

York Health and Wellbeing Board

Induction Information for Health and Wellbeing Board Members

Edition 1

October 2018

Contents

Welcome from the Chair and Vice-Chair of the Health and Wellbeing Board	3
Context.....	5
Why do we have a Health and Wellbeing Board?	5
Principal statutory responsibilities of the Health and Wellbeing Board	5
1. To produce a Joint Strategic Needs Assessment.....	5
2. To produce a Joint Health and Wellbeing Strategy.....	6
3. To promote greater integration and partnership working	7
4. To produce a Pharmaceutical Needs Assessment (PNA)	7
Other useful information.....	7
Further reading	7
Roles and Responsibilities	8

Welcome from the Chair and Vice-Chair of the Health and Wellbeing Board

We are delighted to welcome you to the York Health and Wellbeing Board; whether you are an existing member or have recently joined us; please read through this first edition of the Health and Wellbeing Board induction information document.

We hope this will be a useful tool both now and in the future. Updates will be sent to you when changes are made to the content. It contains a variety of information that you may need to refer to in your role as a Health and Wellbeing Board member.

The Health and Wellbeing Board sets the strategic vision and direction for health and social care in the city and has a number of statutory responsibilities which are explained in more detail throughout this document. A number of useful links are also included so that you can easily access key documents and other useful information connected to the role of Health and Wellbeing Boards.

We meet formally four times a year and our meetings are webcast and also open to members of the public to attend. We usually focus each of the meetings around one of the themes in the [Joint Health and Wellbeing Strategy 2017-2022](#); but we also have to consider additional items to ensure we respond in a timely manner to national and local requirements.

Please familiarise yourself with the Joint Health and Wellbeing Strategy 2017-2022 and if you have any questions or would like any further information please contact the Health and Wellbeing Partnership's Co-ordinator:

tracy.wallis@york.gov.uk

In between the formal meetings we hold workshops to informally discuss issues in greater depth, at which specialists in the topic being considered may be invited to contribute. We hope you will prioritise attendance at the workshops so that as a partnership we can work through some of the more complex issues that impact the residents in our city and the health and social care system as a whole.

We also regularly review our governance arrangements and ways of working to ensure that we remain focused.

The environment we work in is changing rapidly and we hope we can continue to work in partnership to effectively fulfil our statutory responsibilities and do the best for the residents of our city.

We would also like to offer the opportunity to all Health and Wellbeing Board members and substitutes to meet with the Chair should they wish to do so. Alternatively, board members can contact the Health and Wellbeing Partnerships Co-ordinator about any aspect of the board's work.



Carol Runciman

Councillor Carol Runciman

Chair of the York Health and Wellbeing Board



Nigel Wells

Dr Nigel Wells

Vice Chair of the Health and Wellbeing Board

Context

Why do we have a Health and Wellbeing Board?

The Health and Social Care Act 2012 requires all top tier local authorities to have a Health and Wellbeing Board as a Committee of their Council.

Whilst it is a formally constituted Committee of the Council in terms of governance it is a partnership and legislation sets out a minimum membership of:

- at least one council elected member
- at least one representative from each CCG in the area
- directors of adult social services, children's services and public health
- a representative from local Healthwatch
- a representative of NHS England when required.

In York we have expanded this membership to include:

- The Police
- Independent Care Group
- Acute Trust
- Mental Health Provider
- Voluntary Sector

The full Terms of Reference can be found [here](#).

Principal statutory responsibilities of the Health and Wellbeing Board

1. To produce a Joint Strategic Needs Assessment

Joint Strategic Needs Assessments (JSNA) are assessments of the current and future health and social care needs of the local population. In York this is solely a web based document. In depth pieces of work are also undertaken into specific topic areas; these are available on the JSNA website

Please familiarise yourself with the York [JSNA](#) and if you have any questions or would like any further information please contact:

Jennifer.saunders@york.gov.uk

2. To produce a Joint Health and Wellbeing Strategy

To set out how the needs in the JSNA will be addressed through a **Joint Health and Wellbeing Strategy** that offers a strategic framework in which Clinical Commissioning Groups, local authorities and NHS England can make their commissioning decisions

York's second [Joint Health and Wellbeing Strategy](#) was published in March 2017 and runs until 2022. It contains four main themes, each led by a Health and Wellbeing Board member:

➤ **Mental health and wellbeing**

Lead Health and Wellbeing Board members: Locality Director: York and Selby; Tees, Esk and Wear Valleys NHS Foundation Trust

➤ **Starting and growing well**

Lead Health and Wellbeing Board member: Interim Corporate Director for Children, Education and Communities, City of York Council

➤ **Living and working well**

Lead Health and Wellbeing Board member: Director of Public Health for the City of York

➤ **Ageing well**

Lead Health and Wellbeing Board member: Director of Public Health for the City of York (on an interim basis)

Additionally the Joint Health and Wellbeing Strategy highlights the need to focus on early intervention, prevention and reducing demand on statutory services.

As well as the lead Health and Wellbeing Board members, a number of groups and partnerships across the city work to deliver the strategy on the Health and Wellbeing Board's behalf. Regular updates are brought to the formal meetings.

3. To promote greater integration and partnership working

This includes promoting joint commissioning, integrated provision and pooled budgets. There are various ways this can happen but one key conduit is via the [Better Care Fund](#).

4. To produce a Pharmaceutical Needs Assessment (PNA)

This is produced once every three years. [PNAs](#) consider whether pharmacies are in the right places and delivering the right services to meet the health needs of local residents.

Other useful information

- [Heath and Wellbeing Board page](#) on City of York Council website: this is a quick link to most of the documentation set out above. It also includes links to HWBB Annual Reports, seasonal newsletters and other strategies.
- Health and Wellbeing Board [formal meeting dates, minutes and agendas](#)
- [Health and Wellbeing Board webcasts of meetings](#)

Further reading

1. The Local Government Association have undertaken a longitudinal review of health and wellbeing boards and produced the following four reports:
 - [Great Expectations \(April 2014\)](#);
 - [Stick With It! \(February 2015\)](#);
 - [The Force Begins to Awaken \(March 2016\)](#);
 - [The Power of Place \(April 2017\)](#).
2. A recent research study entitled evaluating the leadership role of health and wellbeing boards as drivers of health improvement and integrated care across England has recently been completed and the [final report](#) is now available.
3. Public Health England – [Local Authority Health Profiles for Yorkshire and the Humber](#) – July 2018

Roles and Responsibilities

All members of the Health and Wellbeing Board will be expected to:

- **Ensure** that when acting as a member of the Health and Wellbeing Board they **adhere** to the same [code of conduct](#) as Councillors
- **Represent** and **speak** on behalf of their organisation or sector
- Be **accountable** to their organisation or sector when participating in the Health and Wellbeing Board
- Ensure their organisations/sector are kept informed of Health and Wellbeing Board business and that information from their organisation/sector is reported to the Health and Wellbeing Board
- **Support** the agreed majority view when speaking on behalf of the Health and Wellbeing Board to other parties
- **Attend** Health and Wellbeing Board meetings and workshops or ensure a named deputy is briefed when attending on their behalf
- **Declare** any conflicts of interest should they arise
- **Read** agenda papers prior to meetings so that they are ready to contribute and discuss Health and Wellbeing Board business
- **Work collaboratively** with other board members in pursuit of Health and Wellbeing Board business
- **Ensure** that the Health and Wellbeing Board adheres to its agreed terms of reference responsibilities
- **Listen** and respect the views of fellow board members
- **Be willing** to take on special tasks or attend additional meetings or functions to represent the Health and Wellbeing Board