

### Terms of Reference

#### Introduction

This document sets out the ways in which the partner agencies that comprise the East Kent Health and Wellbeing Board (EKHWB) will work together.

The composition of the EKHWB recognises the need for and the value of a coordinated, partnership approach to addressing shared health and wellbeing needs and related problems across the East Kent sub region. It also recognises the value of working sub regionally to reflect structural arrangements of key partners, as well as the value of a single voice at a regional level.

The EKHWB will ensure effective strategic planning and use of resources – including commissioning - as well as a coordinated approach to meeting statutory requirements and targets.

#### Strategic Remit

The EKHWB sits within a wider framework of partnerships. See Appendix 1 for a map of the partnership environment (*not attached for the purposes of this report*).

The Kent and Medway Joint Health and Wellbeing Board (KMJHWB) is an advisory sub-committee which operates to encourage persons who arrange for the provision of any health or social care services in the area to work in an integrated manner and for the purpose of advising on the development of the Sustainability and Transformation Partnership (STP) Plans for Kent and Medway.

It will seek to:

- Ensure collective leadership to improve health and wellbeing outcomes across both local authority areas, to enable shared discussion and consensus about the STP across the Kent and Medway footprint in an open and transparent way.
- Help to ensure the STP has democratic legitimacy and accountability, to seek assurance that health care services paid for by public monies are provided in a cost-effective manner.
- Consider the work of the STP and encourage persons who arrange for the provision of any health or social care services in the area to work in an integrated manner.
- Take account of and advise on the wider statutory duties of Health and Social Care partners.

The key functions of the KMJHWB are:

- To consider and influence the work of the STP focussing on prevention, Local Care and wellbeing across Kent and Medway.
- To consider and shape the development of Local Care within the STP which will impact on adult social care delivery in both authorities, advising the KMJHWB accordingly.
- To give advice to the STP in developing clear plans and business cases to assist commissioners in making best use of their combined resources to improve local health and well-being outcomes, particularly relating to the Local Care and Prevention work streams, making recommendations to the KMJHWB on support that could be provided.
- To keep NHS commissioning plans under review, insofar as they relate to STP Plans to ensure they are taking into account the Kent and Medway Joint Strategic Needs Assessment

and local HWB Strategies, referring back to the STP Programme Board and respective Kent and Medway Health and Wellbeing Boards where they do not.

- To champion integration in local care delivery, including working with the STP to establish a Kent and Medway Local Care Board.
- To support the development of the Clinical Strategy.
- To ensure alignment of the Kent and Medway JSNAs with population health needs to inform the STP Case for Change and the associated Clinical Strategy.
- To consider and advise on the development of the STP Preventative work-stream given it is heavily focussed on Public Health functions within both upper-tier authorities.
- To consider and advise on the development of options for the local authorities' role in a Strategic Commissioner arrangement with Health – the engagement in which remains a matter for each of the local authorities.
- To consider options for the local authority role in the development of Integrated Care Systems (previously known as Accountable Care Partnerships), the engagement in which remains a matter for each of the local authorities.

The EKHWB representatives at the KMJHWB will rotate and will be agreed by the EKHWB.

The East Kent Health and Wellbeing Board (EKHWB) feeds into the KMJHWB. The EKHWB:

- Ensures that the duties of the KMJHWB outlined above are completed and that the needs of East Kent are adequately reflected within them
- Escalates issues to the KMJHWB as required
- Agrees an annual sub-regional priority through a partnership framework process in order to maximise resources and synergies
- Address health and wellbeing issues that are difficult to address at a local borough level

### **EKWP aims and objectives**

The EKWP aims to:

- Take advantage of the synergies of working on a sub-regional basis to deliver agreed priority outcomes
- Deliver better coordinated quality care targeted to the greatest need – in particular to deliver cross borough activity to target an agreed priority area e.g. smoking cessation, substance misuse
- Improve the public's experience of health and wellbeing services

### **Membership**

The following organisations/departments/roles are represented:

<b>Organisation</b>	<b>Position</b>
East Kent Local Health and Wellbeing Partnerships	Chair of local health and wellbeing partnerships*
	Lead officer for local health and wellbeing partnerships
	Chair of local community safety partnerships*
	Lead officer for community safety partnerships
East Kent Clinical Commissioning Group	
Kent County Council	Director of Public Health*
East Kent Hospitals	
Local Care	
Sustainability and Transformation Partnership	
Others	

Voting members are identified with an \*.

Others may be invited onto the Board as required by the Chair of the EKHWB.

### **Membership expectations**

- To attend the meetings of the EKHWB and when they cannot attend send a named deputy who has been briefed on their attendance
- To have authority to be able to take action and make decisions as required
- To commit to developing an appropriate level of understanding around health and wellbeing issues, policy and practice
- To offer advice on best delivery approaches using local and organisational knowledge
- To work together to overcome any cross-organisational barriers

### **The role of the Chair**

The location of the EKHWB will rotate across each of the local authority areas in turn. The Chair of the meeting will be the Lead Member for the local authority area the meeting is being held in.

Administrative support will also be provided by the local authority the meeting is being held in.

### **Observers**

Individuals and organisations with known expertise and knowledge may be requested to attend meetings as observers. Observers may participate in meetings but shall have no decision-making powers. If a member would like an observer to attend a meeting, he/she should seek the permission of the group.

### **Quorum**

A valid quorum for meetings is half of the members with the right to be heard. This is the minimum requirement for a decision to be taken.

### **Meeting Frequency**

The EKHWP will meet quarterly. During the priority setting process meetings will be more frequent as required.

### **Performance Indicators**

These will be relevant to the priority area for focus and as agreed as part of the framework process.

### **Subgroups**

Any sub groups will be established as required on a task and finish basis.