

Report title:	Health and Wellbeing Board – Governance and systems leadership
Date of meeting:	2 May 2018
Sponsor:	Dr Louise Smith, Director of Public Health

Reason for the Report

The Health and Wellbeing Board (HWB) is operating in a rapidly changing health, care and wellbeing landscape. It is appropriate for the Board to consider its governance on a regular basis to ensure that it continues to work efficiently and effectively, and is well placed to pursue its strategic priorities.

Report summary

This report highlights some key areas of the HWB’s governance arrangements in terms of membership and current ways of working and invites members to consider and make comments on proposals for change.

Recommendations:

The HWB is asked to:

- 1 Agree that the Chair of the N&W Sustainability & Transformation Partnership (STP) and the N&W STP Executive Lead become full members of the HWB (para 2.3)
- 2 Agree that the cabinet member for Community Health and Safety at Waveney District Council becomes a full member of the HWB (para 2.5)
- 3 Agree that there should be provision for members of the public to ask questions in line with procedural rules (as outlined in Appendix B)
- 4 Recommend that Norfolk County Council be asked to consider amending its constitution accordingly to enable the changes above (para 4.1)

1. Background

- 1.1 The Health and Wellbeing Board (HWB) operates as system leader providing oversight and strategic leadership of the wider health, care and wellbeing system. The system is complex, involving many organisations and systems, and commissioning across the NHS, social care, public health and wider services.
- 1.2 The Board works in the rapidly developing health and care landscape and it regularly reviews its governance to ensure it continues to be effective and is well placed to pursue its strategic priorities. The Board last reviewed its governance in September 2017 and introduced a number of changes to bring the arrangements up to date, strengthen the HWB’s governance and streamline its working practice.

The report is available at this link: [Governance and System Leadership approach - September 2017](#).

2. Membership

- 2.1 The HWB has a key role in the strategic oversight of the Sustainability & Transformation Partnership's (STP) ambitions for delivering sustainable health and social care services across Norfolk and Waveney. The role will develop as the system works towards an integrated health and care system for Norfolk and Waveney, to drive improvement (see item 6 on this agenda).
- 2.2 The Chair of the Norfolk & Waveney Sustainability & Transformation Partnership (currently Rt Hon Patricia Hewitt) is invited to join all Board meetings and the STP Executive Lead (Antek Lejk is the outgoing Executive Lead) has held a place on the HWB by virtue of his role as Chief Executive of the South Norfolk & North Norfolk CCGs.
- 2.3 In order to strengthen the links between the HWB and the Sustainability & Transformation Partnership (STP) **it is proposed that:**
- The Chair of the N&W Sustainability & Transformation Partnership and the N&W STP Executive Lead become full members of the HWB
- 2.4 The work of the HWB continues to develop and respond to the changing health and wellbeing agenda. The Board's discussions often include the Waveney area - for example, around the STP, and also the Local Transformation Plan (Children and Young Peoples' mental health), and the Transforming Care Partnership (Services for Adults with a Learning Disability). In response to a request, the cabinet member for Community Health and Safety at Waveney District Council has been invited to join all HWB meetings since last autumn.
- 2.5 In order to strengthen these arrangements **it is proposed that:**
- The cabinet member for Community Health and Safety at Waveney District Council becomes a full member of the HWB
- 2.6 The proposed HWB membership is at **Appendix A**. It is recommended that Norfolk County Council be asked to consider amending its constitution accordingly.

3. How the Board conducts its work

- 3.1 The HWB holds formal meetings four times a year and, when relevant, these can include private informal discussions to enable the Board's strategy development. The Board also sets aside a half day each year for an informal development session to focus on specific issues in more detail.

Public questions

- 3.2 The HWB's formal meetings are held in public, although currently there is no provision for public questions at Board meetings. To strengthen these arrangements and provide greater democratic accountability, **it is proposed** that the HWB makes provision for members of the public to ask questions in

accordance with the County Council's procedural rules. This is in line with a growing number Health and Wellbeing Boards around the country who have some form of provision for public participation.

- 3.3 The County Council has procedures for questions by members of the public at its service committees and it is proposed that these are adapted for use by the Health and Wellbeing Board as outlined in **Appendix B**.

4. Next steps

- 4.1 If agreed, these changes to the Board's membership and terms of reference would require change in the County Council's Constitution. **It is recommended** that Norfolk County Council be asked to consider amending its constitution accordingly. The process for changing the Council's Constitution and involves approval by the Council's Constitution Advisory Group, Policy & Resources Committee and then the County Council.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Health & Wellbeing Board

