

**HEALTH & WELLBEING BOARD****SPECIAL PROCEDURE FOR OPERATION OF, AND CONSIDERATION OF MATTERS BEFORE, THE BOARD**

This procedure is approved in accordance with Council Procedure Rule 26(2) and shall apply to the establishment, composition and operation of the Board together with consideration of all business to be transacted by the Board at any formal (scheduled or special / urgent) decision making meeting of the Board.

This procedure was approved by the Head of Legal, HR and Democratic Services on xxx March 2013 and shall continue in force until such time as it has been amended or revoked in accordance with the Constitution of Southampton City Council.

**Membership and Voting:**

1. The Membership of the Board shall comprise:
  - 5 Elected Members of Southampton City Council (to be appointed by the Leader of the Council)
  - Statutory Director for Public Health
  - Statutory Director for Adult and Children's Services (which will be the People's Director from April 2013)
  - A representative from the Southampton Clinical Commissioning Group
  - A representative of Local Link ( to be replaced by Healthwatch when the organisation is established in October 2013)
  - A representative from the NHS Commissioning Board's Wessex Area Team
2. The Quorum for any meeting of the Board shall not be less than 3 members of the Board, one of which must be an Elected Member, the representative of Local Link to be replaced by Local Healthwatch when established and a representative from Health.
3. Resignation and Replacements (substitutions) shall operate as follows:
  - a. Any Member who is unable to attend a meeting of the Board shall either:
    - i. offer their apologies by giving notice of their intention not to attend to the Democratic Services Manager prior to the commencement of the meeting (in writing or by telephone), or
    - ii. by resigning from the Board (in writing by letter or email) and nominating a replacement member for the duration of the meeting.
    - iii. Any member resigning from a meeting shall be re-appointed to the Board automatically by the Democratic

Services Manager prior to the next scheduled meeting of the Board unless they are notified by that member that any resignation is permanent.

- b. Any replacement member nominated in accordance with a (ii) above shall be of the same category of membership / represent the same body as the member resigning.
4. No business shall be transacted by the Board unless included on the Agenda in accordance with the requirements of the Council's Constitution.
5. All business before the Board requiring a decision shall be determined by consensus wherever possible. If a matter cannot be determined by consensus, or if any member of the Board requires a recorded vote in relation to any business before the Board, any such vote shall be determined by simple majority of those present and voting. Each member of the Board present shall be entitled to a single vote. In the event that the votes cast by the Board are equal the person chairing the meeting shall have a second, casting vote.
6. The following Procedure Rules shall not apply to any meeting of the Board:
  - a. Council Procedure Rules: 2, 4, 8, 9.6, 10.8, 11.1, 12, 13, 14, 15, 16, 17, 19, 25.1 and 25.2.
  - b. Executive Procedure Rules (to the extent that the Board is considering any matter that may be in whole or in part an Executive Function or linked to an Executive Function but falls within the remit of the Board by virtue of Primary and Secondary legislation).