

DRAFT FOR DISCUSSION

Wirral Health and Wellbeing Board

Memorandum of Understanding

March 2013

Version 2

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Memorandum of Understanding

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Foreword

The purpose of this Memorandum of Understanding is to ensure that the structure and governance arrangements of the Wirral Health and Wellbeing Board provide an effective and transparent framework with clarity of roles and responsibilities and that effective use is made of public resources for the benefit of local people.

Councillor Phil Davies
Chair

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Wirral Health and Wellbeing Board - Memorandum of Understanding

1.0 Introduction

- 1.1 Under the Health and Social Care Act, 2012 all upper tier and unitary local authorities in England will take on a new duty to take such steps as they considers appropriate for improving the health of the population of their area. An important step in exercising this duty is the establishment of a Health and Wellbeing Board as a statutory committee of the Council.

The Health and Wellbeing Board has a prescribed core membership but is free to operate with a wider constituency to promote the health and wellbeing of its area. This Memorandum establishes the Wirral Health and Wellbeing Board arrangements for governance, integrated working, joint planning and accountabilities in order to deliver improved outcomes for the health and wellbeing of local people.

2.0 Statement of Commitment

- 2.1 The member organisations of Health and Wellbeing Board are committed to working together at every level to improve the quality of life and wellbeing of the residents of Wirral.

3.0 Vision and mission of the Wirral Health and Wellbeing Board

- 3.1 The vision of the Wirral Health Wellbeing Board is to enable local people to live healthy lives, tackle health inequalities and increase wellbeing in the communities and people of Wirral
- 3.2 The mission of the Wirral Health and Wellbeing Board is to work across professional and agency boundaries to drive innovation make a difference to the health and wellbeing of local people by;
- agreeing priorities and actions to reduce health inequalities and promote health and wellbeing
 - developing a Health and Wellbeing Strategy
 - developing a framework for the effective performance monitoring of the Health and Wellbeing Strategy
 - discussing and evaluating joint performance

4.0 Partnership Principles

- 4.1.1 Members agree to work together actively to achieve the vision and mission of the Wirral Health and Wellbeing Board on the basis of the following values, which will be reflected in Board members behaviour and decision making framework.
- putting local people first in everything we do, putting the needs of local people and communities before organisational boundaries
 - valuing excellence and professionalism wherever it is found

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- mutual trust and respect – valuing each person as an individual, taking what others have to say seriously
- being honest about our point of view and what we can and cannot do
- creative and innovative solutions to problems
- removal of barriers to equality of access and opportunity

5.0 Governance and Accountability Arrangements

- 5.1 The Wirral Health and Wellbeing Board requires each partner agency to retain full responsibility for its statutory duties and functions at all times and allows for these duties and functions to be carried out through a system of joint planning and commissioning.
- 5.2 The Board will take responsibility for setting the strategic direction for action to tackle health inequalities and promote health and wellbeing. This includes setting priorities, joint planning, alignment of resources at strategic level and agreeing service models based on service performance and agreed service specifications.
- 5.3 The Board is committed to working with other strategic partnerships in the borough e.g. Wirral Children's Trust, Wirral Clinical Commissioning Group to ensure activity is aligned to deliver effective partnership working.
- 5.4 Members of the Wirral Health and Wellbeing Board remain accountable to their own organisation and will be responsible for ensuring that approval for all decisions made by the Board is gained from their organisation as appropriate. It is recognised that there are different levels of accountability and risk for individual agencies and organisations.

6.0 Decision Making

- 6.1 Each partner agency accepts collective responsibility for all decisions made by the Board, within the context of their own organisations accountability framework. All decisions will be transparent and informed by open debate, advice, performance reporting and analysis, best practice, risk assessment and option appraisal.
- 6.2 Decision making will be by consensus, wherever possible, but if a consensus cannot be reached, decisions will be taken on a simple majority of those present and voting will be by a show of hands. In the event of a tied vote, the person chairing the meeting may exercise a second or casting vote.
- 6.3 Task and finish groups will be responsible for providing advice to the Board to support the decision-making processes.

7.0 Challenge Process

- 7.1 In exercising collective responsibility for all decisions made by the Board each partner agency will be open to challenge and scrutiny through the formal processes of the accountable body (the Council) and of the other agencies.

