

Warwickshire County Council Shadow Health and Wellbeing Board

Draft Terms of Reference (18.05.11)

1. Purpose

To advance the health and wellbeing of the people in its area, encourage persons who arrange for the provision of any health or social care services in that area to work in an integrated manner.

To provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements for pooled budget, lead commissioning or other arrangements under section 75 of the National Health Service Act 2006.

To encourage persons who arrange for the provision of any health or social care services in its area and persons who arrange for the provision of any health-related services in its area to work closely together and with the Health and Wellbeing Board.

To commission the production of a joint strategic needs assessment and to determine a joint health and well-being strategy and commissioning framework to meet the needs identified in the joint strategic needs assessment.

To inform the local authority of its views on whether the authority is discharging its duty to have regard to the joint strategic needs assessment and joint health and well-being strategy in discharging relevant functions.

2. Aims

- a. To align strategic direction, prioritise actions and present clear plans of what will be done locally to address needs and improve health and reduce health inequalities.
 - Prioritise actions, based on the agreed strategic direction, joint commissioning strategies and joint strategic needs assessment, to meet the needs of the current population without compromising the wellbeing of future generations.
 - Communicate actions in publicly available action plans.
- b. To co-ordinate partnership working to minimise duplication, avoid cost shunting and maximise the cost effectiveness of services by
 - Integrating the business action plans of partner organisations.
 - Coordinate information sharing across partners
 - Coordinate commissioning decisions to reflect the priorities identified by the Board including the use of joint commissioning and pooled budgets where appropriate.

- Reporting to the WCC Cabinet and linking to the Children's Trust.
 - Work with the Local Safeguarding Children and Adult Boards to ensure all partners promote the safety and welfare of children and young people.
 - Consult with service users and carers about service developments which will affect them.
- c. To monitor progress against the actions agreed in local plans and against nationally set outcomes and ensure action is taken where appropriate to improve outcomes.
- Evaluate performance against locally agreed priorities.
 - Evaluate performance against nationally set outcomes frameworks for the NHS, public health and social care.
 - Produce annual reports of progress in relation to above action plans, in order that the board is publicly accountable for delivery of these actions.

3. Membership

The core members are:

- NHS Warwickshire -Chairman
- Warwickshire County Council Leader of the Council, relevant portfolio holder(s) for Health/Adult Social Care/Children Young People & Families
- GP Consortia Lead GP(s)
- Warwickshire Joint Director of Public Health
- Warwickshire County Council, Strategic Director for People
- Warwickshire County Council, Strategic Director of Children, Young People & Families
- NHS Commissioning Board - representative of national board (when established)
- Local HealthWatch Chair (LINKs chair in interim)
- Borough/District member representative

Members will be of sufficient seniority to give agreement to commit resources and actions on behalf of their organisations. Resources will only be committed within the limit of each individual's authority.

Members of the Health and Well-being Board agree to share all relevant data, to allow performance, and other joint working arrangements, to be properly monitored and managed.

Members of the Health and Wellbeing Board will agree the Code of Conduct describing the principles of joint working which they will abide by. See Appendix 1.

The Health and Well-being Board will meet regularly and at a minimum of four times per year. Dates and times of meetings will be agreed and published.

Agendas and supporting documents will be issued at least one working week before each meeting and minutes will be produced and circulated within ten working days of the meeting.

4. Accountability

The Health and Wellbeing Board will be an executive function of the County Council and the actions of the Board will be subject to independent scrutiny from the overview and scrutiny committee of the council (Adult Services and Children's Services Committee).

The Health and Wellbeing Board will report to Council, Cabinet and constituent partner bodies on its work programme every 6 months

The Health and Wellbeing Board will review its structure, membership and activities annually.

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Appendix 1: Code of Conduct for Partnership Working

Introduction

This Code sets down the standards of conduct expected of all partners and their representatives when working in partnership. It complements the Members' Code of Conduct which is in place at each Local Authority governing the conduct of Elected Members. The Code applies to all the partners participating in the partnership, and to their representatives, and applies to all activities undertaken on behalf of the partnership. All partners should agree to adopt and publicise the Code within their organisations at the earliest opportunity. The partners agree that the Code shall apply to all their partnership working.

1. Customer-focused

Partners shall put the customers of the partnership at the centre of their work.

2. Co-operation

Partners shall co-operate with one another to achieve the aims of the partnership and wherever possible shall avoid taking action damaging to the aims of the partnership.

3. Inclusiveness

Partners shall undertake work for the partnership in a way that takes account of the views and interests of the other partners, their customers and other stakeholders.

4. Respect

Partners shall treat one another with respect and equality.

5. Accountability

Partners shall share information and be open about the decisions and actions that they take and shall account to one another, to their customers and other stakeholders.

6. Integrity

Partners shall ensure that their conduct, and that of their representatives, observes the highest standards of integrity and probity. The Code sets down rules for declaring conflicts of interest, offers of gifts or hospitality and reporting confidential concerns in connection with the work of the partnership.

7. Effectiveness

Partners shall ensure the partnership can work effectively by taking decisions promptly, raising issues in a timely and constructive way, and properly briefing their representatives.

8. Quality

Partners shall ensure that their contribution to the partnership is of a consistently high quality.

9. Commitment

Partners shall make a commitment to the partnership both in terms of strategic priorities and the investment of resources that are sufficient to enable the partnership to achieve its aims.

Conduct at meetings

All partners and their representatives agree to participate in partnership meetings in a courteous and constructive way, and to respect the arrangements for the conduct of business reasonably directed by the Chair of the meeting.

Declaring interests

Representatives must declare a personal interest where a matter or decision connected to the partnership might reasonably be regarded as affecting, to a greater extent than other residents of Warwickshire, one or more of the following:

- Their well-being or financial position or that of a friend or relative;
- Any employment or business carried on by such persons;
- Any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- Any organisation of which they are a member;
- Any organisation in which they are in a position of general control or management.

A representative with a personal interest also has a prejudicial interest if the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the representative's judgement of the public interest.

All personal and prejudicial interests must be declared as soon as they become apparent. A representative declaring a prejudicial interest must not influence nor participate in the partnership decision-making regarding the matter in which they have an interest.

Gifts and hospitality

Offers of gifts or hospitality should be treated with caution. The conduct of partners and their representatives should never lead anyone to question their interests, and it is the perceptions of the general public that are paramount when deciding whether a gift or offer of hospitality is reasonable. Criminal sanctions can apply where gift or hospitality are accepted in return for influence over local government business.

Representatives should seek guidance from their partner organisations regarding gifts and hospitality, and must declare and register with their partner organisation all gifts and hospitality accepted by them in connection with the work of the partnership.

Whistle-blowing

The partnership is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we encourage representatives of the partners and others with serious and reasonably held concerns about malpractice within the work of the partnership to come forward and voice these concerns. Representatives should use the Whistle-blowing Policy applying at their partner organisation, if one is in force. In all other circumstances Warwickshire County Council's Whistle-blowing Policy can be used.

Compliance with the Code

Any suspected breach of the Code should be brought to the attention of the Chair of the partnership, who shall have the power to require the representative or partner concerned to withdraw from participating in partnership business until such time as an investigation has been undertaken and agreement reached between the other partners as to the appropriate way forward.

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