority vote, have the authority to approve individuals as Associate Members of the Board. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting (AGM).
- 6.3 Each member of the Board can nominate a named substitute. Two working days advance notice that a substitute member will attend a meeting of the Board will be given the Democratic Services Manager. Substitute members will have the same powers as Board members.

## **7. Frequency of Meetings**

- 7.1 The Board will meet no less than four times per year including an AGM.
- 7.2 Additional meetings of the Board may be convened with agreement of the Chairman.

## **8. Agenda and Notice of Meetings**

- 8.1 The agenda for each ordinary meeting of The Board will be against the following headings:
  - 1. Apologies
  - 2. Declaration of members interests
  - 3. Minutes from the previous meetings
  - 4. Action updates from previous meetings
  - 5. Chairman's announcements
  - 6. Decision/Authorisation items
  - 7. Discussion/debate items
  - 8. Information items
  - 9. The work programme of planned future work
  - 10. An action log of previous decisions
  - 11. Date of next meeting

All papers for The Board to be provided to the Democratic Services Manager of Lincolnshire County Council ("the Secretariat") 15 working days before the date of the scheduled meeting, with appropriate template short report for the appropriate agenda item, for the agenda setting meeting with the Chairman. (See process map at Appendix B)

- 8.2 All finalised agenda items or reports to be tabled at the meeting should be submitted to the Secretariat no later than seven working days in advance of the next meeting. No business will be conducted that is not on the agenda.
- 8.3 The Secretariat will circulate and publish the agenda and reports at least five working days prior to the next meeting. Exempt or Confidential Information shall only be circulated to Core Members.

## **9. Annual General Meeting**

- 9.1 The Board shall elect the Chairman and Vice Chairman at each AGM, The appointment will be by majority vote of all Core Members/substitutes present at the meeting and will be for a term of one year.

9.2 The Board will approve the representative nominations by the partner organisations as Core Members.

## **10. Quorum**

10.1 Any full meeting of the Board shall be quorate if not less than a third of the Core Members are present. This third should include a representative from the Clinical Commissioning Groups and a Lincolnshire County Council Executive Councillor and either the Chairman or Vice Chairman.

10.2 Failure to achieve a quorum within thirty minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall render the meeting adjourned until the next scheduled meeting of the Board.

## **11. Procedure at Meetings**

11.1 Members of the Public may attend all ordinary meetings of the Board subject to the exceptions set out in the Access to Information Procedure Rules set out in Part 4 of the Lincolnshire County Council's constitution.

11.2 Only the Core and Substitute Members are entitled to speak through the Chairman. Associate Members and the Public are entitled to speak if pre-arranged with the Chairman before the meeting.

11.3 With the agreement of the Board, the Board can set up operational/working sub-groups to consider distinct areas of work to support the activities of the Board.

11.4 The operational/working sub-group will be responsible for arranging the frequency and venue of their meetings.

11.5 Any recommendations of the operational/working sub-group will be made to the Board who will consider them in accordance with these terms of reference.

11.6 The aim of the Board is to make its business accessible to all members of the community and partners with special needs. Accessibility will be achieved in the following ways:

- Ensuring adequate physical access to Board meetings,
- Providing signers, interpreters or other specialist support within existing resources on request to the secretariat,
- To include a work programme of planned future work on the agenda,
- Reports and presentations are in a style that is accessible to the wider community, and of a suitable length, so that their content can be understood,
- Enabling the recording of meetings to assist the secretariat in accurately recording actions and decisions of the Board.

## **12. Voting**

- 12.1 Each Core Member and Substitute Member shall have one vote.
- 12.2 Wherever possible decisions will be reached by consensus. In exceptional circumstances and where decisions cannot be reached by consensus of opinion, voting will take place and decisions agreed by a simple majority. The Chairman will have a casting vote.
- 12.3 Decisions of the Board will be as recommendations to the partner organisations to deliver improvements in the Health and Wellbeing of the population of Lincolnshire.

## **13. Minutes**

- 13.1 The Secretariat shall minute the meetings and produce and circulate an executive summary and action log to all Core Members.
- 13.2 The Secretariat will send the draft minutes and action log to the Chairman within five working days of the meeting for comment.
- 13.3 The draft minutes, as agreed by the Chairman, will be circulated to Core Members.
- 13.4 The draft minutes will be approved at the next quorate minuted meeting of the Board.
- 13.5 The Secretariat will publish the minutes, excluding Exempt and Confidential Information, on the Lincolnshire County Council website.

## **14. Expenses**

- 14.1 The partnership organisation's are responsible for meeting the expenses of their own representatives.

## **15. Declarations of Interest**

- 15.1 At the commencement of all meetings all Core Members who are members of Lincolnshire County Council shall declare any interests in accordance with the Member's Code of Conduct which is set out in Part 5 of the Lincolnshire County Council's constitution.

**16. Conduct of Core Members at Meetings**

16.1 It is important to ensure that there is no impression created that individuals are using their position to promote their own interest, whether financial or otherwise, rather than for the general public interest.

16.2 When at Board meetings or when representing the Board, in whatever capacity a Core Member must uphold the principles of:

- Selflessness
- Honesty and Integrity
- Objectivity
- Accountability and Openness
- Respect for Others
- Cooperation

**17. Review**

17.1 The above terms of reference will be reviewed at the AGM or earlier if necessary.

17.2 Any amendments shall only be included by unanimous vote.



**Definition**

**Exempt Information**

*Which is information falling within any of the descriptions set out in Part I of Schedule 12A to the Local Government Act 1972 subject to the qualifications set out in Part II and the interpretation provisions set out in Part III of the said Schedule in each case read as if references therein to “the authority” were references to “Board” or any of the partner organisations.*

**Confidential Information**

*Information furnished to, partner organisations or the Board by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; and information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court are to be discussed.*

**Associate Members**

*Associate Member status is appropriate for individuals wanting to be involved with the work of the Board, but who not designated core members are. The Board has the authority to invite Associate Members to join and approve their membership before they take their place. Associate Members will not, unless specifically requested, be consulted on dates and venues of meetings, but are invited to submit agenda items, and have a standing invitation to attend meetings if an issue they are keen to discuss is on the agenda. Associate members will not have voting rights at HWBB meetings.*

**Health Services**

*Means services that are provided as part of the health service.*

**Health-Related Services** *means services that may have an effect on the health of individuals but are not health services or social care services.*

**Social Care Services**

*Means services that are provided in pursuance of the social services functions of local authorities (within the meaning of the Local Authority Social Services Act 1970).*

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