

Public Document Pack

Health & Wellbeing Board

To:

Councillor Yvette Hopley (Chair)

Councillor Margaret Bird (Vice-Chair)

Annette McPartland, Interim Corporate Director Adult Social Care & Health (DASS)

Rachel Flowers, Director of Public Health - Non-voting

Edwina Morris, Healthwatch

Hilary Williams, South London and Maudsley NHS Foundation Trust

Yemisi Gibbons, Croydon Health Services NHS Trust - non voting

Steve Phaure, Croydon Voluntary Action - Non Voting

Matthew Kershaw, NHS Croydon Clinical Commissioning Group (CCG)

Debbie Jones, Corporate Director for Children, Young People and Education

An extraordinary meeting of the **Health & Wellbeing Board** will be held on **Tuesday, 19 March 2024 at 2.00 pm** in **Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX**

Katherine Kerswell
Chief Executive
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

Klaudia Petecka
klaudia.petecka@croydon.gov.uk
www.croydon.gov.uk/meetings

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If you require any assistance, please contact Klaudia Petecka as detailed above.

AGENDA – PART A

1. Apologies for Absence

To receive any apologies for absence from any members of the Committee.

2. Disclosure of Interests

Members are invited to declare any disclosable pecuniary interests (DPIs) and other registrable and non-registrable interests they may have in relation to any items(s) of business on today's agenda.

3. Urgent Business (if any)

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

4. Public Questions

Public Questions should be submitted before 12 noon on the 8 March to democratic.services@croydon.gov.uk. Any questions should relate to items listed on the agenda. 15 minutes will be allocated at the meeting for all Public Questions that are being considered.

5. Proposed Changes to the Constitution relating to the Health and Wellbeing Board (Pages 3 - 22)

The purpose of this report is for the Health and Wellbeing Board to consider the finalised proposals.

This report contains proposed changes to the Council's Constitution relating to Health and Wellbeing Board matters. The proposals have been developed in consultation with the Health and Wellbeing Board as part of an LGA supported review of the Board.

6. Exclusion of the Press and Public

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

LONDON BOROUGH OF CROYDON

REPORT TO:	Health and Wellbeing Board	
DATE OF DECISION:	19 th March 2024	
REPORT TITLE:	Proposed Changes to the Constitution relating to the Health and Wellbeing Board	
CORPORATE DIRECTOR / DIRECTOR:	Rachel Flowers, Director of Public Health	
LEAD OFFICER:	Jack Bedeman, Consultant in Public Health	
LEAD MEMBER:	Cllr Yvette Hopley	
DECISION TAKER:	Full Council following consideration by the General Purposes Committee, Constitution Working Group and Health and Wellbeing Board	
AUTHORITY TO TAKE DECISION:	The terms of reference of the General Purposes Committee (see Part 3 of the Constitution, Responsibility for Functions) allow it to conduct periodic reviews of the Constitution and consider changes to the Constitution recommended by the Constitution Working Group and to refer any proposals to full Council for approval.	
KEY DECISION?	No	N/A
CONTAINS EXEMPT INFORMATION?	No	Public
WARDS AFFECTED:	All	

1 SUMMARY OF REPORT

- 1.1 This report contains proposed changes to the Council’s Constitution relating to Health and Wellbeing Board matters.
- 1.2 The proposals have been developed in consultation with the Health and Wellbeing Board as part of an LGA supported review of the Board.
- 1.3 The purpose of this report is for the Health and Wellbeing Board to consider the finalised proposals.

2 RECOMMENDATIONS

- 2.1 For the reasons set out in the report, the Health and Wellbeing Board is recommended to consider and note the proposed changes to the Constitution discussed in the report and detailed in the **Appendix**.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The aim of the proposed changes is to update the Constitution following the introduction of the Health and Social Care Act 2022 and make other technical legislative corrections and changes following a comprehensive review.
- 3.2 Additionally, the aim is to improve decision making and the ability of the Board to function in line with the statutory expectations of the Board by updating membership arrangements and working arrangements of the Board.

