West Sussex Health and Wellbeing Board Terms of Reference

~~**Constitution**~~

~~The West Sussex Health and Wellbeing Board includes representation from all bodies in West Sussex with major responsibilities for commissioning health services, public health or social care. The quorum is a quarter of the members of the Board.~~

Purpose of the West Sussex Health and Wellbeing Board

Health and Wellbeing Boards are central to the objective of a more integrated approach to health and social care.

Established and hosted by local authorities, health and wellbeing boards bring together the NHS, Public Health, Adult Social Care and Children's Services, Other Partners, including elected representatives and Local Healthwatch to plan how best to meet the health and wellbeing needs of their local population and tackle local inequalities in health.

The West Sussex Health and Wellbeing Board (HWB) established under the Health and Social Care Act 2012 is a strategic board which brings together elected members, leaders from the NHS, Local Authorities, Voluntary Sector and other partners to work together to:

- improve the health and wellbeing of the residents of West Sussex
- reduce health inequalities of the residents of West Sussex
- promote the integration of services in West Sussex

Members:

West Sussex County Council

- Cabinet Members whose portfolio responsibilities include:
  - ~~Community Wellbeing~~
  - Community Development
  - Health and Adults' Services
  - Children and Families
  - Note: the relevant Senior Adviser may attend in place of the Cabinet Member
- Directors with commissioning responsibility for:
  - Public Health
  - ~~Commissioning Health and Social Care~~
  - Adults' Services
  - Children's Services
  - Communities and public protection

West Sussex District and Borough Councils:

~~Two~~ Three representatives from different ~~authorities~~ district and borough councils ~~if possible~~ from the north and south of the county (representing both urban and rural areas) nominated by the district and boroughs.

- ~~Two elected members or~~
- ~~One elected member and one chief executive~~

~~West Sussex Health Inequalities Network:~~

- ~~One representative~~

~~Surrey and Sussex Area Team of NHS England:~~

- ~~One representative, to be drawn from the following: Director, Nursing and Quality and Medical Director~~

West Sussex Clinical Commissioning Groups (CCGs):

One senior clinical and one non-clinical representative from each of

- NHS Coastal West Sussex CCG
- NHS Crawley CCG
- NHS Horsham and Mid-Sussex CCG

- ~~Coastal West Sussex Clinical Commissioning Group: Three representatives: Clinical Chief Officer, Chairman and Chief Executive~~
- ~~Crawley Clinical Commissioning Group: Two representatives: Clinical Chief Officer and Chairman~~
- ~~Horsham and Mid Sussex Clinical Commissioning Group: Two representatives, to be drawn from: Clinical Chief Officer and Clinical Leader and Chairman~~

Voluntary Sector:

- ~~Two~~ Three representatives nominated by the Voluntary Sector through arrangements made by relevant organisations across the County

Healthwatch

- One representative

NHS Providers:

One representative from each of

- NHS Sussex Partnership Foundation Trust
- NHS Sussex Community Trust

Observers with speaking rights (Non-voting) one from each of:

- West Sussex Health and Adult Social Care Select Committee
- Sussex Police and Crime Commissioner or nominated representative
- Chairman of Safeguarding Adults Board (SAB)
- Chairman of Local Safeguarding Children's Partnership (LSCP)

~~Such additional non-voting members from relevant agencies and user groups as are agreed by the Board to assist in achieving the Board's objectives.~~

~~Notes~~

~~The Chairman of the Health and Wellbeing Board will be one of the County Council Cabinet Members, to be appointed by the County Council. The Board will elect a Vice-Chairman annually.~~

~~In any circumstance where a decision is required, the Chairman shall strive to ensure a consensus is achieved. If a vote has to be taken, in the event of an equality of votes, the Chairman shall have a second or casting vote. All members of the Health and Wellbeing Board will be entitled to vote.~~

~~The Health and Wellbeing Board meetings will be held in public.~~

~~Terms of Reference~~

~~1.~~

~~2. To provide a forum for local democratic and public accountability of the NHS, social care for adults and children and other commissioned services that the Health and Wellbeing Board agrees are directly related to improved health and wellbeing and health equality outcomes in West Sussex.~~

~~3. To promote integration, trust and partnership working between the NHS and local government as well as promoting joint working with commissioners and providers of services that impact on wider health determinants.~~

~~4. To develop a shared understanding of the needs of the local community through a review of the Joint Strategic Needs Assessment, the key evidence base to inform the priorities of the Health and Wellbeing Board.~~

~~5. To develop an agreed Health and Wellbeing Strategy for West Sussex and to review the effectiveness and degree of integration across the health~~

~~5. To establish a relationship with other partnerships such as Joint Commissioning Arrangements, district-level wellbeing partnerships and the Start of Life Partnership Board.~~

~~6. To consider the effectiveness of health partnership arrangements so as to ensure there is no duplication of activity.~~

~~7. To propose recommendations regarding the work of the Health and Wellbeing Board to:~~

