

# Health and Wellbeing Board Review

## Terms of Reference

### Aim

1. To make recommendations for making the Health and Wellbeing Board future proof and fit for purpose so that it can make strategic health decisions for the city in response to the needs of the local population now and in the future.

### Purpose

2. The purpose is to:
  - a. Review the purpose, remit and composition of the Health and Wellbeing Board and identify key relationships with other strategic partnerships.
  - b. Consider how the Health and Wellbeing Board can work and link more effectively with key agencies and partnerships to meet the short and long-term challenges and changes anticipated in both local government and the health environment.
  - c. Review the Health and Wellbeing Board's relationship with residents and other stakeholders and consider how its engagement with these groups can be clarified and enhanced.

### Objectives

3. The objectives are to:
  - a. Review the Health and Wellbeing Board's core purpose and ensure that it can make executive decisions.
  - b. Review its membership so that the Health and Wellbeing Board can make strategic and sustainable health decisions for the city.
  - c. Assess achievements of the Health and Wellbeing Board against priorities for health in the city and identify any gaps and opportunities for the future.
  - d. Consider best practice, potential opportunities, challenges and strategic direction for the future of the Health and Wellbeing Board.
  - e. Establish a strategic work programme for the Board based on the health priorities for the city.
  - f. Examine the relationships with key partners and other partnership boards and stakeholders and determine where these need to be maintained, changed and enhanced.
  - g. Review and clarify the role of the Health and Wellbeing Board in relation to other panels, groups and boards which have a health related remit. In particular, to clarify the different roles between the executive function of the Health and Wellbeing Board and the scrutiny function of the Health Overview and Scrutiny Panel (HOSP).
  - h. Develop and implement a communication plan for the Review and the Health and Wellbeing Board's future work programme.
  - i. Consider and make recommendations on the following:
    - What the protocol is for executive decisions.
    - Who the core members of the Board are, and how this may be expanded to consult / take advice from non-executive stakeholders.
    - How the Board can engage more effectively with residents, patient groups, providers and other stakeholders in an effective and meaningful way.
    - How to ensure that executive decisions are evidence based and impacts monitored.

- How to establish an effective performance management framework for the Board.

### Membership of the Task and Finish Group

- The Group will comprise:
  - Cllr Shields, Chair of the Health and Wellbeing Board
  - Suki Sitaram, Assistant Chief Executive (Chair)
  - Andrew Mortimore, Director of Public Health
  - John Richards, Chief Executive of Southampton City Clinical Commissioning Group
  - Beccy Willis, Head of Business, CCG
  - Emma Lewis, Strategy Unit Manager
  - Dorota Goble, Partnerships Manager
- Other stakeholders will be invited to attend for specific topics or consulted for the purpose of providing additional intelligence and/or advice to the Group. These may include: members of the HWB, the Chair of HOSP and HealthWatch.
- The Group will also refer to other national best practice examples and resources for its review including The King's Fund and the Local Government Association.

### Frequency of meetings

- The Group will aim to conclude the Review over 3 meetings between August and September 2015.

### Outline of the Review

- The meetings will aim to cover the following:
  - Meeting 1 **Core purpose and membership:**  
Review and establish the core purpose and members of the HWB. Examine the Board's relationship with key partners, HWB sub groups and other boards / panels and groups.
  - Meeting 2 **Establishing a strategic work programme:**  
Assessing the future changes and what the Board will achieve. Outline the key strategic decisions for the Board over the short / medium and long term.
  - Meeting 3 **Engaging with others:**  
Consider how the Board can engage more effectively with residents and other stakeholders, including HealthWatch, HOSP, and providers in the city.

### Accountability and reporting

- The Group will report its early recommendations to the Health and Wellbeing Board's informal meeting on the 14<sup>th</sup> October 2015. The final draft recommendations from the Review will be submitted to the 14<sup>th</sup> November Full Council and will, subject to any subsequent changes at the meeting, be implemented from December 2015.

- The timetable for the Review and reporting of recommendations will be:

July 2015	Outline and agree scope, Terms of Reference and Communications Plan
September 2015	
2 <sup>nd</sup> September	Meeting 1: Core purpose and membership
9 <sup>th</sup> September	Meeting 2: Establish a strategic work programme, consultation with other stakeholders, as appropriate
17 <sup>th</sup> September	Meeting 3: Engaging with others
October 2015	1 <sup>st</sup> HOSP
	14 <sup>th</sup> Health and Wellbeing Board

	20 <sup>th</sup>	CMT/CCG
	27 <sup>th</sup>	Cabinet/CMT
November 2015	5 <sup>th</sup>	Southampton Connect
	TBC	CCG Board
	17 <sup>th</sup>	Cabinet
	18 <sup>th</sup>	Report final draft recommendations to Full Council
December 2015		Implement changes to the Health and Wellbeing Board