

Health and Wellbeing Board - Terms of Reference

1. Purpose and Remit of the Group

- a. To provide overall guidance and direction on policy issues and outcomes.
- b. To agree draft outcomes, which for the Health & Well Being Board are:
 - 1. Respond to the health needs and priorities identified for the borough.
 - 2. Act as the central coordinating body for health improvement across the borough.
 - 3. Engage in partnership working throughout the borough based on clarity of the roles and responsibilities of the different organisations .
 - 4. Encourage residents to choose a healthy lifestyle and stay healthy by utilising existing council facilities and services.
- c. To review the progress in delivering these outcomes.
- d. To act as a sounding board for the officers.
- e. To give guidance on solutions that will resolve any inconsistencies in policy or outcomes.
- f. To ensure that the outcomes are achieved

2. Membership

- a. 8 members will be appointed to the Board at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Board, wherever possible, will reflect the political representation of the Council as a whole.

3. Accountability and Duration

- a. As a minimum, the Lead Officer will meet with the Chairman of the Board at least two weeks prior to the Board meeting
- b. The Chairman of the Working Group is Councillor John Boyce
- c. The Lead Officer is the Head of Community
- d. It is expected that the Board will exist for at least the 2014/15 municipal year

- e. The Board will report to Service Delivery Committee at least twice each municipal year.
- f. The Board will cease when the outcomes have been completed.

4. Working Methods

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting.
- b. These terms of reference will be reviewed, and if necessary, updated at least annually.
- c. The minutes of the meeting will be provided to the Chairman of the Board in a timely manner.
- d. An action list will be drawn up following the meeting and provided to the Chairman with the minutes.