

	<b>Agenda Item: Executive Board Paper</b>
<b>Report to:</b>	<b>Birmingham Health &amp; Wellbeing Board – Executive Board</b>
<b>Date:</b>	<b>18 December 2023</b>
<b>TITLE:</b>	<b>Executive Board Terms of Reference and Operating Model</b>
<b>Organisation</b>	<b>Health and Wellbeing Board</b>
<b>Presenting Officer</b>	<b>Aidan Hall</b>

<b>Report Type:</b>	<b>Information</b>
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**1. Purpose:**

1.1. To update the Executive Board on the proposed approach to supporting Health and Wellbeing Board.

**2. Implications (tick all that apply):**

Creating a Bolder, Healthier, City (2022-2030) – Strategic Priorities	Closing the Gap (Inequalities)	<input type="checkbox"/>
	Theme 1: Healthy and Affordable Food	<input type="checkbox"/>
	Theme 2: Mental Wellness and Balance	<input type="checkbox"/>
	Theme 3: Active at Every Age and Ability	<input type="checkbox"/>
	Theme 4: Contributing to a Green and Sustainable Future	<input type="checkbox"/>
	Theme 5: Protect and Detect	<input type="checkbox"/>
	Getting the Best Start in Life	<input type="checkbox"/>
	Living, Working and Learning Well	<input type="checkbox"/>
	Ageing and Dying Well	<input type="checkbox"/>
Joint Strategic Needs Assessment		<input type="checkbox"/>

**3. Recommendation (For Executive Board)**

3.1. Note and support the terms of reference and operating model for the Executive Board.

**4. Report Body**

- 4.1. Health and Wellbeing Board (HWB) is committed to continuous improvement to improve the health and well-being of Birmingham's communities. This includes additional sessions and meetings as appropriate.
- 4.2. 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.
- 4.3. 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 (Appendix 1) was presented to Health and Wellbeing Board in September 2023.
- 4.4. 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.
- 4.5. The Executive Board will consider papers on behalf of, make recommendations to, the full Health and Wellbeing Board. An operating model for how this will work in practice is included in Appendix 2.
- 4.6. Fundamentally, this Executive Board will allow the Health and Wellbeing Board to allocate more time to major strategic decisions and thematic discussions.
- 4.7. Health and Wellbeing Board agreed to establish the Executive Board and review its progress and impact after six months.

## 5. Compliance Issues

### 5.1. HWBB Forum Responsibility and Board Update

5.1.1. None

### 5.2. Management Responsibility

5.2.1. The Health and Wellbeing Board is responsible for its continuous improvement and development.

5.2.2. Governance support will be led by the Service Lead (Governance) with oversight from the Director of Public Health.

## 6. Risk Analysis

Identified Risk	Likelihood	Impact	Actions to Manage Risk
Lack of engagement and buy-in to the proposed changes	Low	High	The proposed changes are the result of feedback from Board Members. Members are receiving feedback and the proposed action plan for comment and discussion before formal agreement.

<b>Appendices</b>
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Appx 1 - Executive Board Terms of Reference
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Appx 2 – Terms of Reference and Model – Summary Presentation
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The following people have been involved in the preparation of this board paper:  
Aidan Hall, Service Lead (Governance) Public Health, Birmingham City Council