

Report to: East Sussex Health and Wellbeing Board

Date: 7 July 2015

By: Becky Shaw, Chief Executive, East Sussex County Council

Title: Health and Wellbeing Board Governance Review

Purpose: To present proposals on terms of reference and agenda management.

RECOMMENDATION

The Board is recommended to:

- 1. Agree to amend the Terms of Reference to allow the two Members representing the five District and Borough Councils to be rotated at each meeting rather than annually.**
 - 2. Consider the proposal to change the title 'Observers with speaking rights' to 'Non-Board Representatives with speaking Rights'.**
 - 3. Agree the proposals for agenda management set out in paragraph 3 of the report.**
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1. Background

1.1. At its meeting in October 2013, the Health and Wellbeing Board agreed its membership and governance arrangements. The principles agreed at the meeting were that it should be as inclusive as possible, whilst keeping membership to a level where business could be conducted efficiently. As a non-executive Committee, the Board wanted to continue to work by consensus.

1.2. Following the April 2015 Board meeting it was thought a review of the terms of reference and governance arrangements for the Board would be useful as it had been nearly two years since they were last reviewed.

2. Terms of Reference 2015

2.1. The Terms of Reference as agreed in 2013 are at Appendix 1 setting out the constitution, Membership and list of observers with speaking rights. There are no proposed changes to the constitution or numbers of Members or Observers at this stage.

2.2. It was initially agreed that the two Members representing the five District and Borough Councils would be rotated annually. However, the Members have been rotating at every meeting and it is suggested that this is formalised to continue in this way. Councillor Turner has also suggested that the title 'Observers with speaking rights' be changed to Non-Board Representatives with speaking rights.

3. Agenda Management

3.1. The 'Guide to Roles and Relationships between the East Sussex Health and Wellbeing Board, Healthwatch East Sussex, County Council Scrutiny, Health Overview Scrutiny Committee and other Boards and Partnerships' (Appendix 2) sets out the independent but complementary roles and responsibilities of the various Partnerships, Boards or Committees.

3.2. An increasing number of requests are being made that the Board considers reports or presentations to either raise awareness of an issue, for lobbying purposes or to highlight various campaigns. It is important that the Board makes the best use of the time it has to transact its business and to discuss the topics it has chosen to have an in-depth examination of how the partnership can improve local outcomes. It is therefore suggested that items are only included on agenda where:

1. consideration or approval by the Board is required;
2. they relate to:

- The achievement of outcomes in the Health and Wellbeing Strategy
- Areas East Sussex performs poorly in the JSNA;
- The East Sussex Better Together Programme, including Adults and Children's Safeguarding.

3. They are agreed by the Chair as urgent.

Following the business section of the agenda there will be a previously agreed topic for discussion.

3.3. It is proposed that the HWB agree to have 'For Information' items listed on the agenda, but these are not discussed and are circulated separately to the main agenda. If there are more than four items that need to be discussed at any particular meeting the topic for discussion will be postponed the next meeting.

3.4. It has been agreed at previous meetings that those leading the discussion on topics are provided with the comments and suggestions made by Board Members and that they should feedback to the Board at a future date to inform them progress made. There is concern that this could easily fill the forward plan so it is suggested that, unless the Board asks for progress to be reported at a meeting, this will be circulated for information.

3.5 The Forward Plan will be agreed by the Chair and Vice Chair and circulated to the Board. It will include proposed topics for the next two board meetings.

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