- ~~West Sussex County Council~~
- ~~West Sussex Clinical Commissioning Groups~~

~~8. To submit reports and information on the work of the Health and Wellbeing Board to the scrutiny of the County Council's Health and Adult Social Care Select Committee or other County Council Select Committees when appropriate. For some specific issues there may be opportunities for joint scrutiny with district and borough councils.~~

Terms of Reference

1. To provide strategic, system-wide leadership to promote health and wellbeing and reduce health inequalities in West Sussex

~~1.~~2. To provide a forum for local democratic and public accountability of the NHS, Public Health social care for adults and children and other commissioned services that the Health and Wellbeing Board agrees are directly related to improving health and wellbeing and reducing health inequalities in West Sussex. ~~improved health and wellbeing and health equality outcomes in West Sussex.~~

~~2.~~3. To promote integration, trust and partnership working between the NHS and local government and other local partners through joint working with commissioners and providers of services that impact on health and the wider determinants of health and wellbeing. ~~as well as promoting joint working with commissioners and providers of services that impact on wider health determinants.~~

~~3.~~4. To jointly develop and approve the Joint Strategic Needs Assessment (JSNA) and ensure it is key evidence base to inform strategic decisions of the Health and Wellbeing Board and its constituent organisations. ~~a shared understanding of the needs of the local community through a review of the Joint Strategic Needs Assessment, the key evidence base to inform the priorities of the Health and Wellbeing Board.~~

~~4.~~5. To develop and ~~d~~ agree~~d~~ a Joint Health and Wellbeing Strategy (JHWS) for West Sussex ~~and~~ to review the effectiveness and ~~degree~~ scope of integration across the health and social care system in the County.

~~5.~~ 6. To establish a relationship with other partnerships such as the parties to Joint Commissioning Arrangements, district-level wellbeing partnerships, Safeguarding Boards/Partnerships and the Safer West Sussex Partnership ~~and the Start of Life Partnership Board.~~

~~6.~~ 7. To consider the effectiveness of health partnership arrangements and ~~so as~~ to ensure there is no duplication of activity in relation to areas of shared responsibility.

~~7.~~ 8. To propose recommendations regarding the work of the Health and Wellbeing Board to constituent member organisations and those they represent:

- ~~o~~ West Sussex County Council
- West Sussex NHS Clinical Commissioning Groups (CCGs)
- District and Borough Councils
- Voluntary Sector
- NHS Providers

~~8.~~9. To submit reports and information on the work of the Health and Wellbeing Board ~~to the~~ for scrutiny by ~~of~~ the County Council's Health and Adult Social Care Select Committee or other County Council Select Committees when appropriate. For some specific issues there may be opportunities for joint scrutiny with D~~d~~istrict and B~~b~~orough councils.

10. To review the commissioning plans of the West Sussex Clinical Commissioning Groups (NHS Coastal West Sussex CCG, NHS Crawley CCG and NHS Horsham and Mid Sussex CCG) and provide an opinion whether these contribute to the delivery of the Joint Health and Wellbeing Board Strategy (JHWS).

11. To provide advice, assistance or other support as the Board thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 (arrangements between NHS bodies and local authorities for joint service provision, commissioning arrangements and pooled budgets).

12. To undertake and keep up to date the Pharmaceutical Needs Assessment.

13. To carry out any other function that may be delegated to the County Council under section 196(2) of the Health and Social Care Act 2012.

14. To provide an opinion on whether the County Council is discharging its duty to have a regard to the JSNA and the JHWS in the exercise of its functions

15. To review and approve any other plans or strategies that are required either as a matter of law or policy to be approved by the Board such as Sustainable Transformation Partnerships (STPs) and those related to the Better Care Fund.

Accountability

- The Board is a committee of the local authority and for the purposes of any enactment is to be treated as if it were a committee appointed by that authority under section 102 of the Local Government Act 1972
- The work of the Board will be available for scrutiny by the County Council's scrutiny committees

Conduct of Meetings

The Health and Wellbeing Board will meet in public and its agenda and minutes made public accordingly.

Quorum

The Board is quorate when there are five members of the Board present and at least one representative from each of:

- West Sussex County Council (Elected Member, Chairman or nominated Deputy)
- Clinical Commissioning Groups
- West Sussex County Council Director

Where a meeting is inquorate those members in attendance may meet informally but any decisions shall require appropriate ratification at the next quorate board meeting before they take effect.

Chairman/Chairing the meetings

The Chairman of the Health and Wellbeing Board will be one of the County Council's Cabinet Members to be appointed by the County Council. The Board will elect a Vice-Chairman annually from the CCG representatives.

Voting

In any circumstance where a decision is required the Chairman shall strive to ensure a consensus is achieved. If a vote has to be taken, in the event of an equality of votes, the Chairman shall have a second or casting vote. All members of the Health and Wellbeing Board will be entitled to vote apart from Observers.

Terms of Reference Review

The Terms of Reference will be reviewed by the Board annually and when required to ensure the Board remains fit for purpose and is able to respond to changes affecting partner organisations and partnership arrangements.