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City of York Council Constitution
Article 18: York Health and Wellbeing Board

ARTICLE 18 - YORK HEALTH AND WELLBEING BOARD

Terms of Reference

The York Health and Wellbeing Board is established under the Health and Social Care Act 2012 as a statutory committee of the City of York Council (the Council). However, it will operate as a multi-agency board of equal partners.

It has a key strategic role in setting a vision to reduce health inequalities in the city; carrying out assessments of the health and wellbeing needs of the people of York and in developing strategies to meet those needs. It also has a role in encouraging health and social care providers to work together to meet those needs.

1. Name

- 1.1 The Board will be known as the York Health and Wellbeing Board ('the Board')

2. Membership

- 2.1 The Council has appointed a Health and Wellbeing Board. Although it operates as a form of Committee the Health and Wellbeing Board is unusual in that some of the membership is set out in law (including, uniquely, certain Officers), the Leader has the power to nominate to some positions and some positions are reserved to post holders who are not councillors.
- 2.2 Board members will be required to represent their organisation with sufficient seniority and influence for decision making. A list of Board members is at annex A to these Terms of Reference
- 2.3 The membership of the Board will be as per Annex A to this Terms of Reference

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3. Legal Status

- 3.1 The Health and Wellbeing Board is a committee of the Council and will adhere to the Constitutional requirements of the Council affecting committees unless alternative provision is made within these terms of reference or the law.

4. Disqualification from Membership

- 4.1 The following are disqualified from being a Board Member
- a. Any person who is the subject of a bankruptcy restrictions order or interim order.
 - b. Any person who has within five years before the day of being appointed or since their appointment been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on them a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

5. Quorum

- 5.1 The quorum shall be 7 members including as a minimum a representative of the City of York Council and a representative of the Humber and North Yorkshire Health and Care Partnership.

6. Chair and Vice-Chair

- 6.1 The Chair of the Board shall be the Leader of the Council or his or her nominated representative. The Vice-Chair of the Board shall be the York NHS Place Director, York Health and Care Partnership. In the absence of both, a Chair will be nominated from amongst those present for that particular meeting.
- 6.2 The Chair of the Health and Wellbeing Board will be required to hold a named delegate list for board representatives, including deputies for officer members on the Board.

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7. Frequency of Meetings

7.1 The Board shall schedule meetings at least four times a year.

8. Decision-making and voting:

8.1 The Board will operate on a consensus basis. Where consensus cannot be achieved the matter will be put to a vote. Decisions will be made by simple majority: the Chair will have the casting vote. All votes shall be taken by a show of hands unless decided otherwise by the Chair.

9. Delegation of Powers

9.1 The Board may establish Task and Finish Groups to discharge any function of the Board or to advise the Board in respect of its functions.

9.2 The production and maintenance of an up to date Joint Strategic Needs Assessment (JSNA) will be delegated to the Population Health Hub; as a minimum the board will receive an annual report on the JSNA but may also receive other reports from the Hub throughout the year if requested.

9.3 If the Council delegates any of its public health functions to the Board in accordance with section 196(2) of the Health and Social Care Act 2012 then the Board may arrange for those functions to be discharged by an officer. Other functions of the Board may not be delegated to officers.

10. Functions of the Board

- i. To produce and maintain a Joint Strategic Needs Assessment (JSNA);
- ii. To produce and ensure the delivery of a Local Joint Health and Wellbeing Strategy;
- iii. To produce a Pharmaceutical Needs Assessment;

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- iv. to review the extent to which the York Health and Care Partnership has contributed to the delivery of the Local Joint Health and Wellbeing Strategy;
 - v. to provide an opinion to the York Health and Care Partnership on whether their Joint Forward Plan takes proper account of the Local Joint Health and Wellbeing Strategy;
 - vi. To support joint planning and commissioning and encourage integrated working and pooled budget arrangements in relation to the provision of health, health related or social care services;
 - vii. To provide such assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 between the Council and NHS bodies in relation to the exercise of NHS functions or health related functions of the Council;
 - viii. To oversee the strategic direction of the Better Care Fund and the delivery of better integrated care, as part of its statutory duty to encourage integrated working. This will include signing off quarterly and annual Better Care Fund submissions;
 - ix. To lead cultural and behavioural change to support a joint approach to meeting local need;
 - x. To receive and approve any other plans or strategies that are required or permitted by law to be exercised by the Board;
 - xi. To work alongside local and regional strategic partnership arrangements to ensure the coordination of city-wide ambitions, all of which impact on the health and wellbeing of residents.
- 10.1 To periodically review the York Health and Wellbeing Board constitution.
- 10.2 When acting as a member of the Board members will be bound by the same codes of conduct as Councillors.

11. Roles and Responsibilities of Health and Wellbeing Board Members

All members of the Health and Wellbeing Board will be expected to:

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- **Ensure** that when acting as a member of the Health and Wellbeing Board they **adhere** to the same [code of conduct](#) as Councillors
- **Represent** and **speak** on behalf of their organisation or sector
- Be **accountable** to their organisation or sector when participating in the Health and Wellbeing Board
- Ensure their organisations/sector are kept informed of Health and Wellbeing Board business and that information from their organisation/sector is reported to the Health and Wellbeing Board
- **Support** the agreed majority view when speaking on behalf of the Health and Wellbeing Board to other parties
- **Attend** Health and Wellbeing Board meetings and workshops or ensure a named deputy is briefed when attending on their behalf
- **Declare** any conflicts of interest should they arise
- **Read** agenda papers prior to meetings so that they are ready to contribute and discuss Health and Wellbeing Board business
- **Provide** updates to the Health and Wellbeing Board on matters discussed and actions arising from previous meetings
- **Work collaboratively** with other board members in pursuit of Health and Wellbeing Board business
- **Ensure** that the Health and Wellbeing Board adheres to its agreed terms of reference responsibilities
- **Listen** and respect the views of fellow board members

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- **Be willing** to take on special tasks or attend additional meetings or functions to represent the Health and Wellbeing Board

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