Representing	Membership	Substitute
Adult Social Care Committee, Norfolk County Council (NCC)	Cllr Bill Borrett*	Cllr Shelagh Gurney
Adult Social Services, NCC	James Bullion*	Debbie Bartlett
Borough Council of King's Lynn & West Norfolk	Cllr Elizabeth Nockolds	Cllr Sam Sandell
Breckland District Council	Cllr Paul Claussen	Cllr Trevor Carter
Broadland District Council	Cllr Andrew Proctor	Cllr Roger Foulger
Children's Services Committee, NCC	Cllr Penny Carpenter	Cllr Stuart Dark
Children's Services, Norfolk County Council	Sara Tough *	Sarah Jones
Director of Public Health, NCC	Dr Louise Smith *	
Great Yarmouth Borough Council	Cllr Andy Grant	Cllr Emma Flaxman-Taylor
Healthwatch Norfolk	William Armstrong*	Alex Stewart
NHS England, East Sub Region Team	Simon Evans-Evans	
NHS Great Yarmouth & Waveney CCG	Dr Liam Stevens*	
NHS Great Yarmouth & Waveney CCG	Melanie Craig	
NHS Norwich CCG	Tracy Williams*	
NHS Norwich CCG	Jo Smithson	
NHS North Norfolk CCG	Dr Anoop Dhesi *	
NHS North and South Norfolk CCG	Antek Lejk/Helen Stratton	
NHS South Norfolk CCG	Dr Hilary Byrne*	
NHS West Norfolk CCG	Dr Paul Williams*	
NHS West Norfolk CCG	John Webster	
Norfolk Constabulary	ACC Paul Sanford	ACC Nick Davison
Norfolk County Council	Cllr David Bills	
Norfolk County Council	Dr Wendy Thomson	
North Norfolk District Council	Cllr Maggie Prior	
Norwich City Council	Cllr Kevin Maguire	Adam Clark
Police and Crime Commissioner	Lorne Green	Dr Gavin Thompson
South Norfolk District Council	Cllr Yvonne Bendle	Cllr Florence Ellis
Sustainability & Transformation Partnership (Chair)	Rt Hon Patricia Hewitt	
Sustainability & Transformation Partnership (Executive Lead)	Antek Lejk	
Voluntary Sector Representative	Dr Joyce Hopwood	Laura Bloomfield
Voluntary Sector Representative	Dan Mobbs	Elly Wilson
Voluntary Sector Representative	Dr Janka Rodziewicz	Jon Clemo
Waveney District Council	Cllr Mary Rudd	
Standing invitation to attend Board meetings:		
East Coast Community Healthcare CIC	Jonathan Williams	Tony Osmanski
James Paget University Hospital NHS Trust	Christine Allen	Anna Davidson
Norfolk Community Health & Care NHS Trust	Roisin Fallon-Williams	Geraldine Broderick
Norfolk Independent Care	John Bacon	
Norfolk & Norwich University Hospital NHS Trust	Mark Davies	John Fry
Norfolk & Suffolk NHS Foundation Trust	Julie Cave	Gary Page
Queen Elizabeth Hospital NHS Trust	Jon Green	Edward Libbey

* Denotes statutory member

Questions by the public at the Health and Wellbeing Board

1. How to ask a question

A question must be put in writing and in advance:

- a) **At least 2 working days' notice** of the question is given in writing to the Head of Democratic Services; e.g. by 5pm on the Friday preceding the Health and Wellbeing Board meeting on a Wednesday

Or

- b) If the question relates to **urgent matters**, and it has **the consent of the chairman** to whom the question is to be put, and the content of the question is given to the Head of Democratic Services **by 4pm on the day before the meeting**.

2. Who may ask a question and about what

A person resident in Norfolk, or who is a non-domestic ratepayer in Norfolk, or who pays Council Tax in Norfolk, may ask at a public meeting of the Health and Wellbeing Board through the Chairman any question within the terms of reference of the Health and Wellbeing Board about a matter for which the Board has collective responsibility or particularly affects the Board. This does not include questions for individual Board members where responsibility for the matter sits with the individual organisation.

3. Rules about questions

- a) **Number of questions** - At any public Health and Wellbeing Board meeting, the number of questions which can be asked will be limited to one question per person plus a supplementary. No more than one question plus a supplementary may be asked on behalf of any one organisation. No person shall be entitled to ask in total under this provision more than one question, and a supplementary, to the Health and Wellbeing Board in any six month period.
- b) **Other restrictions** - Questions are subject to a **maximum word limit** of 110 words. Questions that are in excess of 110 words will be disqualified. **The total time for public questions will be limited to 15 minutes**. Questions will be put in the order in which they are received
- c) **Supplementary questions** - One supplementary question may be asked without notice and should be brief (fewer than 75 words and take less than 20 seconds to put). It should relate directly to the original question or the reply. The Chairman may reject any supplementary question s/he does not consider compliant with this requirement.

4. Response

The Chairman shall exercise his/her discretion as to the response given to the question and any supplementary.

Not attending - If the person asking the question indicates they will not be attending the Board meeting, a written response will simply be sent to the questioner.

Attending - If the person asking the question has indicated they will attend, response to the questions will be made available at the start of the meeting and copies of the questions and

answers will be available to all in attendance. The responses to questions will not be read out at the meeting.

Supplementary question - The Chairman may give an oral response to a supplementary question or may require another Member of the Board or Officer in attendance to answer it. If an oral answer cannot be conveniently given, a written response will be sent to the questioner **within seven working days** of the meeting.

Written response - If the person who has given notice of the question is not present at the meeting or if any questions remain unanswered within the 15 minutes allowed for questions, a written response will be sent **within seven working days** of the meeting.

5. Rejection of a question

The Head of Democratic Services may reject a question if it:

(a) Is not about a matter for which the Board has collective responsibility or particularly affects the Board;

(b) Is defamatory, frivolous or offensive or has been the subject of a similar question in the last 6 months or the same as one already submitted under this provision;

(c) Requires the disclosure of confidential or exempt information, as defined in the Council's Access to Information Procedure Rules