

Section 6 – Health and Wellbeing Board Terms of Reference and Procedure Rules

1. Terms of Reference and Procedure Rules

The Council will appoint a Health and Wellbeing Board to be known as the Sunderland Health and Wellbeing Board to discharge the functions set out in Section 194 of the Health and Social Care Act 2012.

2. Statutory Functions of the Board

The Sunderland Health and Wellbeing Board ('the Board') has the following statutory functions:

- a) To prepare Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs), which is a duty of local authorities and clinical commissioning groups (CCGs).
- b) A duty to encourage integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e. lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- c) A power to encourage close working between commissioners of health-related services and the board itself.
- d) A power to encourage close working between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services.
- e) To ensure a comprehensive engagement voice is developed as part of the implementation of HealthWatch.
- f) To produce a Pharmaceutical Needs Assessment (PNA) at least every three years.

3. Sunderland Health and Wellbeing Board additional locally agreed functions

In addition to the statutory functions outlined above the Board is one of three main city-wide delivery boards that drive the three main strands of the Sunderland City Plan (Dynamic, Healthy, and Vibrant Smart City).

The Board will oversee the delivery of the 'Healthy Smart City' key theme of Sunderland's City Plan (although accountability for the delivery of the

overarching City Plan will be with the Sunderland Partnership Board). These responsibilities include:

- a) Everyone will have access to the same opportunities and life chances no matter where they are born or live
- b) More people living healthier longer lives
- c) More people living independently
- d) Cleaner and more attractive city and neighbourhoods
- e) A city with great transport links where it is easier to walk, cycle and access public transport

In fulfilling these responsibilities, the Board will:

- Be assured of place-based arrangements.
- Provide the leadership to ensure effective partnership working to deliver the ambitions of the Healthy City Plan (the JHWS) and reduce health inequalities.
- Understand 'lived experiences' and use this insight to champion and advocate for tackling health inequalities through assets-based approaches.
- Delegate accountability for the implementation plan workstreams to responsible groups and ensure governance arrangements are in place for all activity.
- Receive regular updates on the Healthy City Plan workstreams, monitor their workplans and performance.
- Have oversight of the appropriate elements of the Sunderland Covid-19 Health Inequalities Strategy and take every opportunity to mitigate the impact that Covid-19 has had on our communities.
- Be assured that activity being delivered through the Vibrant Smart City and Dynamic Smart City elements of the City Plan are maximising opportunities to reduce health inequalities and address the social determinants of health, provide challenge and support where appropriate.
- Ensure that the work of the Board promotes a positive image of the city.

4. Meeting Arrangements

4.1 Notice of Meetings

Sunderland City Council will convene, clerk and record the meetings.

4.2 Chairmanship

The Council will appoint the Chair and Vice-Chair of the Health and Wellbeing Board. The Chair will preside at each meeting and in his/her absence the Vice-Chair will preside. In the absence of both the Chair and Vice-Chair, a person appointed at the meeting will preside.

4.3 Absence of Members and of the Chair

If a member is unable to attend a meeting, then the relevant Constituent Members shall, arrange for the attendance of a representative on their behalf. Such representative shall not be entitled to vote.

4.4 Meeting Frequency

The Board will meet four times per annum, or as business requires.

4.5 Meetings and Reports

Meetings of the Board shall be open to the press and public in accordance with the Access to Information Procedure Rules and subject to the provision of these Rules, which will prevail in the event of inconsistency, with the Council Procedure Rules. In addition, the agenda and reports for each meeting will be available on the Council's website. This excludes items of business containing confidential information or information that is exempt from publication.

4.6 Quorum

One quarter of the membership shall form a quorum for meetings of the Board. No business requiring a decision shall be transacted at any meeting of the Board which is inquorate. If it arises during the course of a meeting that a quorum is no longer present, the Chair shall either suspend business until a quorum is re-established or declare the meeting at an end. Remaining business shall be considered at the next meeting of the Board, or at an earlier special meeting convened for that purpose.

4.7 Adjournments

By the decision of the Chair of the Board, or by the decision of a majority of those present at a meeting of the Board, meetings of the Board may be adjourned at any time to be reconvened at any other day, hour and place, as the Board shall decide.

4.8 Order at Meetings

At all meetings of the Board it shall be the duty of the Chair to preserve order and to ensure that all members are treated fairly. The Chair shall decide all questions of order that may arise.

4.9 Information and Advice

The Board may seek any information it requires from any employee of a Constituent Member and all Constituent Members and the members are required to co-operate with any reasonable request made by the Board.

The Board may obtain independent professional advice and secure the attendance of advisers with relevant experience and expertise if it considers this necessary. The costs, if any, of obtaining such third party advice shall be shared among the constituent organisations as agreed between them.

The Board shall receive written and oral evidence from senior staff, and other partners, as appropriate. The Board shall seek to ensure there is an acceptable balance between the value of the information it receives and the time and other costs it takes to acquire and process it.

4.10 Development sessions

The Board may routinely hold Development Sessions (attendance by invitation only) to have discussions about issues involving the board operations.

4.11 Review

The Board will annually review the operation of these Rules and the effective working of the Board. The Board may make recommendations to Council for amendments to these Rules where this is required to achieve most effective operation of the Board.