

Roles and Responsibilities of Lincolnshire Health and Wellbeing Board (HWB) Core Members

Lincolnshire Health and Wellbeing Board Responsibilities

Key responsibilities of **ALL** board members:

- Agreement of GP Commissioning plans
- Oversight of Annual Public Health Report/Public Health Issues
- Agreement of Children's commissioning plans
- Oversight of Health Watch Plans/Annual Report
- Agreement of Adult's commissioning plans
- Creation of Joint Strategic Needs Assessment (JSNA), and the Joint Health and Wellbeing Strategy (JHWS)
- Adhere to the Equalities Duty Act 2010, including the Public Sector Duty
- Performance and Quality Monitoring
- Promote integration and partnership across areas
- Undertake a compliance role in relation to major service redesign
- Support joint commissioning plans and pooled budget arrangements to meet the needs identified by the JSNA and to support the implementation of the Health and Well-being Strategy
- Ensure all commissioning plans have been co-produced
- Joint health and wellbeing strategy sponsor members of the Board should also ensure the strategy is developed according to the direction of the Board and to provide assurance to the Board that it is working within agreed timescales

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All members of the HWB will be expected to

- **Represent** and **speak** on behalf of their organisation or sector
- Be **accountable** to their organisation or sector when participating in the HWB ensure organisations/sector are kept informed of HWB business and that information from their organisation/sector is reported to the HWB
- **Support** the agreed majority view when speaking on behalf of the HWB to other parties
- **Attend** HWB meetings or ensure that a named deputy is briefed when attending on their behalf
- **Declare** any conflicts of interest should they arise
- **Read** agenda papers prior to meetings so that they are ready to contribute and discuss HWB business
- **Work collaboratively** with other board members in pursuit of HWB business;
- **Ensure** that the HWB adheres to its agreed terms of reference and responsibilities;
- **Listen** and respect the views of fellow Board members;
- **Be willing** to take on special tasks or attend additional meetings or functions to represent the HWB

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Key roles and responsibilities of individual core board members:

Executive members

- Report any issues raised by the public to the Board
- Report any issues raised by other councillors to the Board
- Report any issues raised by other members of the Board
- Provide strategic direction in relation to Lincolnshire's Joint Health and Wellbeing Strategy
- Report publicly on the work and progress of the Board
- Report to Executive on the work and progress of the Board
- Promote and ensure co-production of all commissioning plans and proposals

Lincolnshire County Councillors

- Report publicly on the work and progress of the Board
- Report any issues raised by the public to the Board
- Report any issues raised by other councillors to the Board

Executive Director for Public Health

- Update the Board on public health related activity taking place in Lincolnshire
- Report to the Board any relevant information provided from Public Health England (PHE) and report any relevant board matters to PHE
- Ensure Lincolnshire is addressing health inequalities and promoting the health and wellbeing of all Lincolnshire residents
- Lead the revision and publication of the JSNA
- Lead the revision and publication of the Joint Health and Well-being Strategy

Adults and Children's Directors

- Report on commissioning activity to the Board
- Provide relevant information requested by the Board
- Contribute to the creation of the JSNA

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- Have regard to the JSNA and the JHWBS when developing commissioning and budget proposals
- Report Board activity to assistant directors and heads of service

Clinical Commissioning Group representative

- Ensure that the Clinical Commissioning Group members/partners directly feed into the JSNA
- Have regard to the JSNA and the JHWBS when developing commissioning and budget proposals
- Report commissioning activity to the Board
- Report Board activity to other Clinical Commissioning Group members

Lincolnshire Healthwatch representative

- Reflect the public's views acting as the patient's voice to report any issues raised by the public to the Board
- Feedback board response to issues raised and activity undertaken
- Promote community participation and co-production in support of activity
- Report on and from Healthwatch England
- Ensure the Joint health and Wellbeing Strategy reflects the need of Lincolnshire's population
- Provide reports to the Board on issues raised by providers or the public of Lincolnshire

District Council representatives

- Promote the Boards intentions to District Council partners
- Feedback any issues raised by partner districts or the public to the Board

Local Area Team representative

- Update the board on any national Commissioning issues which will affect Lincolnshire's Joint Health and Wellbeing Strategy
- feedback on any issues raised by the Board affecting Lincolnshire to the NHS Commissioning Board