4 BACKGROUND AND DETAILS

- 4.1 The Health and Social Care Act 2012 introduced Health and Wellbeing Boards (HWBs), which became operational on 1 April 2013 in all 152 local authorities with social care and public health responsibilities.
- 4.2 HWBs:
- provide a strong focus on establishing a sense of place;
 - instil a mechanism for joint working and improving the wellbeing of their local population; and
 - set strategic direction to improve health and wellbeing.
- 4.3 The HWB is a formal statutory committee of the Council and provides a forum where political, clinical, professional and community leaders from across the health and care system come together to improve the health and wellbeing of their local populations and reduce health inequalities.
- 4.4 The HWB is unlike other Council committees in that it has both Council officers and other non-councillors as full members.
- 4.5 Statutory members of boards are:
- at least one councillor nominated by the Executive Mayor. Instead of or in addition to making a nomination, the Executive Mayor is entitled to be a member of the Board;
 - at least one representative from each Integrated Care Board (ICB) in the area (the same person can represent more than one ICB);
 - directors of adult social services, children's services and public health; and
 - a representative from local Healthwatch.

- 4.6** The intention is that members of boards should have parity with each other, but voting arrangements are made by individual councils.
- 4.7** In addition, although not a statutory member, a representative of NHS England is required to participate in the board's preparation of a Joint Strategic Needs Assessment (JSNA) and a Joint Local Health and Wellbeing Strategy.
- 4.8** Where the board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to the Council's area, if the board requests, NHS England is also required to appoint a representative for the purpose of participating in the board's consideration of the matter.
- 4.9** The role of HWB is mainly around influencing the local health and care landscape through partnership working.

5 PROPOSALS

- 5.1** The Constitution, including the Board's terms of reference, was reviewed as part of a wider review of the Health and Wellbeing Board being undertaken by its members with support from the LGA.
- 5.2** The proposed changes are shown in the tracked changes in the attached **Appendix**. These are made up of a number of technical legislative corrections and changes, changes reflecting the current political representation of the Council and other updates.
- 5.3** These are the main substantive changes to the Board's terms of reference:
- Membership review (2.1).
 - Removal of the former section 2.3 – details around invitees to attend the Board. This is removed as it is already covered by 3.5 and removing the list gives the Board additional flexibility in determining the most appropriate invitees for specific meetings.
 - Addition of the HWB Executive Group (4.1) to provide a group to develop the work programme to support the Joint Health and Wellbeing Strategy and shape the agenda and forward planning for the Board. Although this Group is informal and has no decision making powers it can be used to take soundings between Board meetings.

5.4 The proposed changes were considered and supported by the Constitution Working Group (CWG) on 15 February 2024. As suggested by CWG, the terms of reference expressly state that any scrutiny member of the Council is not permitted to be a member of the Board.

6 ALTERNATIVE OPTIONS CONSIDERED

- 6.1** Most of the proposed changes are of a legal, technical or updating nature only. The other proposed changes are informed by an LGA supported governance review of the Board.

7 CONSULTATION

- 7.1** Consultation on the proposals has been with the Executive Mayor and Constitutional Working Group.

8 CONTRIBUTION TO COUNCIL PRIORITIES

- 8.1** Outcome 1; Priority 4:
- Ensure good governance is embedded and adopt best practice
- 8.2** Outcome 5; Priority 2:
- Work closely with health services and the VCFS to improve resident health and reduce health inequalities

9 IMPLICATIONS

9.1 FINANCIAL IMPLICATIONS

- 9.1.1** There are no direct financial implications arising from the proposed changes.
- 9.1.2** Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. 11/3/24.

9.2 LEGAL IMPLICATIONS

- 9.2.1** The law relevant to the proposed changes has been referenced in the body of the report.
- 9.2.2** Adopting changes to the Council's Constitution is a non-executive function reserved to full Council after the General Purposes Committee has considered the proposed changes and made a recommendation.
- 9.2.3** According to s9P of the Local Government Act 2000 the Council must keep its Constitution up to date.

9.3 HUMAN RESOURCES IMPACT

- 9.3.1** There are no direct workforce implications arising from the proposed changes.

9.4 EQUALITIES IMPLICATIONS

9.4.1 Under section 149 of the Equality Act 2010, the Council has a duty when exercising its functions to have “due regard” to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act and advance equality of opportunity and foster good relations between persons who share a protected characteristic and persons who do not. This is the public sector equality duty. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

9.4.2 “Due regard” is the regard that is appropriate in all the circumstances. The weight to be attached to each need is a matter for the Council. As long as the Council is properly aware of the effects and has taken them into account, the duty is discharged.

