

## **Appendix 1**

### **SOUTHAMPTON SHADOW HEALTH AND WELLBEING BOARD TERMS OF REFERENCE**

#### **Introduction**

The Southampton Shadow Health and Wellbeing Board is established to meet the obligations for health and wellbeing boards set out in the Health and Social Care Bill

The board is established in shadow form. At the time of establishment the Health and Social Care Bill is passing through Parliament, so for legal and practical reasons the board can only operate in shadow form. However, the establishment of the shadow board provides an opportunity for learning and experimentation. In the light of experience gained during the shadow period, the terms of reference for the formal health and wellbeing board, currently envisaged to be required by April 2013, may be substantially different from this shadow board.

The shadow health and wellbeing board is established to enable the constituent organisations meet their obligations as set out in subsequent sections of this document. From April 2013, the health and wellbeing board will be a legal entity. The shadow health and wellbeing board will have informal relationships with a number of present and future non-statutory partnerships, including Southampton Connect, the Children and Young People's Trust, and the Safe City Partnership.

#### **Purpose**

The purpose of the Southampton Shadow Health and Wellbeing Board is:

- To bring together Southampton City Council and key NHS commissioners to improve the health and wellbeing of citizens, thereby helping them live their lives to the full, and to reduce health inequalities.
- To ensure that all activity across partner organisations supports positive health outcomes for local people and keeps them safe.
- To hold partner organisations to account for the oversight of related commissioning strategies and plans.
- To have oversight of the environmental factors that impact on health, and to influence the City Council, its partners and Regulators to support a healthy environment for people who live and work in Southampton

#### **Responsibilities**

The shadow board is responsible for developing mechanisms to undertake the duties to be placed on the health and wellbeing board from April 2013, in particular:

- Promoting joint commissioning and integrated delivery of services
- Acting as the lead commissioning vehicle for designated service areas

- Ensuring an up to date JSNA and other appropriate assessments are in place
- Ensuring the development of a Health and Wellbeing Strategy for Southampton and monitoring its delivery.
- Oversight and assessment of the effectiveness of local public involvement in health, public health and care services
- Ensuring the system for partnership working is working effectively between health and care services and systems, and the work of other partnerships which contribute to health and wellbeing outcomes for local people.
- Testing the local framework for commissioning for:
  - Health care
  - Social care
  - Public health services
  - Ensuring safety in improving health and wellbeing outcomes

### **Membership**

To enable the shadow board to be as effective as possible, partners decided they wanted it to be as small as possible, but to have the means of bringing in individuals and representatives of organisations where relevant.

The core members of the shadow board will be:

- An independent chair
- The Cabinet Member for Health and Adult Social Care
- The Cabinet Member for Children's Services and Learning
- 2 elected councillors, one from each opposition political group
- The Director of Public Health
- The Director of Adult Social Care
- The Director of Children's Services
- A representative from the Southampton Clinical Commissioning Steering Group
- A representative of the local HealthWatch
- A representative from the SHIP PCT cluster

The shadow board will be re-appointed by the council at its annual meeting.

During the period of the shadow board named substitutes only will normally be permitted. The shadow board will develop a view on whether the HWB should permit substitute members from April 2013 onwards.

### **Working Groups**

The shadow board will establish such working groups as necessary to support any of its responsibilities. During the shadow period such arrangements as necessary shall be made for establishing terms of reference, membership of sub-groups (which may include relevant individuals who are not members of the shadow board) and reporting accountabilities for any working group. Where the shadow board has established working groups, substitute members shall be permitted on these bodies.

### **Other Groups**

The shadow board may appoint such other groups as it deems necessary and provide them with such terms of reference as it deems appropriate. This is likely to include the establishment of a group which enables the views of the major provider sectors to be expressed.

### **Meetings**

A programme of meetings will initially be scheduled and an annual calendar of meetings will be published for 2012/13. The annual cycle of meetings shall begin with the first meeting following the annual meeting of the council in May.

At least 4 formal meetings will be held each year. These meetings will be held in public, and conducted within the access to information provisions that apply to council committee meetings.

The shadow board may also hold as many informal meetings as it deems necessary to support its development. Informal meetings will not be held in public.

The meetings will be supported by the Council's Democratic Services Section which will be responsible for booking venues for meetings, publishing and distributing agendas, taking notes at meetings, and producing the minutes of the meetings.

### **Support to the Shadow Board**

The shadow board will establish appropriate arrangements for officers from the key partner agencies to co-ordinate and support its activities. At least one member of the shadow board will also be included in these support arrangements.

### **Arrangements for making decisions up to 1<sup>st</sup> April 2013**

Until powers are formally vested in the board through legislation any decisions required will need to be made in accordance with the current Council Constitution either through full Council, Cabinet or individual decision making by the relevant portfolio holder