

Birmingham Health and Wellbeing Board

DRAFT Terms of Reference: Executive Board

Overview

The Birmingham Health and Wellbeing Board is a statutory board established under the Health and Social Care Act 2012. It is also a formal sub-committee of the Cabinet of Birmingham City Council. It has a responsibility to provide a forum for leaders in the health and care system to convene and work jointly to reduce health inequalities and support the integration of services.

Purpose

To better facilitate the responsibilities of the Health and Wellbeing Board, an Executive Board has been established to support the streamlining of decision making by the Health and Wellbeing Board. This Executive Board will consider papers on behalf of, make recommendations to, the full Health and Wellbeing Board.

The Executive Board will allow the Health and Wellbeing Board to allocate more time to major strategic decisions and thematic discussions.

Frequency and Structure of Meetings

There are six annual meetings of the Birmingham Health and Wellbeing Board, which occur every other month. Five of these are full Board meetings and one is an annual development session.

Accordingly, the Executive Board will meet six times a year, approximately six weeks before the scheduled date for the Health and Wellbeing Board meeting. The Executive Board will receive an agenda and papers at least five working days prior to its meeting. The Executive Board can also meet on an extraordinary basis if requested by two or more of the members. If so, Executive Board members will be given at least five working days' notice.

The Executive Board will not be conducted in public. The papers and recommendation summaries from the Executive Board will be published in the subsequent reports to the Health and Wellbeing Board for decision-making and approval.

Recommendation summaries will include:

1. A recommendation from the Executive Board on a particular item
2. A short rationale behind the recommendation
3. A summary of members present at the Executive Board and the date of the meeting
4. A reference to the papers and/or evidence that was considered (these will be published at the full Health and Wellbeing Board as appendices)

If there are no items to be considered by the Executive Board, they will not be required to meet before a full Health and Wellbeing Board meeting.

Scope

The Executive Board will consider reports on behalf of, and make recommendations to, the Health and Wellbeing Board. Items to be discussed by the Executive Board will include statutory and non-priority items. Examples can be found in Appendix 1. The agenda of the Executive Board, and therefore the triaging of reports, will be determined by the Chair of the Health and Wellbeing Board in line with these Terms of Reference.

Membership

The membership of the Executive Board will contain full members of the Health and Wellbeing Board, including those with named positions. The membership is stated below:

- Chair of the Health and Wellbeing Board (also the Cabinet Member for Health & Social Care at Birmingham City Council)
- Vice Chair of the Health and Wellbeing Board
- Opposition Spokesperson on Health and Social Care
- A representative from the local Healthwatch
- Two representatives from Birmingham and Solihull Integrated Care System
- The Director of Public Health
- The Director of Adult Social Care
- The Director of Children's Social Services

This list excludes representatives from West Midlands Police, Department for Work and Pensions, Academic institutions, Birmingham Chamber of Commerce, and community and voluntary sector organisations who are otherwise members of the full Health and Wellbeing Board. However, members of the full Health and Wellbeing Board can request to attend Executive Board meetings.

Quorum

The Executive Board will be quorate with the Chair or Vice-Chair, at least one elected member, and three other statutory members of the Health and Wellbeing Board listed above (i.e. minimum of four people) in attendance.

Voting

Each member of the Executive Board will have one vote on any items to be approved. These votes will be non-binding as all decisions that require approval from the full Health and Wellbeing Board will be presented for approval there.

