

# Appendix A

## SLOUGH WELLBEING BOARD TERMS OF REFERENCE

JULY 2021



### 1. Purpose and objectives

- 1.1 The Slough Wellbeing Board (the Board) will act as a high level strategic partnership for the Borough. It will aim to strengthen partnership working across the borough to maximise resources and make a positive impact on the health and wellbeing of the people of Slough. This will include a focus on opportunities for co-commissioning between partners and co-production with the local population.
- 1.2 The Board will carry out the statutory functions of Health and Wellbeing Board as set out in the Health and Social Care Act 2012 and all other relevant statutory provision:
  - To prepare and publish a Joint Strategic Needs Assessment for Slough.
  - To prepare and publish a Joint Health and Wellbeing Strategy for Slough.
  - To give its opinion to the East Berkshire Clinical Commissioning Group as to whether their Commissioning Plans adequately reflect the current Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
  - To comment on the sections of the East Berkshire Clinical Commissioning Group's Annual Report which describe the extent of their contribution to the delivery of the Joint Health and Wellbeing Strategy.
  - To give its opinion, as requested by the NHS Commissioning Board, on East Berkshire Clinical Commissioning Group's level of engagement with the Board, and on the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
  - To encourage persons who arrange for the provision of health and/or social care services in the area to work in an integrated manner for the purpose of advancing the health and wellbeing of the area.
  - To work with partners to identify opportunities for future joint commissioning.
  - To lead on the signing off of the Better Care Fund Plan.
  - To publish and maintain a Pharmaceutical Needs Assessment.
  - To give its opinion to the Council on whether it is discharging its duty to have regard to any Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy prepared in the exercise of its functions.
  - To exercise any Council function which the Council delegates to it.
  - To ensure that strategic issues arising from Slough's Adult Safeguarding Board and Local Safeguarding Children's Board inform the work of the Board.
  - To receive the annual reports from the Slough's Adult Safeguarding Board and Local Safeguarding Children's Board and ensure that partners respond to issues pertinent to the Board.

## Appendix A

### 2. Membership

- 2.1 Board members will be required to represent their organisation with sufficient seniority and influence for decision making. The membership of the Board will consist of:
- The Cabinet Member for Social Care and Public Health
  - The Cabinet Member for Leisure, Culture and Communities
  - The Chief Executive of Slough Borough Council
  - The Chief Executive of Slough Children First
  - The Executive Director of People (Adults) – Slough Borough Council
  - The Executive Director of People (Children) – Slough Borough Council
  - The Director for Public Health (Berkshire)
  - A representative of the Frimley Collaborative Clinical Commissioning Group
  - A representative of Slough Healthwatch
  - The Local Police Area Commander
  - A representative of the Royal Berkshire Fire and Rescue Service
  - A representative of Slough's voluntary and community sector
  - A representative of Slough's Youth Parliament
  - A representative from the Slough Jobcentre (Department of Work and Pensions)
  - Two local business representatives (Vacancies)
  - Other members appointed by the Board or the Leader of the Council after consultation with the Board
- 2.2 The two local business representatives will be appointed for a period of two years. No business representative shall be appointed for more than two consecutive terms.
- 2.3 The Board will keep membership under review and make recommendations to Council as required.
- 2.4 **Membership of the Board will be reviewed annually.**
- 2.5 The Chair of the Board will be required to hold a named delegate list for Board representatives including deputies.
- 2.6 Where any member of the Board proposes to send a substitute to a meeting, that substitute's name shall be properly nominated by the relevant 'parent' person/body, and submitted to the Democratic Services Officer in advance of the meeting. The substitute shall abide by the Code of Conduct.
- 2.7 Board members are bound by the same rules as Councillors, including submitting a Register of Interests.
- 2.8 The following are disqualified from being a Board Member:
- a) Any person who is the subject of a bankruptcy restriction order or interim order; and

## **Appendix A**

- b) Any person who has within five years before the day of being appointed or since his or her appointment has been convicted in the United Kingdom, the Channel Islands or the Isle of Man, of any offence and has had passed on them a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

### **Election of Chair and Vice-Chair**

- 2.9 Each year, the Board will appoint its own Chair and Vice Chair who must be voting members of the Board. In the absence of the Chair or the Vice Chair the Board shall elect a Chair for that meeting from the members present.

### **Resignation**

- 2.10 Members may resign by giving written notice to the Chair.

### **Members' roles and responsibilities**

- 2.11 All members of the Board will commit to the following roles, responsibilities and expectations:
  - a) Commit to attending the majority of meetings;
  - b) Uphold and support Board decisions and be prepared to follow through actions and decisions obtaining the necessary financial approval from their organisation for the Board proposals and declaring any conflict of interest;
  - c) Be prepared to represent the Board at stakeholder events and support the agreed consensus view of the Board when speaking on behalf of the Board to other parties;
  - d) Champion the work of the Board in their wider networks and in community engagement activities;
  - e) Participate in Board discussion to reflect views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery; and
  - f) Ensure there are communication mechanisms in place within the partner organisations to enable information about the priorities and recommendations of the Board to be effectively disseminated.

## **3. Working arrangements**

- 3.1 The Slough Wellbeing Board is a committee of the Council and will adhere to the Constitutional requirements of the Council affecting committees unless alternative provision is made within these terms of reference or the law.
- 3.2 The Board shall schedule meetings at least six times a year.
- 3.3 The Board will meet in public and comply with the Access to Information procedures.
- 3.4 The filming/recording of all public meetings is allowed in accordance with the Council's Constitution.

## **Appendix A**

- 3.5 The Board will hold ad-hoc meetings, workshops and development sessions throughout the year as and where appropriate.
- 3.6 Decision-making will be achieved through consensus reached amongst those members present. Where a vote is required decisions will be reached through a majority vote of voting members; where the outcome of a vote is impasse the Chair will have the casting vote.
- 3.7 All members have an equal vote.
- 3.8 Meetings will be deemed quorate if at least one third of members are present and in no case shall the quorum for the Board be less than 5. If the number of members increases this will need to be reviewed. Where a meeting is inquorate those members in attendance may meet informally but any decisions shall require appropriate ratification at the next quorate meeting of the Board.
- 3.9 The Board will produce an Annual Report which will be shared with all member organisations and published on the Council's website.

### **4. Relationship to other partnership groups**

- 4.1 A network of partnerships groups is already in place which will act as the vehicle for the delivery of the Slough Wellbeing Strategy. The Board will coordinate activity between these and any new groups, to make the best use of resources in achieving common outcomes.
  - 4.2 The Board may establish sub groups or Task and Finish groups to help it undertake its statutory and strategic functions.
  - 4.3 The Board may ask for regular reports from the other partnership groups, at least annually, highlighting any areas the Board may be able to support.
  - 4.4 For the avoidance of doubt these groups are not sub committees of the Council.
  - 4.5 The Board will not exercise scrutiny duties around health and adult social care directly. This will remain the role of the relevant Slough Borough Council's Scrutiny Panel. Decisions taken and work progressed by Slough Wellbeing Board will be subject to scrutiny by the Council's Scrutiny Panels.
- 5.** These terms of reference will be reviewed annually and will require the approval of the full Council.

# Appendix A

<sup>1</sup> *The Board does not have to comply with Part 4.1 rule 7 of the Council's Constitution.*