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- 7.2 Progress on the delivery of the Wirral Health and Wellbeing Strategy will be performance managed by the Board and an annual review will be published which is open to challenge by any interested party.

8.0 Partner Roles and Responsibilities

- 8.1 The Local Authority (Council) is responsible for leading the Wirral Health and Wellbeing Board and the Council in the improvement of outcomes for all local people. In this respect the Council is the accountable body for the Wirral Health and Wellbeing Board. The Health and Wellbeing Board is responsible for the development and implementation of the Health and Wellbeing Strategy as the single agreement between the board members on priorities and actions to improve the health and wellbeing of local people.
- 8.2 National Health Service commissioning organisations are responsible for ensuring that health provision meets the identified needs of local people. Partner health organisations are responsible for ensuring health provision is aligned to the priorities agreed in the Health and Wellbeing Strategy.
- 8.3 The Voluntary Community and Faith Sector has a significant expertise in the delivery of services and in engaging local people in identifying needs, innovative service models and commissioning priorities. The Voluntary Community and Faith Sector representation is responsible for informing the Wirral Health and Wellbeing Board on these areas of expertise and for ensuring the sector has a voice in identifying priorities and actions in the Health and Wellbeing Strategy.

9.0 The Scope of Involvement

- 9.1 The Wirral Health and Wellbeing Board will demonstrate clear links to the Local Strategic Partnership (LSP) and other strategic partnerships e.g. Wirral Children's Trust to ensure that strategies are not fragmented and that different services share priorities and thinking.
- 9.2 The views of local people are at the centre of strategic planning and service design. The Wirral Health and Wellbeing Board will ensure ongoing high quality consultation with local people is undertaken to empower and engage the wider community. Specific consultation will be carried out during the preparation of the Health and Wellbeing Strategy.

10.0 Leadership

- 10.1 Each Board member will act on behalf of their organisation as an ambassador for to promote the health and wellbeing of the people of Wirral locally, regionally and nationally. Board members will take responsibility for ensuring the agreed actions are carried out and their agency/sector is fully informed about the work of the Wirral Health and Wellbeing Board and engaged in the delivery of the Health and Wellbeing Strategy.

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11.0 Performance Management

- 11.1 Each member of the Board will take full responsibility and accountability for the delivery of the outcomes agreed for the Health and Wellbeing Strategy.
- 11.2 The Board will review progress in achieving improved outcomes on a regular basis. Management information reports will inform the Board of the progress being made in achieving the outcome measures set out in the Health and Wellbeing Strategy.

12.0 Information Sharing

- 12.1 The Board will ensure that information sharing protocols are designed to enable intelligence gathering for effective needs analysis to be carried out on a continuous basis

13.0 Risk Assessment

- 13.1 Risks associated with the delivery of the Health and Wellbeing Strategy will be managed by the Public Health Team and escalated to the Board for formal assessment when necessary.

14.0 Equalities and Inclusion

- 14.1 The Health and Wellbeing Board will operate on the basis of principles that actively value the benefits of diversity and ensure fair treatment and equality of opportunity.
- 14.2 On an annual basis an equalities impact assessment will be carried out through a review of the Health and Wellbeing Strategy.

15.0 Dispute and Conflict Resolution

- 15.1 Members of the partnership:
 - Must not use their position improperly, confer on, or secure for themselves or any other person, an advantage or disadvantage
 - Must not unduly influence any person in the paid employment of any of the partner agencies
 - Must ensure that activities are not undertaken for political purposes
- 15.2 Issues of conflict within the partnership will be resolved initially by informal discussion. If this is not successful the issue will be referred to the Chief Executive of each agency who will meet to attempt to resolve the issue. If the issue is still not resolved appropriate alternative dispute resolution (ADR) will be considered.

16.0 Review of the Memorandum of Understanding

- 16.1 This Memorandum of Understanding will be reviewed on an annual basis.

