



Report of: **Assistant Chief Executive (Governance and HR)**

Meeting of	Date	Agenda Item	Ward(s)
Health and Wellbeing Board	3 July 2013	Item 5	All

Delete appropriate	as	Exempt	Non-exempt
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## Subject: **Health and Wellbeing Board Governance**

### 1. **Synopsis**

- 1.1 The arrangements for governance of the Board were confirmed at the meeting of the Council on 26<sup>th</sup> March 2013 when the Board was formally established.
- 1.2 This report introduces a short protocol which covers various issues related to the conduct of business and the management of meetings, and also deals with membership, voting rights, the appointment of substitute members and dates of future meetings.

### 2. **Recommendations**

- 2.1 To adopt the Health and Wellbeing Board protocol, subject to review in 12 month's time.
- 2.2 To note the current membership of the Board for the 2013/14 year and to confirm the appointment of substitute members.
- 2.3 To consider the proposed voting arrangements and decide whether the Board wishes to put forward any views to the Council.

### **3. Background**

- 3.1. At its meeting on 26 March 2013 the Council formally established the Health and Wellbeing Board as a committee of the Council with the terms of reference and membership set out in the annexe to the attached draft protocol. The Board has operated in shadow form since October 2011.
- 3.2. The Board considered a report concerning future governance at its meeting on 20<sup>th</sup> March 2013 and noted some minor changes that were subsequently approved by Council in line with newly issued regulations.

### **4. Membership of the Board**

- 4.1 The current membership of the Board is set out in the annexe to the draft protocol. Named substitute members may attend formal Board meetings in the absence of the appointed members if properly appointed and subject to the agreement of the Chair. One substitute can be appointed for each member.
- 4.2 At its Annual Meeting held on 16 May 2013 the Council appointed the following substitute members of the Board:

#### Councillor Substitutes

Councillor Convery  
Councillor Murray  
Councillor Sidnell

#### Clinical Commissioning Group Substitutes

For Alison Blair and Martin Machray: Paul Sinden (Director of Commissioning)  
For Dr Gillian Greenhough and Dr Jo Savage: Katie Coleman (Clinical Vice Chair of the CCG)  
For Anne Weyman: Sorrel Brooks (Lay Member)

- 4.3 If any other substitutes are nominated these will be reported to the Council for formal appointment.

### **5 Voting Arrangements**

- 5.1 It was agreed by the Council at its 26 March meeting that all initial members of the Board should have voting rights other than the holder of the CCG Director of Quality and Integrated Governance post and the representative of NHS England who are additional to the original shadow board membership. Named deputies appointed as substitutes for voting members of the Board would also be able to vote. It is however proposed that any additional members that might in future be appointed to the Board should be non-voting.
- 5.2 As the Council is required to consult the Board before making a direction about voting, the Board is invited to consider whether it wishes to express any views to the Council on the voting arrangements.

## 6. Dates of Future Board Meetings

The following dates are proposed for formal meetings of the Board in the remainder of the current municipal year:

10 October 2013

15 January 2014

12 March 2014

(NB All meetings from 1pm til 3pm).

## 7. Implications

### Financial Implications

There are no financial implications arising directly from this report.

### Legal Implications

These are contained in the body of the report.

### Equalities Impact Assessment

There are no equalities implications arising directly from this report.

### Environmental Implications

There are no environmental implications arising directly from this report.

### Background papers:

None.

### Attachments:

Appendix – Extracts from the Constitution

### Final Report Clearance

Signed by

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Assistant Chief Executive (Governance and HR)

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Date

Received by

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Head of Scrutiny and Democratic Services

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Date

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