9.4.3 There are no equalities impacts directly arising from the proposed changes.

10 APPENDICES

10.1 Appendix - Draft changes re Health and Wellbeing Board

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APPENDIX – DRAFT CHANGES RE HEALTH AND WELLBEING BOARD

CONSTITUTION OF THE LONDON BOROUGH OF CROYDON

PART 2 – ARTICLES OF THE CONSTITUTION

Appendix to Article 4.02

Policy Framework

Delete “2. Health and Well-being Strategy”.

The function under s116A of the Local Government and Public Involvement in Health Act 2007 to prepare “a joint local health and wellbeing strategy” has to be exercised by the Health and Wellbeing Board according to s196(1) of the Health and Social Care Act 2012.

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ARTICLE 8 Non-Executive Committees

8.1 Non-Executive Committees

The Council has established Committees in order to discharge its functions and has determined to appoint the Committees named below. Rules of Procedure for these Committees are set out in the Non- Executive Committee Procedure Rules contained in Part 4 of this Constitution.

Committee	Membership
Appointments and Disciplinary Committee	6 Members
Appeals Committee	6 Members
Audit and Governance Committee	9 Members including 1 independent Chair (non-voting co-optee) and 1 independent non-voting co-optee
Constitutional Working Group	4 Members, appointed by the General Purposes Committee
Ethics Committee	6 Members
General Purposes Committee	8 Members

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Committee	Membership
General Purposes Urgency Sub Committee	4 Members drawn from the membership of the General Purposes Committee
Health and Wellbeing Board	<p>8 voting Members : including the Cabinet Member for Health & Adult Social Care and Cabinet Member for Children and Young People a Healthwatch Representative, and CCG Representative</p> <p>In addition, The Executive Mayor is entitled (<i>ex-officio</i>) to be a member and to nominate one councillor (voting).</p> <p>Other non-voting members:</p> <ul style="list-style-type: none"> — Corporate Director Adult Social Care & Health (non-voting), — Corporate Director of Children, Young People and Education (non-voting), — Director of Public Health (non-voting), — Croydon University Hospital Chair (non-voting), — SLAM representative (non-voting), - Croydon Voluntary Action representative (non-voting). <p>3 Conservative Group Members (voting) including the Cabinet Member for Health and Adult Social Care,</p> <p><i>(NB: one of the Conservative Group Members includes the Executive's Mayor's nomination under s194(2)(a) and (3) of the Health and Social Care Act 2012. If, at any time, the Executive Mayor exercises his right to be a member of the Board in accordance with s194(4) of that Act, he will count as a Conservative Group Member.)</i></p> <ul style="list-style-type: none"> 3 Labour Group Members (voting), The Corporate Director Adult Social Care & Health (non-voting), The Corporate Director Children Young People and Education (non-voting) The Director of Public Health (non-voting) 1 Integrated Care Board (ICB) representative (voting), The Croydon University Hospital Chair (non-voting), 1 Healthwatch representative (voting), 1 South London and the Maudsley Hospital representative (non-voting)

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Committee	Membership
	<u>1 Community and Voluntary Sector representative (non-voting)</u>
Licensing Committee	12 voting members (+ pool of 10 reserve Members)
Licensing Sub-Committee (ad hoc)	3 voting members drawn from Membership of Licensing Committee
Mayoralty & Honorary Freedom Selection Sub-Committee	6 Members
Pension Board	Independent non-voting Chair and 3 Employer representatives (one to be a Councillor) & 3 Employee representatives
Pension Committee	8 Members + 1 voting co-optee and 2 non voting co-optees
Planning Committee	10 Members
Planning Sub-Committee	6 Members drawn from the membership of the Planning Committee
Scrutiny & Overview Committee	6 Members + 1 non-voting co-optee in respect of crime & disorder matters
Children & Young People Scrutiny Sub-Committee	8 Members + 4 voting and 1 non-voting co-optees
Health & Social Care Scrutiny Sub-Committee	6 Members + 2 non-voting co-optee from Healthwatch (Croydon)
Streets Environment and Homes Scrutiny Sub-Committee	7 Members

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ARTICLE 13 Decision-making

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13.9 Decision making by Health and Wellbeing Board

The Authority has established a Health and Wellbeing Board with functions and terms of reference as set out in Part 4.L. The Health and Wellbeing Board is, save for certain statutory modifications and the following exceptions, to be treated as a Council Committee and subject to the Non-Executive Procedure Rules as set out in Part 4 of this Constitution. The exceptions are:

13.9.1 The Health and Wellbeing Board is not permitted to establish or delegate functions to a Sub-Committee;

13.9.2 The Health and Wellbeing Board ~~is not permitted to~~ may appoint additional persons to be members ~~or ex-off~~ members ~~of~~ of the Board;

~~13.9.2~~13.9.3 Before appointing another person to be a member of the Board Full Council must consult with the Board;

~~13.9.3~~13.9.4 The Health and Wellbeing Board is not subject to the Rules on proportionality/political balance i.e. or -the duty to allocate seats under the provisions of the Local Government and Housing Act 1989;

~~13.9.4~~13.9.5 All Board members who are also elected Members of the authority, and all statutory members of the Health and Wellbeing Board, except the Corporate Director Adult Social Care & Health, the Corporate Director Children Young People and Education and the Director of Public Health, shall be voting members of the Board. Any non-statutory members of the Board shall be non-voting members;

~~13.9.5~~13.9.6 The Health and Wellbeing Board may only perform those functions specifically assigned to it/conferred by statute/law or delegated by this Constitution; and

~~13.9.6~~13.9.7 the Health and Wellbeing Board is not permitted to undertake hHealth scrutiny functions.

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PART 3 – RESPONSIBILITY FOR FUNCTIONS

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2.6 Health and Wellbeing Board

~~8 voting Members : including the Cabinet Member for Health & Adult Social Care and Cabinet Member for Children and Young People a Healthwatch Representative, and CCG Representative~~

~~In addition, The Executive Mayor is entitled (*ex officio*) to be a member and to nominate one councillor (voting).~~

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~~-
Other non-voting members:-
-~~

~~Corporate Director Adult Social Care & Health (non-voting),
Corporate Director of Children, Young People and Education (non-voting),
Director of Public Health (non-voting),
Croydon University Hospital Chair (non-voting),
SLAM representative (non-voting),
Croydon Voluntary Action representative (non-voting).~~

3 Conservative Group Members (voting) including the
Cabinet Member for Health and Adult Social Care

*(NB: one of the Conservative Group Members includes the Executive's
Mayor's nomination under s194(2)(a) and (3) of the Health and Social Care
Act 2012. If, at any time, the Executive Mayor exercises his right to be a
member of the Board in accordance with s194(4) of that Act, he will count as a
Conservative Group Member)*

3 Labour Group Members (voting)

The Corporate Director Adult Social Care & Health (non-voting),
The Corporate Director Children Young People and Education (non-voting)
The Director of Public Health (non-voting),
1 Integrated Care Board (ICB) representative (voting),
The Croydon University Hospital Chair (non-voting)
1 Healthwatch representative (voting),
1 South London and the Maudsley Hospital representative (non-voting)
1 Community and Voluntary Sector representative (non-voting)

PART 4.L – TERMS OF REFERENCE HEALTH AND WELLBEING BOARD

The Health and Wellbeing Board's terms of reference are without prejudice to any
statutory provisions as to, but not limited to, its functions, membership and
procedures.

2. FUNCTIONS OF THE CROYDON HEALTH AND WELLBEING BOARD

~~The Health and Wellbeing Board's terms of reference are, without prejudice to any
statutory provisions:~~

- 2.1. To encourage, for the purpose of advancing the health and wellbeing of
people

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in Croydon, persons who arrange for the provision of any health or social care services in Croydon to work in an integrated manner.

1.2. To provide such advice, assistance or other support as appropriate for the purpose of encouraging partnership arrangements under section 75 of the National Health Service Act 2006 between the Council and NHS bodies in connection with the provision of health and social care services.

1.3. To encourage persons who arrange for the provision of health-related services (i.e. services which are not health or social care services but which may have an effect on the health of individuals) to work closely with the Board and with persons providing health and social care services.

1.4. To exercise the functions of the Council and its partner [Clinical Commissioning Groups Integrated Care Board \(ICB\)](#) in preparing a joint strategic needs assessment under section 116 of the Local Government and Public Involvement in Health Act 2007 and a joint [local](#) health and wellbeing strategy under section 116A of that Act.