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17.0 Wirral Health and Wellbeing Board - Terms of Reference

17.1 Vision

To enable people to live healthy lives, tackle health inequalities and increase wellbeing of the communities and people of Wirral

17.2 Mission

To work across professional and agency boundaries to drive innovation make a difference to the health and wellbeing of local people by;

- agreeing priorities and actions to reduce health inequalities and promote health and wellbeing
- developing a Health and Wellbeing Strategy
- developing a framework for the effective performance monitoring of the Health and Wellbeing Strategy
- discussing and evaluating joint performance

17.3 Purpose

The Health & Wellbeing Board will not be responsible for directly commissioning services, but will provide oversight, strategic direction and coordination of the following activities:

- To develop a shared understanding of the needs of the local community through the development of an agreed Joint Strategic Needs Assessment
- To seek to meet those needs through leading on the on going development of a Health & Wellbeing Strategy
- To provide a local governance structure for local planning and accountability of health and wellbeing related outcomes
- To work with HealthWatch in Wirral to ensure appropriate engagement and involvement within existing patient and service user involvement groups takes place
- To drive a collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people
- To consider and take advantage of opportunities to more closely integrate health and social care services in commissioning and provision
- To review the financial and organisational implications of joint and integrated working across health and social care services, ensuring that performance and

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quality standards of health and social care services are met, and represent value for money across the whole system

- To establish a key forum for local democratic accountability relating to commissioning against agreed health outcomes
- To establish a productive working relationship with the Local Strategic Partnership to ensure there is no duplication of activity

17.3 Core Membership

Organisation	Representative
Wirral Borough Council	<ul style="list-style-type: none"> • All three party leaders • Chief Executive • Director of Public health • Director of Adult Social Services • Director of Children and Young Peoples services
Wirral Clinical Commissioning Group	<ul style="list-style-type: none"> • Chair • Accountable Officer
HealthWatch	<ul style="list-style-type: none"> • Representative
National Commissioning Board – Local Area Team; Cheshire, Warrington and Wirral	<ul style="list-style-type: none"> • Representative

17.4 Co-opted members

Wirral Borough Council	<ul style="list-style-type: none"> • Portfolio holder for Social Care and Inclusion • Portfolio holder for Children's Services and Lifelong Learning
Voluntary, community and faith sector	<ul style="list-style-type: none"> • Chief Executive, Voluntary & Community Action Wirral
NHS	<ul style="list-style-type: none"> • Chief Executive, Wirral University Teaching Hospital NHS Foundation Trust • Chief Executive, Wirral Community NHS Trust • Chief Executive, Cheshire & Wirral Partnership Trust • Chief Executive, Clatterbridge Centre for Oncology NHS Foundation Trust • Representatives from the three divisions of the Clinical

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	Commissioning Group to present annual commissioning plan
Local Safeguarding Children's Board	<ul style="list-style-type: none">• Chair – to present annual report
Local Safeguarding Adults Board	<ul style="list-style-type: none">• Chair – to present annual report

17.5 Representatives of other bodies may be invited to participate in Board discussions, or co-opted, to support effective decision-making. Such representatives should be invited bearing in mind the principles of fairness, equality and transparency.

17.6 Meetings

Formal meetings will be held quarterly. Development sessions will also be held for Board members during the year as required.

Agendas and minutes of formal meetings of the Board will be published on the Council website.

17.7 Chair

The Leader of the Council will chair the Health & Wellbeing Board.

17.8 Decisions

Where a decision is required, that decision will be made by agreement among a majority of members present. Where a decision needs to be ratified by one or more of the statutory agencies, the ratification process will be in accordance with the agreed process within that particular agency.

17.9 Minutes

Minutes of the proceedings of each meeting of the Health & Wellbeing Board will be drawn up, circulated and agreed as a correct record at the subsequent meeting, once any required amendments have been incorporated.

17.10 Support to the Health & Wellbeing Board

The Policy, Performance & Public Health Directorate will provide the following key functions to Wirral Health and Wellbeing Board:

- Agenda preparation in consultation with the chair and board
- Minute taking and distribution
- Performance management reporting arrangements
- Seek appropriate contributions from partners to support the Health and Wellbeing Board governance framework
- If required, send representation to advise groups in terms of processes relating to governance reporting and standard agenda items

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17.11 Review

The membership and terms of reference of the Health & Wellbeing Board will be regularly reviewed (at least annually) to ensure that they remain relevant and up to date.

