

Haringey and Islington Health and Wellbeing Boards Joint Sub-Committee

Draft Terms of Reference

1. Establishment of a Joint Committee

- 1.1 In exercise of their powers under Section 198 of the Health and Social Care Act 2012 which permits two or more Health and Wellbeing Boards to make arrangements for any of their functions to be exercised by a joint sub-committee of the boards, the London Boroughs of Haringey and Islington have agreed to establish a joint sub-committee of their Health and Wellbeing Boards to be known as the 'Haringey and Islington Health and Wellbeing Boards Joint Sub-Committee'.
- 1.2 The Haringey and Islington Health and Wellbeing Boards Joint Sub-Committee (the Sub-Committee) shall operate as a sub-committee of the Health and Wellbeing Boards of each borough, which will continue to meet and consider matters within their terms of reference.

2. Purpose and function

- 2.1 The Haringey and Islington Health and Wellbeing Boards have established the Sub-Committee to discharge on behalf of the two wellbeing boards the functions of: preparing and producing Joint Strategic Needs Assessment (JSNA) and Joint Health and Wellbeing Strategy (JHWS); and encouraging integrated workings between commissioners and providers of health and care in the two boroughs in so far as it relates to areas of common interest and for the purpose of advancing the health and wellbeing of their populations.
- 2.2 The Islington and Haringey Wellbeing Partnership is intended to support the populations of both boroughs to live healthier, happier and longer lives; improve health and care services so that people experience more joined up, better quality services at the right time in the right place; and make sure the local health and care system delivers high value care, and is financially sustainable. Islington and Haringey have similar populations, with similar health and care needs, and a shared ambition and vision to provide high-quality, integrated, people-centred services.
- 2.3 The Sub-Committee will oversee at a strategic level the programme of activities by the Wellbeing Partnership aimed at more integrated and joined up approach in service planning and delivery in health and care within and across both boroughs and to maximise use of resources and deliver better outcomes for service users. Both Islington and Haringey Health and Wellbeing Boards have expressed their support for the Wellbeing Partnership.
- 2.4 The Sub-Committee will also consider and where necessary contribute to the development of the North Central London (NCL) Sustainability and Transformation Plan.
- 2.5 The Sub-Committee will:

- a) encourage and promote partnership working in health and social care within and across the two boroughs;
- b) encourage joint consideration and co-ordination of health and care issues that are of common interest or concern to the population of the two boroughs;
- c) encourage and promote integrated working between health and care commissioners and providers within and across the two boroughs;
- d) prepare and produce the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy for the two boroughs;
- e) provide strategic oversight for the Wellbeing Partnership and any future partnership models for joined up and integrated approach in health and care across the two boroughs;
- f) provide a mechanism to enable joint decision-making in relation to future joint initiatives, service transformation and co-commissioning arrangements in health and care in the two boroughs;
- g) give effect to the boroughs stated intentions to foster collaboration in health and social care between commissioners and providers within and across the two boroughs;
- h) consider and where necessary contribute to the development of the North Central London (NCL) Sustainability and Transformation Plan; and
- i) where appropriate, and in so far as it relates to integrated working, represent the collective interests of the two boroughs to national and local government and other bodies.

2.6 The Sub-Committee shall operate and discharge its responsibilities in accordance with these Terms of Reference.

3. Public Meetings

3.1 The Sub-Committee will meet at least four times a year. The meetings will be rotated between the offices of each of the Councils.

3.2 The meetings of the Sub-Committee will be open to the public except to the extent that they are excluded under the following paragraph. The public may be excluded from a meeting of the Sub-Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972 or exempt information as defined in section 100I and Schedule 12A to the Local Government act 1972 would be disclosed to them.

4. Business to be transacted

4.1 The standing items for each meeting of the Sub-Committee will include the following:

- a) Filming at meetings
- b) Welcome and introductions
- c) Apologies for absence
- d) Notification of urgent business
- e) Declaration of Interest
- f) Questions and deputations
- g) New items of urgent business
- h) Exclusion of the press and public
- i) New items of exempt urgent business

4.2 The Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his/her discretion. The Chair should inform the Members of the Sub-Committee prior to allowing the consideration of urgent items.

4.3 An item of business may not be considered at a meeting unless:

- a) A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
- b) By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

“Special Circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at the meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

Public Questions

4.4 Members of the public may ask the Chair any question on anything for which the Sub-Committee is responsible at any ordinary meeting.

