

## Local Health and Wellbeing Boards

### Governance Arrangements

The Kent Health and Wellbeing Board (HWB) leads and advises on work to improve the health and wellbeing of the people of Kent through joined up commissioning across the NHS, social care, 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 Kent
- reduce health inequalities and
- ensure better quality of care for all patients and care users.

The HWB has a primary responsibility to make sure that health care services paid for by public monies are provided in a cost-effective manner. It is supported in this work by a series of sub-committees referred to as local Health and Wellbeing Boards (local HWBs).

As sub-committees of a Kent County Council committee, the governance arrangements (e.g. terms of reference and declarations of disclosable pecuniary interests) are the same as those applied to any other County Council committee or sub-committee.

At this time no decision has been taken to delegate any decision making responsibilities to the local HWBs. Instead they will be asked to make recommendations to both the HWB and their partner bodies. This position may change in the future.

### Role of the local Health and Wellbeing Boards

The local HWBs will lead and advise on:

- the development of a CCG level Integrated Commissioning Strategy and Plan;
- ensure effective local engagement;
- monitor local outcomes.

They 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 local HWBs will:

1. Be appointed as sub-committees of the Kent Health and Wellbeing Board (a committee of Kent County Council);
2. Develop 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 approved 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. Work with existing partnership arrangements, e.g. children's commissioning, safeguarding and community safety, to ensure that the most appropriate mechanism is used to deliver service improvement in health, care and health inequalities;
5. Endorse and promote joint arrangements where agreed and appropriate; including the use of pooled budgets for joint commissioning (s.75), 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;
6. Undertake monitoring of local outcomes;
7. 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;
8. Develop a local Communication and Engagement Strategy to ensure clear lines of communication/consultation with residents, County Council, Neighbourhood Forums and Patient/Public Networks;
9. 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 Kent County Council Health Overview and Scrutiny Committee (HOSC) or the Secretary of State on resolution by KCC HOSC;
10. Be the focal point for joint working in the CCG area to ensure facilities and accessibility, in order to enhance service integration;
11. 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;
12. Responsible for overseeing local project resource to facilitate local pathway redesign, as appropriate;

13. Provide recommendations on how and where investment, resources and improvements can be made within the CCG area;
14. Identify how to make the best use of the flexibilities at the Board's disposal.

**Membership:**

The local HWBs have similar membership to that of the Kent Health and Wellbeing Board. Typically membership is as follows:

- District/Borough/City Council Leader/Senior Member
- Kent County Council Cabinet Member or Deputy Cabinet Member
- CCG Senior Officer
- CCG GPs
- Healthwatch representative
- Other representatives as identified and agreed by the local HWB, e.g. voluntary sector

**Advisory Members**

- District/Borough/City Council senior officers
- Kent County Council Families and Social Care Corporate Director (or his nominee)
- Kent County Council Public Health Consultant
- Chair of the Children's Operational Group (when appointed)

Changes to membership of the local HWBs will not need to be notified to the Kent HWB.

In addition to the core membership, other people can be invited by the Chairman to attend the meeting to present as and when required.

All meetings will be held in public.

The Chairman will be elected by the local HWB.

# Local Health and Wellbeing Boards

## Procedure Rules

### 1. Conduct.

Members of local HWBs are required to subscribe to and comply with the Kent County Council Code of Conduct for Members. Non-elected members of local HWBs (e.g. GPs) will be co-opted members and, as such, are also covered by the Kent Code of Conduct for Members for any business they conduct as a member of the local HWB. Council officer representatives will be advisory members and as such not subject to the Kent Code of Conduct for Members.

### 2. Declaration of Disclosable Pecuniary Interests.

Section 31(4) of the Localism Act 2011 (disclosable pecuniary interests in matters considered at meetings or by a single member) applies to the HWB and any sub-committee of it. A register of disclosable pecuniary interests is held by the Clerk to the HWB, but HWB members do not have to leave the meeting once a disclosable pecuniary interest is declared, however they cannot have a vote on that matter.

### 3. Frequency of Meetings.

Local HWBs meet at least quarterly. The date, time and venue of meetings is fixed in advance by the local HWB.

