

# APPENDIX 3

## HEALTH AND WELLBEING BOARD

### HEALTHIER AND MORE INDEPENDENT ADULTS AND OLDER PEOPLE DELIVERY BOARD

#### Function

1. The Board, on behalf of the Health and Wellbeing Board, will be responsible for ensuring the implementation and monitoring of action plans relating to Priority Outcome 3 of Luton's Health and Wellbeing Strategy: Healthier and More Independent Adults And Older People
2. Specific responsibilities:
  - Ensuring that relevant partner organisations have appropriate and current commissioning, delivery and action plans in place that are achieving positive steps to implement outcome two of the Health and Wellbeing Strategy.
  - Ensuring coordination between partners' action plans
  - Monitoring appropriate strategic performance indicators against individual action plans which demonstrate the delivery of positive outcomes
  - Ensure that at all times the underlying principles within the Health and Wellbeing Strategy are being applied to all commissioning plans etc
  - Providing progress reports to the Health and Wellbeing Board, including identifying any issues for resolution
  - Agree a framework /structure of sub-groups to take responsibility for delivering elements of Outcome 3 which will report into the Healthier and More Independent Adults and Older People Delivery Board and the accountability into the Health Inequalities Delivery Board

#### Membership

3. The following will have voting membership on this Board:

Corporate Director of Housing and Community Living (LBC)

Executive Portfolio holder for Adult Social Care (LBC)

Head of Adult Social Care (LBC)

Head of Vulnerable Adults Joint Commissioning for Luton CCG and LBC

Head of Community Living (LBC)

Lead for Primary Care and GP practices from the CCG

Clinical Director or Strategic Implementation Manager for Long Term Conditions

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Clinical Director or Strategic Implementation Manager for Mental Health

Clinical Director or Strategic Implementation Manager for Prevention

Public Consultant

Cancer commissioner from the CCG

L&D rep

CCS rep

Rep from LINK / Health Watch and / or VAL

- Representatives from sub-groups ( which are yet to be established / defined)

4. The Board will be chaired by the Corporate Director of Housing and Community Living. A vice-chair will be elected on an annual basis, no later than fifteen months after the previous election.
5. Substitutes may attend in place of members of the Board.
6. The following organisations shall be invited to attend meetings of Board as observers depending on the business to be transacted, but shall not be voting members:

*To be added*

7. This list of organisations should not be regarded as exhaustive and at the discretion of the Chair, or as requested by other members of the Board, additional organisations may be invited to attend meetings to offer advice, information or present evidence:

### **Meetings**

8. The Board will meet not less than four times a year.
9. A meeting will require a minimum of one third of members (including substitutes) in order to transact business.
10. The agenda and papers will be circulated five clear working days before the meeting. All decisions of the Board will be recorded in the minutes, which will be circulated within 10 days of the date of the meeting to all members of the Board.

### **Dealing with sensitive matters and possible conflicts of interest**

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11. The Board may at times have to consider confidential information on matters related to individuals, organisations, financial proposals, or performance and there are potential conflicts of interest. Declaration of interests will be the first item on the agenda for all meetings.

### **Decision-making**

12. The Board will aim to agree a consensus; where this is not possible; each member present will have one vote. Substitutes will be able to vote.
13. In the case of an equality of votes, the chair will have a second or casting vote.

### **Sub Groups**

14. The Healthier and More Independent Adults And Older People Delivery Board may set up sub groups as required on either an ad hoc or ongoing basis.

### **Review of Terms of Reference**

15. These Terms of Reference will be reviewed on an annual basis.