4.5 Notice of questions must be given in writing to the Committee Clerk of either or both boroughs by 10 a.m. on such day as shall leave five clear days before the meeting (e.g. Friday for a meeting on the Monday 10 days later). The notice must give the name and address of the sender. Should a question be rejected, the questioner will receive a written response advising of this, including the reasons for the rejection.

4.6 The Monitoring Officer of either borough may reject a question if it:

- a) Is not about a matter for which the two boroughs has a responsibility or which affects them;
- b) Is defamatory, frivolous or offensive;
- c) Is substantially the same as a question which has been put at a meeting of both boroughs in the past six months;
- d) Requires the disclosure of confidential or exempt information; or

- e) Names, or clearly identifies, a member of staff or any other individual.
- 4.7 The Committee Clerk of either borough may put questions into an appropriate form without affecting their substance and redirect them if necessary.
- 4.8 The questions to be asked shall be supplied to all Members of the Sub-Committee no later than at the meeting. The minutes of the meeting will include the name of the questioner, a summary of the question and the response.
- 4.9 The Chair may allow one supplementary question for elucidation only.
- 4.10 A total time of 20 minutes (excluding any adjournment) shall be allowed for public questions and answers, but a question being answered at the time limit shall be completed.
- 4.11 Any questions remaining unanswered after the time limit, and any questions for which the questioner is neither present shall be answered in writing.

Deputations

- 4.12 A deputation may only be received by the Sub-Committee if a requisition signed by not less than ten residents of either or both boroughs, stating the object of the deputation, is received by the Committee Clerk of either borough not later than 10am five clear days prior to the Committee meeting.
- 4.13 Requisitions for deputations shall not be accepted from, nor on behalf of, political parties, nor if submitted on paper bearing the name, insignia or other device of a political party.
- 4.14 Subject to the foregoing the Committee Clerk of either borough shall bring the requisition before the Chair, who shall decide whether notice shall be given of the deputation on the agenda paper for a meeting of the Sub-Committee. The Chair must have regard to other business on the agenda in reaching such a decision; however a deputation will normally be accepted where there is an item on the agenda of the same subject matter. Where there is not an item on the agenda of the same subject, the Chair may refer the deputation to another relevant body of either or both boroughs.
- 4.15 The Deputation leader must be notified in writing as soon as possible if the deputation is not to be taken at that Committee meeting, advising of the reasons for the deputation not being taken at the Committee.
- 4.16 The Monitoring Officer of either borough may reject a deputation if it
 - a) Is not about a matter for which the Sub-Committee has responsibility;
 - b) Is defamatory, frivolous or offensive;
 - c) Is substantially the same as a deputation, question or motion which has been put at a meeting of the Sub-Committee in the past six months;
 - d) Requires the disclosure of confidential or exempt information; or
 - e) Names, or clearly identifies, a member of staff or any other individual.

4.17 Taking the deputation at the meeting

- a) A total of 15 minutes shall be allocated to deputations on the Sub-Committee agenda.
- b) The deputation spokesperson will be given three minutes to introduce the deputation, following which they may answer any questions from the Sub-Committee. The Chair will allocate a maximum amount of time for each deputation, and will have regard to other items of business on the agenda when doing so.

Reports

4.19 The reports to the Sub-Committee will be in the following order:

Report for:

Title:

Report authorised by:

Lead Officer:

- 1. Describe the issue under consideration
- 2. Recommendations
- 3. Background Information
- 4. Contribution to strategic outcomes
- 5. Statutory Officer Comments (Legal and Finance)
- 6. Environmental Implications
- 7. Resident and Equalities Implications
- 8. Use of Appendices
- 9. Background papers

4.20 Reports should be authorised for inclusion on the agenda by the Chairs of both the Islington and Haringey Health and Wellbeing Boards. Such authorisation should be confirmed in writing.

5. Extraordinary meetings

5.1 Arrangements may be made following consultation with Chairs of the boroughs HWB to call an extraordinary meeting of the Sub-Committee. The Chair of the Sub-Committee should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.

5.2 The business of an extraordinary meeting shall be only that specified on the agenda.

6. Cancellation of meetings

- 6.1 Meetings of the Sub-Committee may, after consultation with the Chair of the Sub-Committee and the Chairs of the constituent boroughs Health and Wellbeing Boards, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meeting may be varied after consultation with the Chair and appointed members of the Sub-Committee in the event that it is necessary for the efficient transaction of business.

