

# Birmingham Health and Wellbeing Board – Executive Board Terms of Reference and Operating Model

# Background

- At the previous Health and Wellbeing Board Development Day (May 2023), members gave feedback about the amount of time available for discussion and the number of items (and papers) at meetings.
- Suggestions were made to establish an Executive Board to provide the whole board membership with more space and time for strategic discussion and thematic agenda items.
- A Terms of Reference was presented to Health and Wellbeing Board in September 2023.
- Health and Wellbeing Board agreed to establish the Executive Board but review its progress and impact after six months.

# Terms of Reference (Summary)

- To better facilitate the responsibilities of the Health and Wellbeing Board, the Executive Board has been established to support the streamlining of decision making by the Health and Wellbeing Board.
- The 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.**

# Terms of Reference (Summary) cont.

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:

- A recommendation from the Executive Board on a particular item
- A short rationale behind the recommendation
- A summary of members present
- 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.

# Recommendation Summaries

Item	Recommendation	Rationale	Members present
2. Executive Board Introduction – ToR and Operating Model			
3. Better Care Fund Q2 Report			
4. Pharmaceutical Needs Assessment (PNA) Update			

# Executive Board Operating Model

1. Papers that have been received for Full Board meeting (based on HWB Forward Plan/ Work Programme) are collated and shared with Chair and Vice Chair.
2. Papers finalised for Full Board meeting.
3. As the agenda is agreed for Full Board, it is also agreed for the following Executive Board.
4. Papers published in advance of Full Board meeting on CMIS.
5. Any actions or matters following the Full Board can be added to the Executive Board agenda.
6. Executive Board papers circulated at least 5 working days before the meeting.
7. Summary of discussion and actions from Executive Board are included in the draft HWB papers.



# Reviewing the Executive Board

- Health and Wellbeing Board agreed to establish the Executive Board but review its progress and impact after six months. This includes the governance, membership and Terms of Reference.
- The Board has also agreed to undertake at least one **HWB development session** annually, with the next one provisionally scheduled for May 2024.
- Health and Wellbeing Board members will also have an opportunity to provide ongoing feedback following each meeting (Full Board and Executive Board).
- Provide feedback on today's meeting here: [Birmingham Health and Wellbeing Board - Executive Board Meeting Feedback \(December 2023\)](#)