

## 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.

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.

**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

### 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 through 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:**

Membership of this Steering Group 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).

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)	City of York Council
Assistant Director (Consultant) in Public Health (Lead HWBB Member for Living and Working Well)	City of York Council
Corporate Director: Health, Housing and Adult Social Care (Joint lead HWBB Member for Mental Health)	City of York Council
Accountable Officer (Joint lead HWBB Member for Mental Health)	NHS Vale of York Clinical Commissioning Group
Corporate Director of Children, Education & Communities (Lead HWBB Member for Starting & Growing Well)	City of York Council
Further Representative	NHS Vale of York Clinical Commissioning Group
Representative x 1	Tees, Esk and Wear Valley NHS Foundation Trust
Representative x 1	York Teaching Hospitals NHS Foundation Trust
Manager: Healthwatch York	Healthwatch York
Chief Executive (Lead HWBB Member for Ageing Well)	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 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:**

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