

**D. CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD****Introduction**

The Cambridgeshire Health and Wellbeing Board is established as a committee of the County Council under section 102 of the Local Government Act 1972. Its remit is to work to promote the health and wellbeing of Cambridgeshire's communities and its focus is on securing the best possible health outcomes for all residents.

A full description of the Terms of Reference for the Health and Wellbeing Board can be found at: <http://tinyurl.com/ccc-hwbtor>

**Powers and functions**

Responding to consultations about commissioning plans issued by clinical commissioning groups in connection with Section 26 of the Health and Social Care Act 2012.	Section 26, Health and Social Care Act 2012.
Responsibility for encouraging persons who arrange for the provision of any health or social care services in the Council's area to work in an integrated manner.	Section 195, Health and Social Care Act 2012.
Responsibility for providing any advice, assistance and support it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006.	Section 195, Health and Social Care Act 2012. Section 75, NHS Act 2006.
Responsibility for preparing the Joint Strategic Needs Assessment (JSNA)	Section 116, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012.
Responsibility for preparing the Joint Health and Wellbeing Strategy.	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012.



## **TERMS OF REFERENCE (STANDING ORDERS) FOR THE CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD**

### **1. Membership**

Membership of the Board:

- 2 County Council Cabinet Members
- 1 nominated District Council representative  
(supported by Senior District Council officer with Observer Status)
- 2 representatives of the Clinical Commissioning Group (CCG)  
(nominated by the CCG Governing Body)\*
- 1 representative of the local HealthWatch\*
- Director of Public Health\*
- Executive Director: Children and Young People's Services  
and Adult Social Care\*
- Local Government Shared Services: Section 151 Officer
- Representative of NHS Commissioning Board\*

\* Statutory members of the HWB. There is also a statutory requirement for at least one Local Authority Councillor to be a member of the HWB.

### **2. Co-optees**

The Chairman or the Board will be entitled to appoint, in consultation with the Board via e-mail, up to 3 people at any one time as non-voting co-opted members of the Board. The Board shall determine whether the co-options shall be for a specified period, for specific meetings or for specific items.

Co-options may only be made if the person co-opted has particular knowledge or elected expertise in the functions for which the Board is responsible, or knowledge/responsibility for a geographic or academic agenda issue.

### **3. Notice of Meetings**

Meetings of the Board will be convened by the County Council, who will also arrange the clerking and recording of meetings (a member of the County Council's Democratic Services Team will act as Clerk).

### **4. Chairmanship**

The appointment of the Chairman will be determined by full Council at the annual general meeting, or at any subsequent meeting should the need arise; having regard to recommendations from the Leader of the Council.

The Cambridgeshire Health and Wellbeing Board will elect annually a Vice-Chairman who will not represent the County Council.



## **5. Quorum**

The quorum for all meetings of the Board will be five members (Chairman or Vice-Chairman to be in attendance).

## **6. Appointment of Substitute Members**

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

## **7. Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

## **8. Meeting Frequency**

The Board will meet **at least** four times a year.

In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chairman, by any three members of the Board or by the Director of Public Health if he/she considers it necessary or appropriate.

## **9. Supply of information**

The Health and Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board under this section may be used by the Board only for the purpose of enabling or assisting it to perform its functions.



## **10. Status of Reports**

Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at Cambridgeshire County Council's offices and on the County Council's website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Board's papers on Cambridgeshire County Council's website.

## **11. Press Strategy**

An electronic link to agendas for all meetings will be sent to the local media. Cambridgeshire County Council will be responsible for issuing press releases on behalf of the Board and dealing with any press enquiries. Press releases issued on behalf of the Board will be agreed with the Chairman or Vice-Chairman and circulated to all Board members.

## **12. Members' Conduct**

Part 5 - Codes and Protocols of the County Council's Constitution applies to all elected and 'co-opted' members of the Board.

<http://www.cambridgeshire.gov.uk/council/democracy/constitution/>

## **13. Amendment of the Terms of Reference**

The Board may recommend variations to its Terms of Reference by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

## **14. Governance and Accountability**

The Board will be accountable for its actions to its individual member organisations.

There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Board will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies.

It is expected that decisions will be reached by consensus.