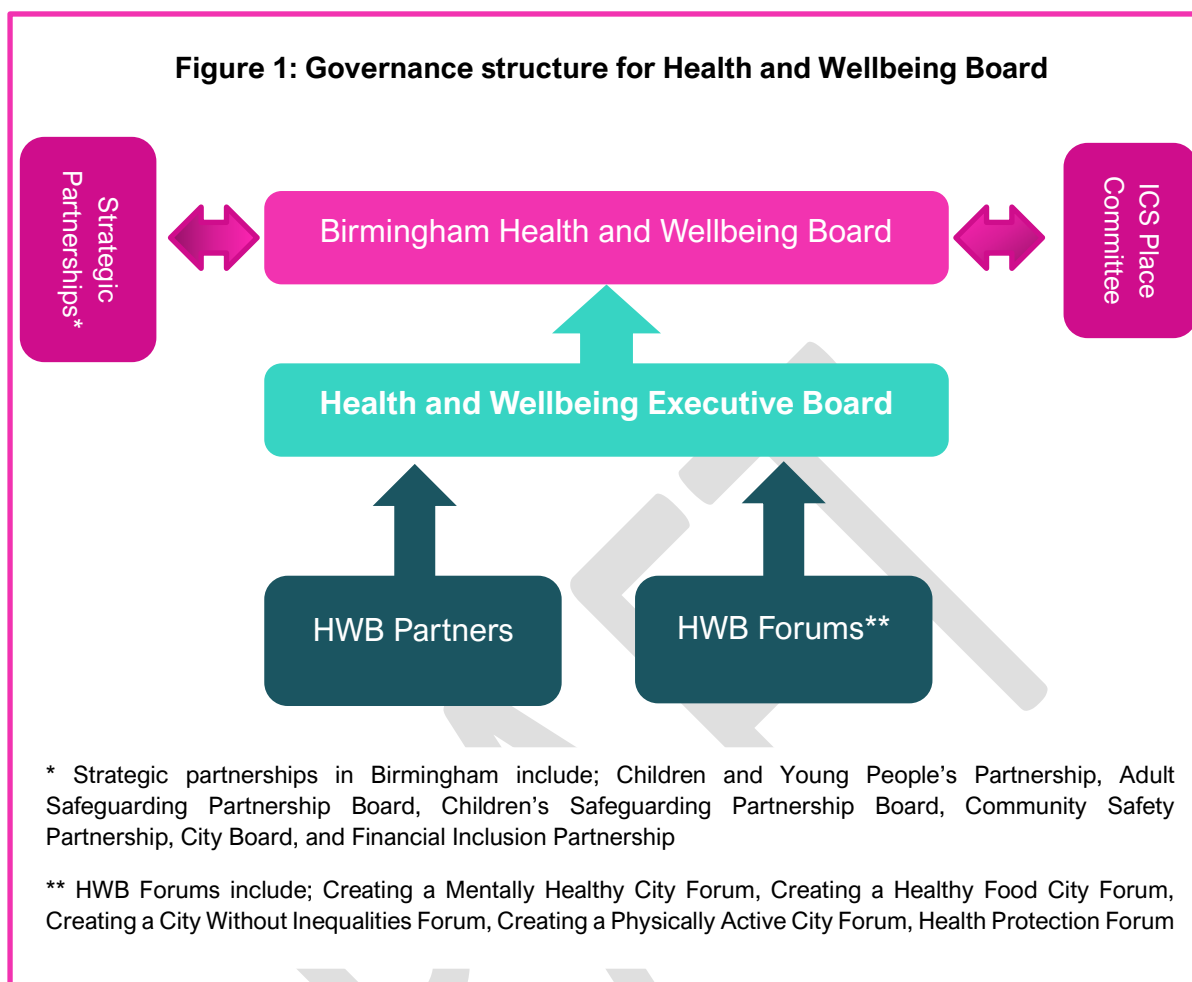
The Executive Board will be supported by officers from Public Health Governance Team. Other attendees will be permitted at the discretion and agreement of the Chair.

Substitutes

Members of the Executive Board may send substitutes in their place when they are otherwise unavailable. Supporting officers for the Executive Board must be notified of a substitution at least 2 working days before the meeting is scheduled. Notifications should be sent to the email address below:

HWBoard@birmingham.gov.uk

Executive Board Arrangements



Date of Approval/Next Review

The governance, membership and Terms of Reference of the Executive Board will be reviewed on an annual basis and agreed at the first meeting of the municipal year (July) for the Health and Wellbeing Board.

Appendix 1: Examples of appropriate items for HWB Executive Board

Statutory Items	Non-priority items
<ul style="list-style-type: none">• Joint Strategic Needs Assessment Process, Development and Reports• Pharmaceutical Needs Assessments, including supplementary statements• Director of Public Health Annual Report• 'Better Care Fund' End of Year Report• Requests for changes to the HWB Terms of Reference, including membership	<ul style="list-style-type: none">• Updates on Indicator Dashboard for JHWB Strategy• Written updates from HWB Forums• Terms of Reference changes for HWB Forums• JHWB Strategy Annual Reviews