### 4. Meeting Administration.

- Local HWB meetings are advertised and held in public and administered by the nominated District/Borough/City Council.
- Local HWBs may consider matters submitted to them by local partners.
- The administering Council publishes and gives at least five clear working days' notice in writing to each member of every ordinary meeting of the local HWB, to include any agenda of the business to be transacted at the meeting.
- Papers for each local HWB meeting are sent out at least five clear working days in advance.
- Late papers may be sent out or tabled only in exceptional circumstances and with the agreement of the chairman.
- Local HWBs hold meetings in private session only in accordance with the Access to Information Procedure Rules and the Local Government Act 1972 (as amended)
- Local HWB meetings will be webcast where the facilities are in place.
- The Chairman's decision on all procedural matters is final.

### 5. Meeting Administration of Sub Committees.

Local HWBs are administered by a District/Borough/City Council in each area. They will be subject to the provisions stated in these Procedure Rules.

### 6. Special Meetings.

The Chairman may convene special meetings of a local 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 Chairman is required to convene a special meeting of a local HWB if they are in receipt of a written requisition to do so signed by no less than three members of the local 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 five clear working days of the Chairman's receipt of the requisition.

## **7. Minutes.**

Minutes of all local HWB meetings are prepared recording:

- the names of all members present at a meeting and of those in attendance;
- apologies;
- declarations of Disclosable Pecuniary Interests and Other Significant Interests
- details of all proceedings, decisions and resolutions of the meeting.

Minutes are circulated to each member before the next meeting, when they are submitted for approval by the local HWB and are signed by the Chairman.

## **8. Agenda.**

The agenda for each meeting normally includes:

- Minutes of the previous meeting for approval and signing;
- Declarations of Disclosable Pecuniary Interests and Other Significant Interests
- Reports seeking a decision from the local HWB;
- Any item which a member of the local HWB wishes included on the agenda, provided it is relevant to the terms of reference of the local HWB 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.

## **9. Chairman and Vice Chairman's Term of Office.**

The Chairman will be elected by the local HWB. The Chairman and Vice Chairman's term of office terminates on 1 April each year, when they are either reappointed or replaced by another member, according to the decision of the local HWB, at the first meeting of the local HWB succeeding that date.

## **10 Membership**

Members will usually comprise:

- District/Borough/City Council Leader/Senior Member
- Kent County Council Cabinet Member or Deputy Cabinet Member
- CCG Senior Officer
- CCG GPs
- Healthwatch representative
- Other representatives as identified and agreed by the local HWB, e.g. voluntary sector
- District/Borough/City Council senior officers (non-voting)
- Kent County Council Families and Social Care Corporate Director (or his nominee)
- Kent County Council Public Health Consultant
- Chair of the Children's Operational Group (when appointed)

Council officers will be advisory members of the boards.

The process for nomination of members and named substitutes is a matter for each nominating organisation.

## **11. Absence of Members and of the Chairman.**

If a member is unable to attend a meeting, a named substitute may attend in their absence, subject to them being of sufficient seniority to agree and discharge decisions of the Board within and for their own organisation.

The Clerk of the meeting should be notified of any absence and/or substitution at least five working days prior to the meeting.

The Chairman presides at local HWB meetings if they are present. In their absence the Vice-Chairman presides. If both are absent, the local HWB appoints from amongst its members an Acting Chairman for the meeting in question.

## **12. Decision making arrangements .**

Local HWBs will conduct their business on the basis of reaching a consensus. Local HWBs have no delegated decision making powers and are therefore not able to make decisions that are binding on the constituent organisations. .

## **13. Quorum.**

A third of voting members form a quorum for local HWB meetings. No business requiring a decision shall be transacted at any meeting of the local HWB which is inquorate. If it arises during the course of a meeting that a quorum is no longer present, the Chairman either suspends business until a quorum is re-established or declares the meeting at an end.

## **14. Adjournments.**

By the decision of the Chairman, or by the decision of a majority of those members present, meetings of local HWBs may be adjourned at any time

to be reconvened at any other day, hour and place, as the local HWB decides.

**15. Order at Meetings.**

At all meetings of local HWBs, it is the duty of the Chairman to preserve order and to ensure that all members are treated fairly. They decide all questions of order that may arise.

**16. Suspension/disqualification of Members.**

At the discretion of the Chairman any body with a representative on a local 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 without the prior consent of the Chairman.