

### CCG Level Health and Wellbeing Boards

#### Draft Terms of Reference

##### Role

The CCG level Health and Wellbeing Board (HWB) will lead and advise on the development of CCG level Integrated Commissioning Strategy and Plan; ensure effective local engagement and monitor local outcomes. It will focus on improving the health and wellbeing of the people living in their CCG area through joined up commissioning across the NHS, social care, district councils, public health and other services (that the HWB agrees are directly related to health and wellbeing,) in order to secure better health and wellbeing outcomes in their area and better quality of care for all patients and care users.

##### Terms of Reference:

The CCG level HWB will:

1. Be appointed and act as a sub committee of the Kent Health and Wellbeing Board (a committee of Kent County Council).
2. Develop and deliver a CCG level Integrated Commissioning Strategy and Plan, based on the Joint Strategic Needs Assessment, Joint Health and Wellbeing Strategy and partners Commissioning Plans. This will be signed off by the Kent Health and Wellbeing Board.
3. Consider the totality of the resources in the CCG area for health and wellbeing and consider how and where investment in health improvement and prevention services could (overall) improve the health and wellbeing of local residents.
4. Endorse and secure joint arrangements where agreed and appropriate; including the use of pooled budgets for joint commissioning (s75), the development of appropriate partnership agreements for service integration, and the associated financial protocols and monitoring arrangements, making full use of the powers identified in all relevant NHS and local government legislation.
5. Undertake monitoring of local outcomes.
6. Ensure effective local engagement on health and care issues, using existing engagement mechanisms where necessary and linking in to any county level engagement work where established.
7. Provide advice (as and when requested) to the Kent Health and Wellbeing Board on local service reconfigurations that may be subject to referral to the Secretary of State on resolution by the full County Council.
8. Be the focal point for joint working in Kent the CCG area to ensure facilities and accessibility, in order to enhance service integration.

9. Report to the Kent Health and Wellbeing Board on an annual basis on its activity and progress against the milestones set out in the Integrated Commissioning Strategy and any established work plan.

## **Membership**

The following is a suggested minimum membership level, additional members can be appointed at the discretion of the CCG level HWB. The Chairman will be elected by the HWB.

1. Local Government:
  - The Leader of the District Council(s) and/or their nominee(s)
  - At least one Kent County Council Member (Cabinet Member or his/her nominee)
  - District Council(s) Cabinet Member for Health
  - KCC Senior Locality Officer for Families and Social Services
  - Public Health representative
2. Clinical Commissioning Group
  - At least one GP
  - Senior CCG Officer e.g. Accountable Officer or Chief Operating Officer
  - Representative from the Commissioning Support Service
3. HealthWatch and/or other public engagement forum representative
4. Other local representatives as identified by the CCG level HWB.

# CCG Health and Wellbeing Board – Terms of Reference

## Standing Orders

1. **Conduct.** Members of the CCG level HWB are expected to subscribe to and comply with any code of conduct that applies to them. No code of conduct will have precedence over another.
2. **Frequency of Meetings.** The CCG HWB shall meet at least quarterly. The date, time and venue of meetings shall be fixed in advance by the CCG HWB in order to coincide with any key decision-points and/or Council Forward Plan.
3. **Meeting Administration.** The CCG HWB meetings shall be advertised and held in public and be administered by the District Council (Administering Authority). The HWB will consider matters submitted to it by local partners. The Administering Authority shall give at least five clear working days' notice in writing to each member for every ordinary meeting of the CCG HWB, to include any agenda of the business to be transacted at the meeting. Papers for each CCG HWB meeting will be sent out five clear working days in advance. Late papers will be sent out or tabled only in exceptional circumstances. The CCG HWB shall hold meetings in private session when deemed appropriate in view of the nature of business to be discussed. The Chair's decision on this matter shall be final.
4. **Special Meetings.** The Chair may convene special meetings of the CCG HWB at short notice to consider matters of urgency. The notice convening such meetings shall state the particular business to be transacted and no other business will be transacted at such meeting.

The Chair will be required to convene a special meeting of the CCG HWB if s/he is in receipt of a written requisition to do so signed by no less than [three] of the [Constituent Members/members] of the CCG HWB. Such requisition shall specify the business to be transacted and no other business shall be transacted at such a meeting. The meeting must be held within seven days of the Chair's receipt of the requisition.

5. **Minutes.** The CCG HWB shall cause minutes of all of its meetings to be prepared recording:
  - a) the names of all members present at a meeting and of those in attendance
  - b) apologies
  - c) details of all proceedings, decisions and resolutions of the meeting.

These minutes shall be printed and circulated to each member before the next meeting of the CCG HWB when they shall be submitted for the approval of the CCG HWB. When the minutes of the previous meeting have been approved they shall be signed by the Chair. Copies of minutes will be sent to the Kent Health and Wellbeing Board.

6. **Agenda.** The agenda for each meeting will normally include:

- a. Minutes of the previous meeting for approval and signing
- b. Reports seeking a decision from the committee
- c. Any item which a Member of the Committee wishes included on the agenda, provided it is relevant to the terms of reference of the Committee and notice has been given to the Clerk at least nine working days before the meeting.

The Chairman may decide that there are special circumstances that justify an item of business, not included in the agenda, being considered as a matter of urgency. He must state these reasons at the meeting and the Clerk shall record them in the minutes.

7. **Chair and Vice Chair's Term of Office.** The Chair and Vice Chair's term of office shall terminate on 1 April in each year and they shall each be reappointed or replaced by another member, according to the decision of the CCG HWB, at the first meeting of the CCG HWB succeeding that date.
8. **Absence of Members and of the Chair.** If a member is unable to attend a meeting, then the relevant Constituent Member shall, where possible, provide an appropriate alternate member to attend in his/her place. Where possible, the Clerk of the meeting will be notified of any absence and/or substitution within 5 working days of the meeting. The Chair shall preside at CCG HWB meetings if s/he is present. In her/his absence the Vice-Chair shall preside. If both are absent the CCG HWB shall appoint, from amongst its members Acting Chair for the meeting in question.
9. **Voting.** The CCG HWB will operate on a consensus basis. Where consensus cannot be achieved the subject (or meeting) will be adjourned. The matter will then be reconsidered; if at that point a consensus can still not be reached the matter will be put to a vote. All matters to be decided by the CCG HWB shall be decided by a simple majority of the members present, but in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote. All votes shall be taken by a show of hands unless decided otherwise by the Chair.
10. **Quorum.** A third of [Constituent Members/members] shall form a quorum for meetings of the CCG HWB. No business requiring a decision shall be transacted at any meeting of the CCG HWB which is inquorate. If it arises during the course of a meeting that a quorum is no longer present, the Chair shall either suspend business until a quorum is re-established or declare the meeting at an end.
11. **Adjournments.** By the decision of the Chair of the CCG HWB, or by the decision of a majority of those present at a meeting of the CCG HWB, meetings of the CCG HWB may be adjourned at any time to be reconvened at any other day, hour and place, as the CCG HWB shall decide.

12. **Order at Meetings.** At all meetings of the CCG HWB it shall be the duty of the Chair to preserve order and to ensure that all members are treated fairly. S/he shall decide all questions of order that may arise.
13. **Suspension/disqualification of Members.** At the discretion of the Chair, any body with a representative on the CCG HWB will be asked to reconsider the position of their nominee if they fail to attend two or more consecutive meetings without good reason or with the prior consent of the Chair or they breach the appropriate code of conduct.