



## HEALTH AND WELLBEING BOARD

Thursday, 14 March 2024

<b>REPORT TITLE:</b>	<b>HEALTH AND WELLBEING BOARD MEMBERSHIP</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF LAW AND GOVERNANCE</b>

### REPORT SUMMARY

This report provides the Health and Wellbeing Board with an update of the review of its formal membership as contained within the Wirral Council Constitution and propose any amendments to Wirral Council's Constitution and Standards Committee.

One of the themes of the Council Plan 2023-2027 is to promote independence and healthier lives. By having active, effective partnerships on the Board and developing strategies in partnership to combat health inequalities and enable more effective working, the Board will contribute to that theme. Reviewing the membership can help facilitate this.

This matter relates to all Wards within the Borough and is not a key decision.

### RECOMMENDATION

The Health and Wellbeing Board is recommended to recommend to Constitution and Standards Committee the amendments to the Constitution detailed in Appendix 2 to the report, subject to any amendments made at the meeting.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 To review the membership as listed in the Council's Constitution based upon work carried out by officers to establish which organisations needed to be involved and wished to be involved, following a report on 21 September 2023.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 An alternative option was to not update the membership. However, the Board and officers had felt that a review would help the Board meetings to focus more on specific areas of work by having advisory groups of organisations providing reports on request which will help manage the focus and length of meetings and would also update the membership in the Constitution to reflect changes in organisations and job titles.

### **3.0 BACKGROUND INFORMATION**

- 3.1 In the report to Board on 21 September 2023, the responsibility for establishing a Health and Wellbeing Board along with the statutory membership was detailed.
- 3.2 That report was forwarded to Constitution and Standards Committee with a renewal of the membership list which updated titles of organisations and individuals which had changed and removed organisations which no longer existed. Constitution and Standards Committee has not yet considered the changes.
- 3.3 At the Board meeting on 21 September 2023, the chair suggested a workshop take place to consider whether the correct people and organisations were included in the membership list.
- 3.4 A small workshop took place on 30 November 2023 and further changes were suggested that could make the Board more effective. There were some minor changes to the wording of some existing roles but there were more fundamental changes suggested. These were:
- To review the attendance of member organisations and write to those who had not attended half of the meetings in the last Municipal Year to see if they wished to be removed from the membership.
  - To set up 'Advisory Groups' which would be groupings of types of member organisations such as clinical (such as health providers) and CVSFE (Community, Voluntary, Faith and Social Enterprise sector) who could be asked to provide reports on matters which would be under discussion at a particular meeting. This would help the focus of the meetings which were intended to be themed around aspects of the Health and Wellbeing Strategy (e.g. employment, early years etc) at each meeting. The details of the Advisory Groups, including membership and terms of reference, are still being developed by the Director of Care and Health and the Head of Legal Services

and are intended to be brought to a future meeting at the start of the new Municipal Year.

- 3.5 The organisations to be written to were identified by an examination of attendance to identify those who had attended less than half of the meetings, and they were written to on 25 January 2024 using the email addresses previously used. Replies were varied – 10 organisations were contacted. 8 have replied with answers, of which one wishes to be removed, four have new contacts and three wish to remain. Any who do not respond will be removed but can be co-opted in the future. There were several instances of our single contact no longer being part of the organisation so a support contact email is now held as a backup. The results of the exercise are detailed in Appendix 1 which include co-opted membership which are not listed in the Constitution.
- 3.6 The changes to the membership listed in the Council's Constitution resulting from the report from 21 September 2023, the workshop and the review exercise are all combined into Appendix 2. It should be noted that this does not include changes to Co-opted member organisations.
- 3.7 The timescales and intention is to:
- refer any suggested changes to the Constitution and Standards Committee for their meeting on 10 June 2024, then
  - refer them to Council on 8 July 2024, then
  - implement any resulting changes at Health and Wellbeing Board's first meeting of the 24/25 Municipal Year on 18 July 2024.
- 3.8 The Health and Wellbeing Board is a partnership body and has historically invited attendees from various organisations to participate in meetings or be co-opted to the Board to support effective decision-making.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 Any individual co-opted to the Health and Wellbeing Board will be a non-voting member.
- 5.2 Changes to the formal membership as defined in the Constitution would require endorsement by the Constitution and Standards Committee and approval by Council.
- 5.3 The principal role of the Health and Wellbeing Board is to discharge functions pursuant to sections 195 and 196 of the Health and Social Care Act 2012.
- 5.4 The power to set up Advisory Groups is in Part 3, section B of the Council's Constitution as follows:

## **Working Groups Involving Members**

Working groups, review teams and advisory groups may be established by a Committee from time to time to develop recommendations or investigate issues of interest or concern alongside formal Sub-Committees. They shall be for specific purposes and shall be time limited. They will only be established when the matter cannot be undertaken by a relevant Committee and each committee is limited to establishing [two] such committees at any one time.

They usually fall into one of the following categories:

a. Panels or groups relating to policy development or service functions Usually established to advise about an issue or subject area. The relevant Committee shall specify terms of reference and membership, which may include invited persons holding relevant expertise or knowledge and Members who are not members of the parent Committee.

b. Task & Finish Groups

Small groups of Members appointed by a Committee or Sub-Committee for the purpose of advising the parent committee about either:

1. an in-depth policy review;
2. performance monitoring; or
3. responding to a major policy consultation.

The terms of reference and purpose are to be specified by the relevant Committee. A specific standing order is set out at Part 4(4)B of this Constitution in respect of a Policy and Services Committee establishing a panel or working group to undertake its overview and scrutiny review functions.

## **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 There are no resource implications.

## **7.0 RELEVANT RISKS**

7.1 Having an outdated or unsuitable membership risks decision making not being taken in accordance with the defined Terms of Reference. This could lead to decisions being taken which had not included input from involved organisations which could affect their implementation and cause reputational damage to the Council and partner organisations.

## **8.0 ENGAGEMENT/CONSULTATION**

8.1 No additional consultation has been undertaken.

## **9.0 EQUALITY IMPLICATIONS**

9.1 There are no direct equality implications.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

10.1 There are no environmental and climate implications.

## **11.0 COMMUNITY WEALTH IMPLICATIONS**

11.1 There are no direct implications for community wealth as a result of this report.

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## APPENDICES

Appendix 1 - Organisations Contacted and Responses  
Appendix 2 – Suggested Changes to the Council’s Constitution

## BACKGROUND PAPERS

The Health and Social Care Act 2012  
Council Constitution  
Guidance on Health and Wellbeing Boards  
(<https://www.gov.uk/government/publications/health-and-wellbeing-boards-guidance/health-and-wellbeing-boards-guidance>)

## TERMS OF REFERENCE

By ensuring its membership is effective and representative, the report aims to enable the Board to meet the following term of reference:

- i. To establish a key forum for local democratic accountability relating to commissioning against agreed health outcomes.

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
Health and Wellbeing Board	16 June 2021
Health and Wellbeing Board	21 September 2023