7. Urgency Procedure

- 7.1 Where the Chair (following consultation with the appointed Members of the Sub-Committee) is of the view that an urgent decision is required in respect of any matter within the Sub-Committee functions and that decision would not reasonably require the call of an Extraordinary Meeting of the Sub-Committee to consider it and it cannot wait until the next Ordinary Meeting of the Sub-Committee, then they may request in writing the Chief Executive of each constituent borough (in line with pre-existing delegations in each borough's Constitution) to take urgent action as is required within each of the constituent boroughs.

8. Membership

- 8.1 The membership of the Sub-Committee shall comprise the members of the London Borough of Haringey and the London Borough of Islington Health and Wellbeing Boards set out in the table below. "V" denotes the members with voting rights and "NV" members with non-voting rights. The constituent boroughs rules on attendance by substitute in the event that any one member is absent shall apply.

	LB of Islington HWB		LB of Haringey HWB
	<u>Local Authority Members</u>		<u>Local Authority Members</u>
1	Leader of the Council (V)	1	Leader of the Council (V)
2	Lead Member for Health and Social Care (V)	2	Lead Member for Children and Families (V)
3	Lead Member for Children, Young People and Families (V)	3	Lead Member for Finance and Health (V)
	<u>Local Clinical Commissioning Group</u>		<u>Local Clinical Commissioning Group</u>
4	GP and Chair of the Islington Clinical Commissioning Group (CCG) (V)	4	Chair, Haringey Clinical Commissioning Group (CCG) (V)
5	GP/ Vice Chair of the Islington CCG (NV)	5	GP Board Member, Haringey CCG (NV)
6	Lay Vice-Chair, Islington CCG (V)	6	Lay Board Member, Haringey CCG (V)
7	Islington CCG Chief Operating Officer (NV)	7	Chief Officer, Haringey CCG (NV)
8	Islington CCG Director of Nursing and Quality (NV)		<u>Local Healthwatch</u>
	<u>Local Healthwatch</u>	8	Chair of Haringey Healthwatch (V)
9	Islington Healthwatch (V)		<u>Local Authority Officers</u>
	<u>Local Authority Officers</u>	9	Director of Adult and Housing Services (NV)
10	Corporate Director of Housing and Adult Social Services (NV)	10	Director of Children and Young People's Services (NV)
11	Corporate Director Children's Services (NV)	11	Director of Public Health (NV)
12	Director of Public Health (NV)	12	Deputy Chief Executive (NV)
	<u>Health Providers</u>	13	<u>Voluntary Sector</u>
13	The Camden and Islington NHS Trust (NV)		The Bridge Renewal Trust (NV)
14	The Whittington NHS Trust (NV)		
	<u>Voluntary Sector</u>		
15	Voluntary Sector Representative (NV)		

8.2 Each member of the Sub-Committee shall serve for as long as he or she is member of the constituent borough HWB. A member shall cease to be a member of the Sub-Committee if he or she ceases to be a member of the constituent borough HWB.

8.3 The NHS Commissioning Board (NHS CB) shall serve as a non voting member of the Sub-Committee to participate in the exercise of the function in respect of the JSNA and JHWS. With the agreement of the Sub-Committee, NHS CB may be represented by someone who is not from the NHS CB.

9. Chair

9.1 The Chair of the Sub-Committee shall be rotated between Chair of the constituent boroughs' Health and Wellbeing Board for each meeting of the Sub-Committee.

9.2 The Vice-Chair of the Sub-Committee shall be the Chair of the borough's Health and Wellbeing Board who is not the Chair of the meeting.

10. Quorum

10.1 A meeting of the Sub-Committee will be considered quorate when at least three voting members from each constituent borough HWB are in attendance, including one local authority elected representative of each borough and one of either the Chair, Clinical Commissioning Group or the Chair, Healthwatch (or their substitutes).

11. Voting

11.1 The Sub-Committee decision making will operate on the basis of mutual cooperation and consent. It is expected that decisions will be taken on a consensual basis wherever reasonably possible.

11.2 Where a vote is required it will be on the basis of one vote per voting member and unless a recorded vote is requested, the Chair will take the vote by show of hands. Any matter shall be decided by a simple majority of those voting members present. Where there is an equality of votes, the Chair of the meeting shall have a second and casting vote.

12. Overview and scrutiny

12.1 Overview and scrutiny (within the meaning of the Local Government Act 2000 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013) will be the responsibility of each constituent borough and the appropriate scrutiny arrangements of each borough will apply.

13. Administration

13.1 Administrative support for the meetings of the Sub-Committee will be rotated between the committee officers of the constituent boroughs.