1.5. To give the Council the opinion of the Board on whether the Council is discharging its duty to have regard to the joint strategic needs assessment, ~~and joint~~ [local](#) health and wellbeing strategy ~~and the integrated care strategy prepared by the Integrated Care Partnership under section 116ZB of the Local Government and Public Involvement in Health Act 2007~~ in discharging the Council's functions.

~~1.6. To agree the delivery plans of the Health and Wellbeing Strategy.~~

~~1.7. To monitor the delivery plans in fulfilment of the Health and Wellbeing Strategy.~~

~~1.8. To report to Council the outcome of the Board's monitoring of the delivery plans in fulfilment of the Health and Wellbeing Strategy as part of its annual report.~~

~~1.69. To publish and keep under review a Pharmaceutical Needs Assessment in accordance with statutory requirements.~~

~~1.7. To support the development and sign off of the Better Care Fund plans.~~

~~1.8. To support the delivery of national and regional health and care body plans.~~

~~1.9.~~ To exercise such other Council functions which are delegated to the Board under the Constitution.

2. MEMBERSHIP, QUORUM AND VOTING RIGHTS

Membership

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2.1. Subject to the provisions of Article 13 of Part 2 of the Constitution, the Board shall comprise of the following members:

- ~~53 Majority Conservative~~ Group Members* (voting) ~~such members to include~~ the
 - ~~Cabinet Member for Families Health and Adult Social Care and the Cabinet Member for Children, Young People and Learning~~¹,
- ~~23 Labour Minority~~ Group Members* (voting),
- ~~The Corporate Director Adult Social Care & Health~~ (non-voting),
- ~~The Corporate Director Children Young People and Education~~ (non-voting),
- The Director of Public Health (non-voting),
- ~~1 Croydon Clinical Commissioning Group (CCG) Integrated Care Board (ICB) r~~Representative (voting),
- The Croydon University Hospital Chair (non-voting),
- 1 Healthwatch ~~r~~Representative (voting),
- 1 ~~South London and the A Maudsley Hospital~~ representative (non-voting)
- 1 ~~Croydon Community and Voluntary Action Sector~~ representative (non-voting)
- ~~1 Croydon Voluntary Action representative~~

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* Provided they are not Members of the Scrutiny and Overview Committee of the Council or its sub-committees.

2.2. The Chair shall be appointed by full Council and shall be a ~~Majority Conservative~~ Group

~~Member. If the Executive Mayor is a Member of the Board, he may elect to be Chair of the Board. There shall be a deputy Chair who shall be a Conservative Group Member and act in the Chair's absence. There shall also be three two Vice Chairs. The Vice Chairs shall be the CCG-ICB rRepresentative and a Minority Labour Group Member, and a Majority group member. In the absence of the Chair, the Majority group member Vice chair shall fulfil the role of Chair of the Board.~~

2.3 Where the Health and Wellbeing Board is preparing a joint strategic needs assessment or a joint local health and wellbeing strategy, NHS England must appoint a representative for the purpose of participating in the Board's preparation of the assessment or (as the case may be) the strategy.

Where the Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to the Council's area, if the Board requests, NHS England must appoint a representative for the

¹ One of the Conservative Group Members includes the Executive's Mayor's nomination under s194(2)(a) and (3) of the Health and Social Care Act 2012. If, at any time, the Executive Mayor exercises his right to be a member of the Board in accordance with s194(4) of that Act, he will count as a Conservative Group Member.

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purpose of participating in the Board's consideration of the matter. These requirements are pursuant to s197 of the Health and Social Care Act 2012.

~~2.3. The below mentioned parties shall be invitees to attend the Health and Wellbeing Board meetings. While these parties will not be members of the Board, they will, subject to requirements around confidential and exempt information:~~

- ~~• receive copies of agenda papers;~~
- ~~• receive copies of Board reports;~~
- ~~• At the Chair's discretion, be invited to participate in discussions and~~

~~submit information for consideration by the Board.~~

- ~~• National Commissioning Board Representative x 1~~
- ~~• Croydon University Healthcare NHS Trust representative x1~~
- ~~• South London & the Maudsley NHS Trust representative x1~~
- ~~• Croydon Voluntary Sector Alliance representative x2~~
- ~~• BME Forum representative x1~~
- ~~• Croydon Charity Services Delivery Group representative x1~~
- ~~• Police Service x1~~
- ~~• Croydon College representative x 1~~
- ~~• London Fire and Rescue Service representative x1~~
- ~~• London Probation Service representative x1~~
- ~~• Chairs of Partnership Groups representatives x3~~
- ~~• Faiths Together in Croydon representative x1~~
- ~~• Pharmacist Representative x1~~

2.4. The term of office of Board members, other than ex officio members shall normally be one year from the date of appointment (or reappointment), provided that, for the duration of that period, they remain a Member or duly nominated representative of their appointing body and have been appointed by that body to be or remain a member of the Board.

