

NORTH EAST LINCOLNSHIRE HEALTH AND WELLBEING BOARD TERMS OF REFERENCE

2024

1. Health & Wellbeing Board: vision

- 1.1 The North East Lincolnshire Health & Wellbeing Board is the overarching forum for reducing health inequalities, improving health and wellbeing and increasing Healthy Life Expectancy.
- 1.2 With the person and family at the heart of everything it does, the Health and Wellbeing Board will spotlight prevention and self-help, with outcomes that enable residents to keep themselves and their families well.
- 1.3 Collectively, the Health and Wellbeing Board will work towards a place free from health inequalities through evidence-based action on the wider determinants of health, throughout life, from pre-birth to end of life. The Health & Wellbeing Board members will act as system leaders and aim to inspire others, including their own organisations to deliver the vision of a healthier future for North East Lincolnshire's residents based on Marmot priorities of:
 - Giving every child the best start in life
 - Enabling all children, young people and adults to maximise their capabilities and have control over their lives
 - Creating fair employment and good work for all
 - Ensuring a healthy standard of living for all
 - Creating and developing healthy and sustainable places and communities
 - Strengthening the role and impact of ill-health prevention through connectivity with the Place Partnership
- 1.4 The Health and Wellbeing Board will focus on the circumstances in which residents are born, grow, live, work and age. Collaboratively the board will seek to influence socio-economic factors such as good work, the environment, resources, housing, food, transport, education, skills and community connections, to improve the healthy life expectancy of residents, ensuring efforts are targeted where they are needed the most.

2. Functions of the Health and Wellbeing Board

- 2.1 North East Lincolnshire's Health and Wellbeing Board is established under the Health and Social Care Act 2012 as a statutory committee of North East Lincolnshire Council and has been in place since April 2013.
- 2.2 Whilst the Board is formally a committee of North East Lincolnshire Council, it operates as a multi-agency board of equal partners and includes both Elected Members and senior officer representation from a range of partner organisations.
- 2.3 Members will contribute to the development and delivery of the Joint Health and

Wellbeing Strategy; holding the system to account, highlighting and celebrating our achievements and challenging performance against the strategy where necessary.

- 2.4 The Board will seek and consider diverse opinions as a process for driving innovation, maximising assets and making best use of available resources.
- 2.5 The Health & Wellbeing Board is *statutorily* required to carry out the following functions:
- a) To undertake and publish a Joint-Strategic Needs Assessment (JSNA);
 - b) To undertake a Pharmaceutical Needs Assessment (PNA);
 - c) To develop and publish a Joint Local Health and Wellbeing Strategy (JLHWS) for North East Lincolnshire.
 - d) To discharge all functions relating to the Better Care Fund that are required or permitted by law to be exercised by the Board;
 - e) To receive and approve any other plans or strategies that are required either as a matter of law or policy to be approved by the Board.
 - f) To carry out any new functions as requested by the Secretary of State and as advised in issued guidance.
- 2.6 In addition to these statutory responsibilities, the Board will also scrutinise how all organisations across North East Lincolnshire function together in order to deliver the Joint Health and Wellbeing Strategy and reduce health inequalities in line with the vision set out above.
- 2.7 The Board will agree, own and oversee the strategic vision for public health and health inequalities in North East Lincolnshire and it will hold all partners and organisations to account for delivering against this vision.

3. Membership

- 3.1 The North East Lincolnshire Health and Wellbeing Board brings together political, professional and community leaders with a view to improving health and wellbeing and reducing health inequalities. The membership consists of a mixture of mandatory members, who are required under statute to be members of the Health and Wellbeing Board, and some additional members who have been invited to join the Board. The membership is as follows:

****Final list to be inserted when confirmed****

- 3.2 The Health and Wellbeing Board will be supported by North East Lincolnshire's Democratic Services and by the Council's core Public Health team.

