

Milton Keynes Health and Wellbeing Board

Terms of Reference

1. Introduction

Health and Wellbeing Boards are a key component of the Health and Social Care Act 2012 and are statutory bodies. Constituted as a committee of Milton Keynes Council, the Health and Wellbeing Board is a Partnership Board. Acting as a key forum for leaders in health and social care they are designed to ensure an integrated and co-ordinated approach across NHS, social care and public health services in Milton Keynes. The Milton Keynes Health and Wellbeing Board (The Board) will:

- Ensure strong democratic legitimacy and involvement
- Enhance working relationships between health and social care
- Develop more integrated commissioning of services
- Strong service delivery that addresses the need to provide additional resources across the deprivation gradient with the aim of reducing health inequalities.

The Board has a role in bringing together Milton Keynes Council and Milton Keynes Clinical Commissioning Group to develop a shared understanding of health and wellbeing needs. It will involve local people, service providers and communities in forming strategic commissioning decisions. It will drive local commissioning to fulfill the ambition of improved local health and social care provision.

2. Key Functions

- To assess the strengths and needs of the local population through the Joint Strategic Needs Assessment and the Public Health Report recommending both to Milton Keynes Council's Cabinet and the Milton Keynes Clinical Commissioning Group.
- To ensure a Joint Health and Wellbeing Strategy is agreed as the strategic framework for the development of commissioning plans for health services, social care, public health and other services the Board considers appropriate.
- To ensure an integrated approach to commissioning is established, including the promotion of joint commissioning and pooled budget arrangements where appropriate.
- To promote integrated provision and the joint working of the NHS, public health, social care services and partners

- To provide assurance to the NHS Commissioning Board on how the Milton Keynes Clinical Commissioning Group has contributed to the delivery of the Joint Health and Wellbeing Strategy
- To provide similar assurance to the NHS Commissioning Board on how Milton Keynes Council has contributed to the delivery of the Joint Health and Wellbeing Strategy
- To oversee and formally comment on NHS commissioning plans to ensure they take account of the Joint Health and Wellbeing Strategy, referring back to the Clinical Commissioning Group or the NHS Commissioning Board where they do not.
- Advise the NHS Commissioning Board over the authorisation of the Milton Keynes Clinical Commissioning Group.

The Board will:

- Ensure that all Partners are kept informed of progress
- Ensure robust governance arrangements are in place
- Consider and comment on the health and wellbeing issues arising from key partnerships (e.g. Children and Families Partnership, Responsible Authorities Group, Strategic Housing Partnership etc) and ensures they are reflected in the Joint Health and Wellbeing Strategy and subsequent commissioning plans.
- Consider and comment on HealthWatch plans and Annual Report
- Ensure equality, diversity needs and safeguarding issues are addressed and fully incorporated in the development of the Joint Health and Wellbeing Strategy and subsequent commissioning plans.
- Ensure Issues relating to adults and children's safeguarding are reflected in commissioning plans
- Ensure robust performance and quality monitoring measures are in place with regard to the implementation and outcomes for *the Joint Health and Wellbeing Strategy*
- Ensure it is informed by innovation and sustainable best practice across health and social care which is then incorporated into commissioning plans.

4. Governance

4.1 Core Members

- Six councillors from Milton Keynes Council, (2 from each of the main parties) one of whom is Cabinet Member for Adult Social Care, Health and Wellbeing who will be the Chair, and one of whom is Cabinet Member for Children, Young People and Life Long Learning
- Two representatives from Milton Keynes Clinical Commissioning Group, one of whom will be the Vice Chair
- Statutory Director of Adult Social Services
- Statutory Director of Children's Services
- Director of Public Health
- A local Healthwatch representative
- A Civil Society Organisation representative
- A representative from the planned Integrated Care Organisation

In attendance

(For example) Assistant Director Joint Commissioning

By invitation

(For example):

Service Providers

Expert witnesses

NHS Commissioning Board

Other Public Sector Services (Probation, Police etc)

Voluntary and Community Sector representatives as appropriate

Youth Cabinet

4.2 Meetings

The Board will meet a minimum of 4 times a year and be administratively supported by the Milton Keynes Council. Meetings will be held in public except where confidential information is likely to be disclosed, and the meeting or part of the meeting is therefore held in private. Every effort will be made to facilitate public attendance.

4.3 Attendance

If a member is unable to attend a meeting then they are encouraged to submit their views to be tabled. Substitutions are acceptable at the Board meetings.

4.4 Conduct of Meetings

Meetings are conducted in accordance with procedural rules applicable to Milton Keynes Council Committees

4.5 Quorum

The quorum for the Board will comprise of 5 members

4.6 Voting

Core members will have the right to vote

Invitees will not have the right to vote

4.7 Measuring success

The Board will hold itself to account and demonstrates progress over time against their agreed priorities.

A national self assessment tool is still in the early design stages but when available, the Board will have an opportunity to “road-test” and refine it and decide on its suitability.

4.9 Work programme

Arrangements will be made for the establishment of groups to support the work of the Board comprising a range of stakeholders including providers. The groups will report periodically to The Board.

Agendas for the Board are planned

5. Communications and Engagement

The Board will communicate and engage with local people in how they can achieve the best possible quality of life and be supported to exercise choice and control over their personal health and wellbeing.

In support of this the Board will:

- Develop and implement a Communication and Engagement strategy for the work of the Board, including how the Board will be influenced by stakeholders and the public, including hard to reach groups and how the Board will discharge the specific duties with respect to consultation and engagement on service changes.
- Represent Milton Keynes in relation to health and wellbeing issues at local, sub regional, national and international level, influencing and negotiating on behalf of members of the Board and working closely with HealthWatch.
- Discuss issues of mutual interest and concern, including key cross cutting issues, gathering and sharing examples of good practice.