



Terms of Reference: Health & Wellbeing Together

Health & Wellbeing Together is the forum where key leaders from the health and care system come together to improve the health and wellbeing of the local community, work towards reducing health inequalities and support the development of improved and joined up health and social care services. It is the name given to the City of Wolverhampton Health and Wellbeing Board, a statutory Board established under the Health and Social Care Act 2012.

Health & Wellbeing Together will:

- Provide strong local leadership for the improvement of the health and wellbeing of the population of Wolverhampton.
- Encourage integrated working through promoting an ethos of integration and partnership in the planning, commissioning and delivery of services.
- Collaborate with other City Partnership Boards/stakeholder groups to identify shared priorities and appropriately coordinate activity, informed by a commitment to a place-based approach to health.

Health & Wellbeing Together is responsible for:

- Assessing the needs of the local population by developing and overseeing the implementation of the City's Joint Strategic Needs Assessment (JSNA).
- Preparing and publishing a Joint Health and Wellbeing Strategy (JHWS) that is evidence based through the work of the JSNA and other supporting needs assessments.
- Taking forward the key priorities from the JHWS and to performance manage progress against defined targets.
- Preparing a Pharmaceutical Needs Assessment (PNA) to ensure pharmaceutical services in Wolverhampton meet local needs.
- Ensuring that health and social care commissioning plans are coordinated, align with the JSNA, the JHWS and meet local needs.
- Overseeing and coordinating plans for the integration of health and social care services to improve the health and wellbeing of people in Wolverhampton and reduce health inequalities.
- Coordinating public health work that is undertaken on behalf of Health & Wellbeing Together, including wellbeing and social care prevention pathways.
- Supporting local voice and patient choice by ensuring that the views of local people are used to inform decision making and improve democratic accountability.
- Working collaboratively with other strategic City Boards/ Partnerships on the implementation of the City 2030 Vision.

- Ensure the work of Health & Wellbeing Together is aligned with policy developments both locally and nationally.

A Health and Wellbeing Together member role description is available in Appendix 1 of this document.

Health & Wellbeing Together governance and reporting relationships:

Health & Wellbeing Together is comprised of a Full Board and an Executive. Full Board meetings are structured to shift focus from service silos to system outcomes by adopting a thematic approach to addressing the priorities identified in the Joint Health and Wellbeing Strategy. Additional stakeholders may therefore be invited to attend specific meetings at the discretion of the Board.

The primary focus of the Executive group is to sign off statutory documents and provide a strategic forum for the Council and health partners to drive health and social care integration.



- The Children's Trust Board is responsible for strategic planning of services for children and young people in the city. It reports into Health and Wellbeing Together on shared priorities and key performance indicators in relation to children, young people and families.
- Living & Ageing Well is responsible for leading the Better Care Fund workstream and Adult Transformation activity. It reports Better Care Fund submissions into Health and Wellbeing Together so that the Board can measure performance and have strategic oversight of the delivery of agreed programmes.
- The Systems Development Board is responsible for setting the strategic direction for system transformation across the city and for making recommendations to the constituent organisations about actions to be taken to ensure transformation work helps achieve the overall vision in the Joint

Health and Wellbeing strategy. It will inform the Health and Wellbeing Together Executive.

- The Integrated Care Alliance is a patient centred collaborative approach based on a shared vision and clinical alignment with the aim of removing artificial distinctions between primary and secondary care. It aims to work collectively to develop coherent plans for the Wolverhampton health and care system. It will inform the Health and Wellbeing Together Executive.
- The WMCA Wellbeing Board was established to support the West Midlands Combined Authority to achieve its ambitions of improving health and wellbeing outcomes for its residents by adding value to the work that already goes on within individual localities. This includes, providing governance for the Combined Authority's work to improve wellbeing and health outcomes including the development of devolution propositions and ensuring that the Combined Authority's work in relation to wellbeing and health complements and supports the work of Sustainability & Transformation Plans within the Combined Authority area. A designated representative from Health and Wellbeing Together represents Wolverhampton on the WMCA regional Wellbeing Board.

In addition to the above, Health & Wellbeing Together is committed to working collaboratively with the City Board, Safer Wolverhampton Partnership and Adult and Children Safeguarding Boards, to remove duplication, ensure consistency of approach on cross cutting themes and achieve greater impact across the whole system.

Health & Wellbeing Together membership

In line with the Health and Social Care Act 2012 membership of Health & Wellbeing Together will consist of —

- at least one councillor of the local authority
- the director of adult social services for the local authority,
- the director of children's services for the local authority,
- the director of public health for the local authority,
- a representative of the Local Healthwatch organisation for the area of the local authority,
- a representative of each relevant clinical commissioning group, and
- such other persons, or representatives of such other persons, as the local authority thinks appropriate.

Additional members will be considered as appropriate. The overall size of the Health & Wellbeing Together Full Board will, however, be kept at a level which is manageable and able to support efficient and effective decision-making.

Members may allocate a named substitute to attend on their behalf by notifying the Chair of the Board and Democratic Services in advance of the meeting.