4. Role and Responsibilities of Health and Wellbeing Board Members

- 4.1 All members of the Board, as a statutory committee of the Council, must observe the Council's code of conduct for members and co-opted members.
- 4.2 Board members are expected to attend all board meetings whenever possible and fully and

constructively contribute to discussions, reading and digesting any documents and information provided prior to meetings.

- 4.3 Where Board members cannot attend, they should send a deputy to represent them at Board meetings.
- 4.4 The membership of the Board is constructed to provide a broad range of perspectives on the development of strategy and tackling health inequalities in North East Lincolnshire. With this in mind, members are asked to bring the insight, knowledge, perspective and strategic capacity they have as a consequence of their everyday role, and not simply act as a representative of their organisation, but with the interests of the whole place and its residents at heart.
- 4.5 Members of the Board are expected to fully and effectively communicate outcomes and key decisions of the Board to their own organisations, acting as ambassadors for the work of the Board, and participating where appropriate in communications/marketing and stakeholder engagement activity to support the objectives of the Board.
- 4.6 Contributing to the ongoing development of the Board, including ensuring that appropriate items are brought to the Board's attention and added to the Board's forward plan, where relevant.
- 4.7 Act in a respectful, inclusive and open manner with all colleagues to encourage constructive debate and challenge.

5. Governance and Accountability

- 5.1 Chair: The Board will be chaired by the Portfolio Holder for Health, Wellbeing and Adult Social Care
- 5.2 Quorum: the minimum attendance for meetings will be one third of its membership, to include:
 - Either the Chair or the Vice Chair
 - A North East Lincolnshire Council Councillor
 - An NHS Humber and North Yorkshire ICB representative
- 5.3 The Board will operate on a consensus basis. Where consensus cannot be achieved, the matter will be put to a vote. Decisions will be made by simple majority: the Chair will have the casting vote.
- 5.4 The Board will work collaboratively with other strategic partnerships and working groups within the system to harness collective action. This includes working closely with the North East Lincolnshire Place Partnership.
- 5.5 The Board is committed to ensure that the voice of all North East Lincolnshire residents,

including that of children and young people, is heard and represented on issues affecting health and wellbeing.

6. Sub-Groups and Accountability

6.1 The following groups will report into the North East Lincolnshire Health and Wellbeing Board:

- *Children and Young Person Strategic Board*

6.2 Each of these groups will be expected to bring a minimum of one report per year to a Health and Wellbeing Board, to update the Board on progress made at their partnership.

7. Meeting Arrangements

7.1 The Health and Wellbeing Board will meet in public every 3 months, interspersed with private strategy and Board development sessions. There will be no fewer than four public meetings per financial year.

7.2 Agendas and papers will be circulated to all members and be available on the Council's website 5 clear days in advance of any public meeting.

7.3 The Board's meetings are open to the public and both the Council's Standing Orders and the highest ethical standards of public service will apply to its proceedings.

8. Probity and Transparency

8.1 A member of the public may ask a question at a meeting of the Health and Wellbeing Board that is relevant to the business of the Board and has been notified to the Council in writing or by email no less than 10 clear days in advance of the meeting in question.

8.2 Questions relating to items on the agenda for a specific meeting of the Board may be submitted by 7.00 pm on the day after the agenda's publication. Questions shall be no longer than 100 words.

8.3 If required, support will be made available by the Council's democratic services for members of the public who have literacy difficulties to formulate their question for the consideration by the Health and Wellbeing Board.

8.4 All questions shall be answered by the relevant Board member, who may reserve the right to indicate that the answer is given within a specific paper on the Board's agenda or reply in writing after the meeting.

8.5 Each member of the North East Lincolnshire Health and Wellbeing Board is subject to the Ethical Standards requirements of Chapter 7 of the Localism Act 2011. Members will ensure the registration of any personal, professional or pecuniary interests with the Monitoring Officer and declare at meetings any relevant interests in any matter being considered by the Board. Members are required to complete a declaration of interests form which will be published on the Council's website.