2.5. Except where a person is appointed or nominated as an individual each appointing or nominating body shall notify the Clerk of the Board of the name and contact details of their appointed or nominated members of the Board.

2.6. Nominating Bodies who have a nominated representative on the Board may change their appointed or nominated Board representative members at any time provided that written notice of any such change is given to the Clerk. Such change shall not take effect until acknowledgement of receipt is sent to the

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nominating body by the Clerk.

2.7. Each appointing and nominating body shall, as far as possible, ensure that the persons appointed as members have the skills and qualities required to fulfil the role of a Board member.

2.8. Each appointing or nominating body may send appropriate officer(s) to meetings of the Board to support their Board Members. Any such officers shall have no voting or speaking rights.

Voting Rights and Voting Procedures

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2.9. Each of the voting Board members shall have one vote with all decisions being made through simple majority of those voting members present. The Chair shall have a casting vote.

2.10. All voting shall be by a show of hands but recorded votes shall be taken if requested by any voting member, and any such voting member shall have the right to have the way he/ she voted (or abstained) recorded in the minutes.

Putting items on the agenda

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2.11. Any Board member may request through the Chair that any matter relevant to the functions of the Board is placed on the board agenda.

2.12. Where a relevant overview and scrutiny committee have resolved that an item be considered by the Board, the Clerk will, subject to consultation with the Chair, place that item on the agenda of the next available meeting of the Board.

2.13. The ~~Monitoring Officer~~~~Council Solicitor~~, and/or the Chief Financial Officer/~~and~~ Section 151 Officer

of the Council may include an item for consideration on the agenda of a Board meeting and may require the Chair to call such a meeting in pursuance of their statutory duties.

Public Questions

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2.14. Public questions can be asked of the Board on issues pertaining to the policy

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and business of the Health and Wellbeing Board due to be conducted at the Meeting in question, as set out within these Terms of Reference. Any questions of a purely factual or of a detailed nature shall be noted and shall receive a written response within 3 weeks following the meeting.

2.15. Questions which relate to a current planning, licensing, safeguarding or enforcement matter, any confidential matter or any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review, or right of appeal conferred by or under any enactment shall not be permitted. In addition, questions shall not be received or responded to where they pertain to anticipated or on-going litigation, conciliation or mediation or any employment or personnel related issues or disputes. A named member of staff shall not be the subject of a question. If necessary, the Council Solicitor shall provide guidance for members of the public and staff on the above.

2.16. Questions shall be directed through the Chair and shall only be taken at the Chair's discretion and subject to the parameters set out herein. Any period allowed for questions shall not exceed a total time of 15 minutes. This time frame shall include both the questions and responses by the relevant Board Member.

2.17. The Chair has absolute discretion to decline to allow any question to be dealt with under this procedure on the grounds that it addresses matters that would be inappropriate to consider at the meeting, including where the questions being asked are repetitive, inappropriate, relate to confidential matters or have already been addressed.

2.18. Any questions for the Board meeting must be received by the relevant Committee Clerk not later than noon, on the third working day prior to the meeting date. Questions shall be dealt with in the order in which they are received, although the Chair has discretion, where a number of queries relate to the same matter, to address them (or direct that they be addressed) in a single response.

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3. PROCEDURES AND QUORUM AT MEETINGS

3.1. The meetings of the Board will be governed by the Non-Executive Committee Procedure Rules Part 4F.

3.2. The quorum shall be three voting members two of whom shall be elected Members of the Council~~majority group members~~.

3.3. Meetings of the Board will be open to the public and press except during consideration of items containing confidential or exempt information within the meaning of the Local Government Act 1972 (as amended).

3.4. The Access to Information procedure rules in Part 4B of the Constitution shall apply to the Board as a non-executive committee of the Council. Minutes of the Board shall be available to the public and press as though they were minutes of a meeting of the Council.