Agency	Role
City of Wolverhampton Council	Leader of the Council, Chair ⁺
	Cabinet Member for Children and Young People
	Cabinet Member for Adults
	Cabinet Member for Public Health & Wellbeing ⁺
	Shadow Cabinet Member for Public Health & Wellbeing
	Director of Public Health ⁺
	Director of Adults' Services ⁺
	Director of Children's Services ⁺
	Service Director - City Health ⁺
	Head of Commissioning ⁺
Wolverhampton CCG	Chief Officer, Vice-chair ⁺
	Director of Strategy & Transformation ⁺
Wolverhampton Healthwatch	Chief Officer
NHS England	Locality Director
University of Wolverhampton	Faculty of Education, Health and Wellbeing
West Midlands Fire Service	Operations Commander
West Midlands Police	Chief Superintendent
Third Sector Partnership	Designated representative
Children's and Adult Safeguarding Boards	Independent Chair
Royal Wolverhampton NHS Trust	Chief Executive ⁺
	Chair ⁺
Black Country Partnership NHS Foundation Trust	Chief Executive

+ Executive Group member

The Chair will be appointed by the City of Wolverhampton Council. The Vice-chair will be appointed by Wolverhampton CCG.

Should neither Chair or Vice Chair be able to attend a meeting of Health & Wellbeing Together, the Chair shall designate another statutory member of the Board as Chair for this meeting. Where this is not possible, a Chair shall be elected at the start of the meeting.

The Chair of Health Scrutiny is invited to attend Full Board meetings as an observer.

Health & Wellbeing Together voting and decision-making

Reports to Health & Wellbeing Together Board meetings should be prepared in a way that enables effective decision making. Decisions, recommendations, declarations of interest and reservations will be recorded in the minutes.

All meeting papers will be published on the Council website at least five clear working days before the meeting concerned.

There will be sovereignty around decision making processes. Members will be accountable through their own organisation's decision-making processes for the decisions they take. It is expected that members of Health & Wellbeing Together will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions taken by Health & Wellbeing Together are generally done so by consensus. If a Board decision should require a vote then all members may participate having one vote each; in the event of a tie then the Chair will have the casting vote. Observers do not have a vote.

Items can be added to the agenda by completing the Agenda Item Request Template. Completed forms will be considered at the next available meeting of the Health & Wellbeing Together Executive as part of the agenda setting and forward planning process. No business will be conducted that is not on the agenda.

A thematic Forward Plan of activity will be reviewed at each full meeting of Health & Wellbeing Together to ensure agenda items are strategic and timely.

Health & Wellbeing Together frequency of meetings and quorum

A full meeting of Health & Wellbeing Together will take place four times a year. The Executive will meet approximately six weeks prior to each Full Board meeting.

Full meetings of Health & Together will be conducted in public unless confidential information is to be disclosed. There will be the opportunity for members of the public to ask questions in line with the protocol outlined in the guide to speaking at meetings.

Items that are of a confidential nature will be discussed within the Private section of the agenda (i.e. contains exempt information as defined in Schedule 12A to the Local Government Act 1972).

An extraordinary meeting can be called when the Chair considers this necessary and or/ in the circumstances where the Chair receives a request in writing from 50% of the membership of the whole membership.

An annual informal focus day / session on specific issues of interest will take place and all members will be encouraged to attend.

Agendas and papers for Board meetings will be made publicly available via the website unless covered by exempt information procedures.

The quorum for meetings will be 50% of the membership. There must be at least one Council and one CCG Board Member representative at each meeting.

Appendix 1

Health and Wellbeing Together role the description

Members of Health & Wellbeing Together who represent a partner organisation should be senior people with a strategic role within their organisation, able to comment on the full range of their organisation's interests, report back to that organisation on debates within Health & Wellbeing Together and make decisions committing the organisation to taking action and providing resources. They should also be able to answer for their organisation's delivery of their commitments to the work of Health & Wellbeing Together. They should be able to speak for their organisation with authority; commit their organisation on policy and practice matters; and hold their organisation to account.

Members of Health & Wellbeing Together who represent a range of organisations or stakeholders should have a mandate to sit on the Board on behalf of the people they represent, report back to them on the Board's work, seek to influence them on commitments made at the Board and represent their views wherever possible at the Board.

Members of Health and Wellbeing Together will:

- Make every effort to attend all meetings or send an appropriate substitute.
- Fully engage in meetings including active participation in all relevant agenda items.
- Commit to supporting the development of strong and purposeful relationships within the Board through attendance at an annual strategy meeting and by proposing, as appropriate, future agenda items.
- Raise awareness and support of the Health and Wellbeing Strategy through their own organisation.
- Where any member of Health & Wellbeing Together sits on another strategic city partnership group or board they will raise awareness of Health & Wellbeing Together and its priorities, as appropriate, seeking opportunities to further embed whole system leadership.

In addition to the above expectations of all members, it is also the role of the Healthwatch representative to ensure that the diversity of the Wolverhampton patient, public and carer population is represented at meetings of the Board.