

WEST NORTHAMPTONSHIRE HEALTH AND WELLBEING BOARD

23rd January 2023

Report Title	West Northamptonshire Health and Wellbeing Board Terms of Reference
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Contributors/Checkers/Approvers		
Other Director/SME	Stuart Lackenby, Director of People	19th January 2024

List of Appendices

Appendix A – West Northamptonshire Health and Wellbeing Board Terms of Reference

1. Purpose of Report

- 1.1. The purpose of the West Northamptonshire Health and Wellbeing Board report is to review the Terms of Reference, to ensure the Board remains compliant with its statutory functions, as a S102 Committee of West Northamptonshire Council and to ensure there is appropriate alignment and accountability within the Integrated Care System.

2. Executive Summary

- 2.1 The West Northamptonshire Health and Wellbeing Board Terms of Reference provides details on how the Board expects to conduct its business in meeting its statutory obligations and wider partnership working.

3. Recommendations

- 3.1 The Board are asked to review the Terms of Reference for West Northamptonshire Health and Wellbeing Board and adopt the proposed changes.
- 3.2 Regular review of the Terms of Reference is required for the West Northamptonshire Health and Wellbeing Board to ensure the Board conducts its business in line with specific legislative

guidance and ensure there is appropriate alignment and accountability within the Integrated Care System.

4. Report Background

- 4.1 The West Northamptonshire Health and Wellbeing Board requires a Terms of Reference to outline how the Board expects to conduct its business in overseeing its delegated areas of responsibilities and to ensure it is operating within the specific legislative guidance.
- 4.2 The Terms of Reference provides details on accountability, role of the Board, key responsibilities, appointments, membership, code of conduct, and meeting administration.
- 4.3 The Terms of Reference were adopted by the Board at their meeting on the 24th June 2021.
- 4.4 The following proposed additions are to be added to ensure the Board complies with regulations for face to face Local Authority statutory committee meetings and to outline additional procedures for when a Board member needs to join virtually:
- Paragraph 8.2 If a Board member joins the meeting virtually this will not be counted in the quorum of that meeting.
 - Paragraph 9.2 If a Board member joins the meeting virtually, they will not be counted as being in attendance or be permitted to vote.
- 4.5 The following proposed amendment from quarterly to bimonthly meetings to clarify frequency of meeting arrangements:
- Paragraph 10.1 The Board shall meet on a bi-monthly basis, but this may need to be reviewed if there is a change in the frequency of work the Board needs to address. The date, hour and place of meetings shall be fixed by the Board.

5. Issues and Choices

- 5.1 The Board can either accept or recommend amendments to the draft Terms of Reference.

6. Implications (including financial implications)

6.1 Resources and Financial

- 6.1.1 There are no resource or financial implications arising from the draft Terms of Reference.

6.2 Legal

- 6.2.1 It is a statutory requirement of West Northamptonshire Council to provide a Health and Wellbeing Board, which require a Terms of Reference.
- 6.2.2 The legal implications for West Northamptonshire Health and Wellbeing Board not adopting a Terms of Reference is the Board may not act in accordance within statutory requirements.

6.3 **Risk**

6.3.1 Not having a Terms of Reference may disrupt operation of the Board in meeting its statutory duties.

6.4 **Consideration by Overview and Scrutiny**

6.4.1 The draft Terms of Reference have not been submitted for consideration by Overview and Scrutiny.

6.5 **Climate Impact**

6.5.1 Apart from Board members travelling to and from meetings, there is no additional climate/environmental impact arising from the draft Terms of Reference.

6.6 **Community Impact**

6.6.1 It is expected that several Countywide organisations will have Board representation.

7. Background Papers

7.1 Health and Social Care Act 2012.

7.2 Health Care Act 2022.