

EXETER CITY COUNCIL
EXETER HEALTH AND WELLBEING BOARD
24th September 2013

Terms of reference

1. PURPOSE

This report introduces terms of reference for the Exeter Health and Wellbeing Board for approval.

2. BACKGROUND

Draft terms of reference approved by the Council's Executive on 18 June 2013, was discussed by members of the board at the planning half-day held on 4 September 2013. Suggestions put forward by board members have been incorporated into the terms of reference contained in Appendix I.

3. RECOMMENDATION

It is recommended that:

- i. the Exeter Health and Wellbeing Board members approve the terms of reference contained in Appendix I; and
- ii. elect a Chair and Vice-Chair to the Board.

ASSITANT DIRECTOR ENVIRONMENT

EXETER HEALTH & WELLBEING BOARD: TERMS OF REFERENCE

1. PURPOSE

Aims

- to ensure the delivery of improved health and wellbeing outcomes for the population of Exeter, with a specific focus on reducing inequalities;
- to concentrate its efforts over the medium-term to significantly improving the health outcomes in one priority area;
- to promote integration and partnership working between the City Council, NHS, social care, public health, Police, voluntary services, and other local services; and
- to improve local democratic accountability for health and wellbeing.

Functions

- to provide a local governance structure for the local planning of and accountability for health and wellbeing related services;
- to assess the needs and assets of the local population drawing on the Joint Strategic Needs Assessment (JSNA) to identify commissioning and service provision priorities;
- to develop and update an annual Exeter Health and Wellbeing Plan setting out evidence-based priorities and actions;
- to promote integration and partnership across areas, including through promoting joined-up commissioning and joint resourcing arrangements, where all parties agree this makes sense;
- to ensure that all key plans and policies appropriately reflect the health and wellbeing priorities identified through the joint needs assessment process;
- to establish 'expert' task and finish groups where additional needs analysis or guidance on the evidence of the effectiveness of interventions is required.

2. MEMBERSHIP

2.1 Reflecting the strategic nature of its work the proposed membership of the Exeter Health and Wellbeing Board will be:

- Exeter City Councillor (Leader)
- Exeter City Councillor (Lead Councillor for Housing and Customer Access)
- Exeter City Councillor (Lead Councillor for Environment, Health and Wellbeing)
- Exeter City Councillor (Opposition)
- Devon County Councillor (Chair of Health and Wellbeing Scrutiny Committee)
- Devon County Councillor with Exeter locus
- Exeter City Council Officer (Assistant Director Environment)
- Exeter City Council Officer (Assistant Director)
- Exeter City Council Officer (Community Involvement and Inclusion)
- A representative of Healthwatch Devon
- A representative of the Exeter team within the North, East and West (NEW) Devon Clinical Commissioning Group
- A representative of an Exeter based Voluntary and Community Sector infrastructure organisation
- A representative of Devon and Cornwall Constabulary
- The Director of Public Health
- A senior commissioning officer from the Devon County Council Strategic Directorate: People

- A representative of the Exeter Chamber of Commerce and Industry
- 2.2 The Board will have the right to co-opt other members as deemed appropriate to its priorities.
- 2.3 The Board will elect a Chair and Deputy-Chair on an annual basis from amongst the group.
- 2.4 The Board will aim to meet on a bi-monthly basis (i.e. every two months).
- 2.5 The Board will comprise of at least 5 members to be quorate.

3. ACCOUNTABILITY AND LINKS

- 3.1 The Exeter Health and Wellbeing Board will be accountable to the City Council but will have a range of working/reporting relationships with other Council bodies, eg Scrutiny Committee -Community, and external partnerships, e.g. Devon Health and Wellbeing Board, Devon Health and Wellbeing Scrutiny Committee, Exeter Community Safety Partnership, Exeter Vision Partnership, and Employment and Skills Board.

4. ENGAGEMENT

- 4.1 It is recognised that whilst the Board has a strong strategic focus it needs to engage with a wider range of local stakeholders. Therefore it is proposed to hold an annual 'conference' to share and receive feedback on the annual health and wellbeing action plan.
- 4.2 The individual members of the Board are also well placed to seek the views of the various 'constituencies' they represent and feed views into and out of the cycle of meetings the Board will hold.
- 4.3 The board meetings will be held in public with the exception of any item that the Chair deems to be confidential (any such item will be heard as a Part 2 item). Members of the public will be able to submit questions to the Board no later than 7 days in advance of any meeting; questions will be submitted via the Chair, who will decide whether or not the question is tabled, and the format for tabling that question.
- 4.4 Copies of these terms of reference, agenda, minutes and reports (except those relating to a confidential part of the meeting) will be posted on the website of the Exeter City Council or hard copies will be available on application from Democratic Services.

5. SECRETARIAT

- 5.1 The Board will be supported by Exeter City Council Democratic Services with contributions from other partners, i.e. Public Health, DCC. The resources and products set out in the 'Public Health Offer' to the City Council, which has been

accepted in principle by the Council, will be a major contribution to the work of the Board.

6. ALTERATIONS TO TERMS

Any alterations or additions to these terms of reference will be agreed by a majority of board members at any board meeting.

7. DEPUTIES

Members of the Member Forum will be able to send a deputy.