3.5. The Chair may invite any person to attend a meeting of the Board for the purpose of making a presentation, or participating in discussion, on any item relevant to the Board's functions where that person is able to provide a professional or user viewpoint, which the Chair considers would be of assistance to the Board.

4. ROLE OF A BOARD MEMBER

The responsibilities of a Board Member are as follows:-

- To be committed to, and act as a champion for the achievement, of the Board's Objectives;
 - To be a good ambassador for the Board;
 - To attend Board meetings regularly, vote on items of business (as required) and make a positive contribution to the achievement of the Objectives;
- To be and to remain acquainted with key current issues in the area of health and social care locally and nationally.
- To act as an advocate for the Board in seeking any necessary approval

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of their nominating body ~~to the Draft Business Plan and Annual Action Plan.~~

- To report back to the appointing body after every meeting and to ensure that the views of the appointing body are made known to the Board in respect of any matter under consideration by the Board or under consultation by the Board. To suggest items of business for the consideration of the Board via the Chair.

- To comply with the Members' Code of Conduct set out in Part 5I of the Constitution (all voting members of the Board) ~~or the Code of Conduct for Non-voting Co-opted members of the Council (all non-voting members of the Board)~~

as adopted and updated by the Council from time to time.

4.1 HEALTH AND WELLBEING BOARD EXECUTIVE GROUP

4.1.1 The Board has established a Health and Wellbeing Board Executive Group (the Executive Group) for the purpose set out below. It is not established as a sub-committee and none of the Board's functions have been delegated to it. The Executive Group is therefore advisory in nature, will operate informally and will meet in private and may meet in person or on-line.

The purpose of the Health and Wellbeing Board Executive Group is to:

- Develop and deliver a programme of work based on the Joint Local Health and Wellbeing Strategy.
- Shape the agenda for future Health and Wellbeing Board meetings.
- Engage and understand the views of different organisations.
- Bring together a collective view of partners and providers to the Health and Wellbeing Board meetings.
- Be aware of and discuss emerging policy and strategy.
- Discuss urgent matters outside of regular Health and Wellbeing Board meetings prior to formal consideration and determination at the next available Health and Wellbeing Board meeting.
- Liaise with the Scrutiny and Overview Committee of the Council and its sub-committees (as appropriate).

4.1.2 The meetings of the Executive Group will be scheduled prior to meet before the Board meetings and, as and when the need arises, at other times.

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4.1.3 Membership of the Executive Group shall comprise will consist of the statutory members of the Board and the Chair, Deputy Chair and Vice-Chairs of the Board senior representatives from both the Council and Integrated Care Board, including the Chair and vice Chairs of the Board, Director of Adult Social Care, Director of Childrens Social Care, Director of Public Health, Integrated Care Board Representative, Healthwatch representative.

For the executive Group to be quorate, the Chair, Deputy Chair or one of the Vice-Chairs must be present, as well as a statutory partner representative and a Council officer statutory member of the Board.

4.1.4 The chairing arrangements of the Board shall apply to the Executive Group will be the Chair or Vice Chair.

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5. SCRUTINY ARRANGEMENTS

5.1. The decisions, actions and activities of the Board shall be subject to the Scrutiny Arrangements of the Council.

5.2. ~~Decisions (including recommendations) of the Board shall be notified to all those to whom agenda papers etc are despatched within seven working days of the decision being reached~~The Board, its Members and its Officer advisors, shall fully co-operate with the Scrutiny and ~~Strategic~~ Overview Committee of the Council and its sub-committees.

5.3. The Scrutiny and Overview and Scrutiny Procedure Rules set out in the ~~Council~~

Constitution shall apply but as a non-executive committee the decisions of the Board shall not be subject to the call-in procedure.

6. EXPENSES OF MEMBERS

6.1. Each appointing or nominating member shall be responsible for meeting any expenses to which any Board member is entitled as a result of their attendance at duly authorised meetings in accordance with each appointing or nominating organisation's own rules regarding such matters.

7. ACCESS TO INFORMATION RULES

7.1. The provisions of the Access to information Procedure Rules in Part 4B of the

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Constitution shall apply to the meetings of the Board ~~and its sub-committees~~ in the same manner as they apply to non-executive committees of the Council.

7.2. Decisions (including recommendations) of the Board shall be notified to all those to whom agenda papers etc are despatched within seven working days of the decision being reached.

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