18.0 Task and finish groups

18.1 Multi agency task and finish groups will be established as appropriate to progress the work of the Board and Health and Wellbeing Strategy. They will be accountable to the Wirral Health and Wellbeing Board.

18.2 Task and finish groups are responsible for:

- The monitoring and reporting on progress
- Receiving information from and responding to requests from other groups and stakeholders
- Making quarterly performance progress reports highlighting areas of poor performance, issues and risk
- Developing opportunities for multi-agency involvement and networking to share best practice
- Providing support and information to other groups within the Borough.
- Maintaining effective arrangements to consult with local people act on the results of the consultation and provide feedback

18.3 The membership and chair of the groups will be agreed by the Health and Wellbeing Board. Meeting arrangements will be agreed by each group to meet the timescale set by the Health and Wellbeing Board.

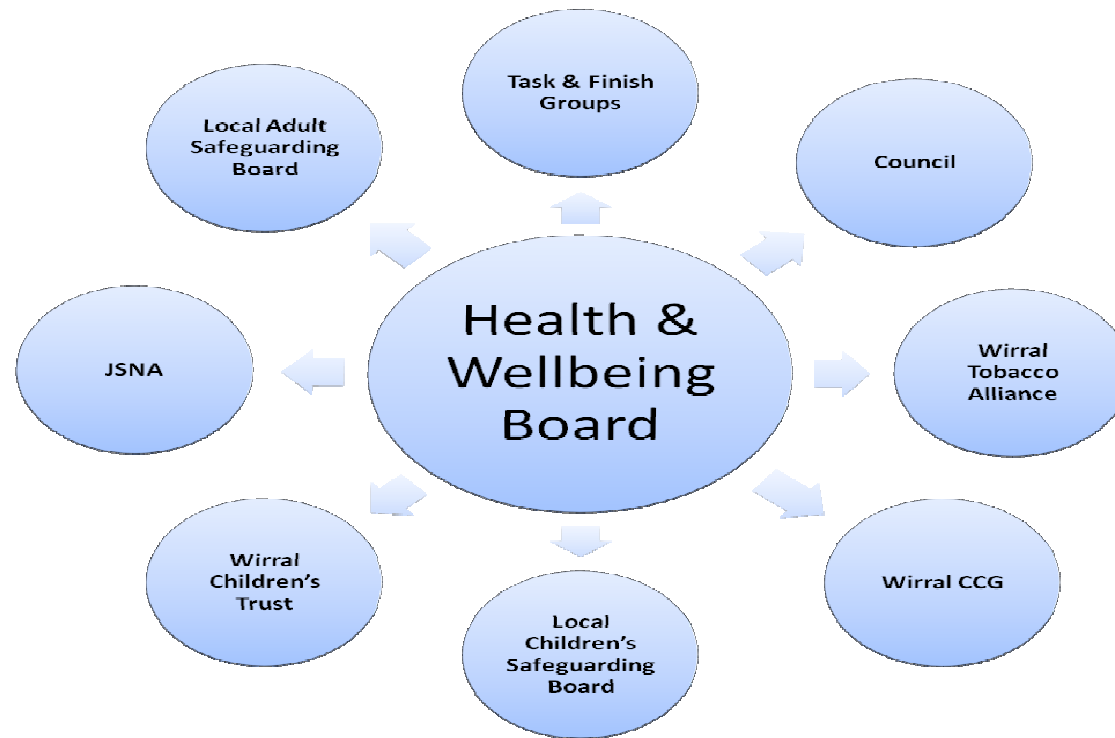
19.0 Support to the Wirral Health and Wellbeing Board

19.1 The Policy, Performance & Public Health Directorate will provide the following key functions to Wirral Health and Wellbeing Board:

- Agenda preparation
- Minute taking and distribution
- Performance management reporting arrangements.
- Seek appropriate contributions from partners to support the Health and Wellbeing Board governance framework.
- If required, send representation to advise groups in terms of processes relating to governance reporting and standard agenda items

Insert logos of member organisations of the HWB

Figure 1: The Structure of the Wirral Health and Wellbeing Board



The Structure of the Wirral Health & Wellbeing Board