

Governance Committee
9 September 2019
Part I
West Sussex Health and Wellbeing Board Terms of Reference
Report by Director of Law and Assurance

Summary
To align with the recently published West Sussex Joint Health and Wellbeing Board Strategy (JHWS), the West Sussex Health and Wellbeing Board has agreed a proposed amended terms of reference which are appended to the report.
Recommendation
That the revised terms of reference for the West Sussex Health and Wellbeing Board, as set out in Appendix 1, be endorsed for recommendation to the County Council for inclusion in the County Council's Constitution.

Proposal

1. Background and Context

- 1.1 The Health and Wellbeing Board (HWB) reviewed, throughout 2018, its Joint Health and Wellbeing Strategy (JHWS) in order to replace the 2015-18 document. The new strategy for 2019-24, sets out the Board's new vision and ways of working and was adopted at the HWB - meeting on 25 April 2019.
- 1.2 The terms of reference were last updated on 24 March 2014 and agreed at County Council on 11 April 2014 and so it was recognised that revision was required to realign with the Board's working arrangements and aspirations as outlined in the JHWS 2019-24.
- 1.3 In revising the terms of reference particular attention was given to representation from the Voluntary Sector. Following engagement with the Voluntary Community Sector (VCS) and the newly formed Voluntary & Community Sector Infrastructure Alliance (VCSI) representation on the Board was increased from two to three for full voting members, consisting of a representative from the Consortium and the Alliance, plus an 'open seat' from the voluntary sector to give expert/subject specialist advice to the two core members, as and when required.
- 1.4 The Board received the proposed new terms of reference at its meeting on 20 June 2019. In considering the terms of reference the Board:

- welcomed the increase from two voluntary sector representatives to three in recognition of the valuable work undertaken by the 3rd Sector; and
- suggested that the Board's accountability should be made clearer within the terms of reference and this was agreed. This was subsequently addressed with a paragraph on accountability within the terms of reference.

1.5 The Board subsequently endorsed the revised terms of reference, as set out at Appendix 1, with the addition of accountability.

1.6 Other changes to note are:

- The West Sussex Health Inequalities Network no longer exists and therefore representation from this organisation has been removed from the terms of reference.
- The Surrey and Sussex Area Team of NHS England withdrew their membership and so representation from this organisation has been removed from the terms of reference. Following their request the Surrey and Sussex Area Team of NHS England continue to receive papers and continue to be consulted with when required.

2. Proposal

2.1 West Sussex County Council's Governance Committee is asked to endorse the Health and Wellbeing Board's revised terms of reference as set out at Appendix 1 for recommendation to the next full meeting of the County Council for inclusion in the County Council's Constitution.

3. Resources

3.1 There are no resource implications identified.

Factors taken into account

4. Consultation

4.1 All Health and Wellbeing Board members which includes Cabinet Member for Adults and Health, Cabinet Member for Children and Young People and the Director of Public Health, were consulted. Members of the VCS and VCSI were also consulted and contributed to the revised terms of reference.

5. Risk Management Implications

5.1 Terms of reference for the Board are required for inclusion in the Scheme of Delegation to define administrative and procedural arrangements for the Board. In the absence of clear terms of reference, the membership and operation of the Board would be open to challenge.

6. Other Options Considered

6.1 None.

7. Equality Duty

7.1 An Equality Impact Report is not required for this report because it does not directly impact upon West Sussex residents and relates to internal governance arrangements only.

8. Social Value

8.1 This is not applicable for this report.

9. Crime and Disorder Act Implications

9.1 There are no implications identified under the Crime and Disorder Act.

10. Human Rights Implications

10.1 There are no implications identified under the Human Rights Act.

Tony Kershaw

Director of Law and Assurance

Contact: Erica Keegan 033 022 26050

Appendix 1 – Health and Wellbeing Board Terms of Reference

Background papers

None