

## Health and Wellbeing Board (HWBB) Steering Group

### Terms of Reference

#### **Context:**

The Health and Wellbeing Board and associated legislation provides new and exciting opportunities to join up local services, create new partnerships and provide local systems leadership across health, social care and community development reflecting genuine health and social care integration and place based health.

We are fortunate and well placed in the City. York is recognised for its amazing assets and has embraced an opportunity to actively explore asset based working across the city. Where through the Joint Health and Wellbeing Strategy we can encourage new conversations and explore how we might mobilise citizens and partners to respond more directly to health and wellbeing challenges together and build community resilience.

Building on the recent first UK City of Human Rights declaration we should aim to inspire and enable citizens, civil society, public services and the business sector to adopt a celebratory can do attitude reflecting co-production and scaling social action. The Board must model co-production principles in our practice and encourage others to do so. At times this may involve stepping back and creating space for new models of community leadership, unlocking the capacity, gifts and talents of our citizens and communities.

The Board is uniquely placed to champion the ‘Working Together for York’ and Joint Health and Wellbeing Strategy vision and enable strong, resilient and healthy communities to flourish.

## **Purpose:**

The HWBB Steering Group is responsible for the day to day business management of the Health and Wellbeing Board. This includes supporting the Health and Wellbeing Board to deliver its statutory functions and managing the business on Health and Wellbeing Board agendas. Some day to day functions are delegated to the Director of Public Health; for example control of the Health and Wellbeing Board's incidental budget; management of the Health and Wellbeing Partnerships Co-ordinator post; signing off agendas and making any urgent decisions in consultation with the Chair and Vice- Chair of the Health and Wellbeing Board.

As part of this the Steering Group will take into consideration key strategic documents within the city including the Joint Strategic intelligence Assessment (JSIA), partner strategies and operational plans.

Additionally the HWBB Steering Group will be mindful of the discrete role that other multi-agency partnerships (York Health and Care Place Based Improvement Partnership; A and E Delivery Board; Mental Health Partnership; Sustainability and Transformation Partnership for example) play in the health and social care system. Many of these have their own relationship with the Health and Wellbeing Board as articulated within their individual Terms of Reference.

## **Key Responsibilities:**

### **1. Health and Wellbeing Board Agenda Management**

- Managing requests for items to appear on the Health and Wellbeing Board's agendas

### **2. Joint Health and Wellbeing Strategy (JHWBS)**

- Developing a Joint Health and Wellbeing Strategy for York
- Ensuring that the JHWBS is developed to support the Health and Wellbeing Board's responsibilities around health and social care integration
- Monitoring the implementation of the JHWBS by:
  - seeking assurance from the HWBB lead members for each of the JHWBS themes that the strategy is being implemented and

delivering improvements to the health and wellbeing of the residents of York

- Measuring progress against the key outcomes identified in the JHWBS through a specifically designed and theme related performance management framework
- Being accountable for the management of the JHWBS (including any sub-groups or working groups established) to ensure that it meets the needs of the Health and Wellbeing Board
- Ensuring the JHWBS is driven by the Health and Wellbeing Board and it encompasses the wider transformation and integration agenda
- Ensuring that the JHWBS reflects the needs identified in the JSNA
- Ensuring that the JHWBS enables and empowers residents to make good choices about their health and wellbeing and reflects wider system change ambitions

### **3. Joint Strategic Needs Assessment (JSNA)**

- Ensuring the JSNA Working Group develops a Joint Strategic Needs Assessment for York
- Ensuring that the JSNA is developed to support the Health and Wellbeing Board's responsibilities around health and social care integration
- Seeking assurance from the JSNA Working Group that the JSNA clearly identifies the health and wellbeing needs of York's residents
- Consider recommendations from the JSNA Working Group as to whether to progress new topic specific needs assessments

### **4. Pharmaceutical Needs Assessment**

- To develop a Pharmaceutical Needs Assessment in accordance with national guidance
- To receive and consider notifications of changes to and applications for pharmaceutical services in York and respond to these where appropriate
- To consider if changes to the population of York require an update to the Pharmaceutical Needs Assessment outside of the normal production cycle.

### **5. Annual Report of the Health and Wellbeing Board**

- Be responsible for the development of an annual report for the Health and Wellbeing Board

6. Be responsible for any further work stream delegated by the Health and Wellbeing Board

**Governance:**

The HWBB Steering Group will be publically accountable for the delivery of the JHWBS and the JSNA thorough the Health and Wellbeing Board. The Health and Wellbeing Board will receive reports on progress as appropriate.

The HWBB Steering Group will keep a comprehensive work programme of all the work streams that they are involved with and keep the Health and Wellbeing Board apprised of these.

The HWBB Steering Group can establish working groups and task and finish groups to lead on specific work streams as and when appropriate.

**Membership:**

The core membership of this Steering Group is set out below and will include the lead HWBB members for the key themes in the Joint Health and Wellbeing Strategy (or their nominated Health and Wellbeing Board substitutes). Membership will be flexible and can include additional persons when required.

The lay representative will be appointed for a term of one year from the date these Terms of Reference are agreed. The appointment will be reviewed using a fair and transparent interview process.

<b>Position</b>	<b>Organisation</b>
Director of Public Health (Chair) - Lead HWBB Member for Living and Working Well)	City of York Council
Assistant Director (Consultant) in Public Health	City of York Council
Lead HWBB Member for Mental Health)	TBC
Lead HWBB Member for Starting & Growing Well	TBC
Lead HWBB Member for Ageing Well	TBC

Representative	NHS Vale of York Clinical Commissioning Group
Representative	Tees, Esk and Wear Valley NHS Foundation Trust
Representative	York Teaching Hospitals NHS Foundation Trust
Manager: Healthwatch York	Healthwatch York
Representative	York CVS
Lay Representative	

**Officers in Support:**

<b>Position</b>	<b>Organisation</b>
Health and Wellbeing Partnerships Co-ordinator	CYC / Vale of York CCG
Strategy and Policy Officer	City of York Council
Intelligence Officer	NHS Vale of York CCG

Additional officers in support from all organisations represented on the Steering Group will be invited to attend as and when appropriate.

**Frequency of Meetings:** Monthly

**Terms of Reference for the Steering Group will be reviewed annually.**

**Date Agreed:**