

HEALTH AND WELLBEING BOARD PROCEDURE RULES

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4:7 - 1

Reference:

Schedule 12, Local Government Act 1972

Sections 8 and 20, Local Government and Housing Act 1989

Local Government Act 2000

DETR Guidance on New Council Constitutions - Modular Constitutions

Section 194, Health and Social Care Act 2012

Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

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1. To which Committees will these rules apply?

These rules will apply to the Council's Health and Wellbeing Board.

2. Appointment of sub committees

- (a) The Health and Wellbeing Board may appoint sub committees for purposes specified by the Board.
- (b) The Chairs of sub committees shall be appointed by the Board.
- (c) Where a sub committee is appointed the Health and Wellbeing Board Procedure Rules shall apply to the sub committee.

3. Who may sit on a Health and Wellbeing Board?

- (a) All Councillors are eligible to be members of a Health and Wellbeing Board. Councillors are nominated by the Leader (subject to a core number determined by the Council in establishing the Board) and appointed by the Council. The political balance arrangements do not apply to Councillor representation on the Board.
- (b) One statutory member from each of the local Clinical Commissioning Group and the Local Health Watch.
- (c) The statutory Directors of Adult Social Services, Children's Services and Public Health.
- (d) Other persons appointed by the Council as members in establishing the Health and Wellbeing Board.
- (e) A representative of the NHS Commissioning Body will join the Board when the Board is preparing the Joint Strategic Needs Assessment or the Joint Health and Wellbeing Strategy.

4. Appointment of additional Members and Substitute Members

Following the establishment of the Health and Wellbeing Board:

- (a) The Council, in consultation with the Health and Wellbeing Board, can appoint additional members to serve on the Board.

Reference:

Schedule 12, Local Government Act 1972

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- (b) The Health and Wellbeing Board can appoint additional members to serve on the Board.
- (c) The Health and Wellbeing Board Members can appoint a substitute member to attend a meeting in their absence.

5. Meetings of the Health and Wellbeing Board

There shall be at least at least 5 ordinary meetings of the Health and Wellbeing Board in each year in accordance with the programme of meetings agreed by the Council. In addition, extraordinary meetings may be called from time to time as and when appropriate. A meeting may be called by the Chair or by any three members of the Board. Meetings of the Board will be open to the public and subject to the Access to Information Procedure Rules at Part 4 of the Council's Constitution.

6. Quorum

The quorum for the Health and Wellbeing Board shall be two Councillors and two non-Council members, one of which should be from the Clinical Commissioning Group.

7. Voting

- (a) All members of the Health and Wellbeing Board have voting rights. The Council, following consultation with the Board, may direct that specified members will not have voting rights.
- (b) All decisions of the Health and Wellbeing Board shall be arrived at by a majority of votes taken by a show of hands. The person chairing the meeting shall have a second or casting vote in the case of an equality of votes.
- (c) four members may request that the names of those voting for and against any decision and those abstaining shall be recorded.
- (d) Any member may request that their vote (for or against) or their abstention shall be recorded.

8. Motions and Amendments

- (a) A motion or an amendment shall not be considered unless it has been proposed and seconded.

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Reference:

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- (b) An amendment shall be relevant to the motion on which it is moved. Only one amendment shall be moved and discussed at a time and no other amendment shall be moved until the original amendment has been voted on.
- (c) A motion or an amendment may be either altered or withdrawn by the mover with the consent of the Health and Wellbeing Board.

9. Disorderly Conduct

If any member or member of the public persistently disregards the ruling of the person chairing the meeting by behaving improperly or offensively or deliberately obstructs the business of the meeting, the person chairing the meeting may direct that person or those persons leave the meeting or that the meeting be adjourned for a specified period.

10. Who chairs Health and Wellbeing Board meetings?

- (a) The Chair and Deputy Chair of the Health and Wellbeing Board will be appointed by the Council.
- (b) The Chair will preside at each meeting and in his/her absence the Deputy Chair will preside.
- (c) In the absence of both the Chair and Deputy Chair, a person appointed at the meeting will preside.

11. Agenda items

- (a) Any member of the Council or the Board shall be entitled to give notice to the Head of Democratic and Partnership Services that he/she wishes an item relevant to the functions of the Health and Wellbeing Board to be included on the agenda for the next available meeting of the Board. On receipt of such a request the Head of Democratic and Partnership Services will ensure that it is included on the next available agenda and the member will be allowed to address the meeting.
- (b) The Head of Democratic and Partnership Services will include on the agenda of the Health and Wellbeing Board items which:-
 - (i) have been agreed by the Board at an earlier meeting;
 - (ii) have been requested by the Chair of the Board;

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- (iii) have been agreed by the Chair following a request from individual members (paragraph (iv) below would continue to be available to members where the Chair did not agree to a request);
- (iv) have been requested by individual members under Rule 11(a) above;
- (v) have been notified by Chief Officers.

12. Procedure at Health and Wellbeing Board meetings

The Board shall consider the following business:

- (i) declarations of interest;
- (ii) consideration of whether the public should be excluded for any item of business;
- (iii) minutes of the last meeting;
- (iv) the business otherwise set out on the agenda for the meeting.

13. Attendance by Members of the Council

- (a) It be at the discretion of the Chair to allow a Councillor to address the meeting where a request to do so is made to the Chair prior to the commencement of the meeting.
- (b) A Ward Councillor shall be entitled to address the meeting for up to five minutes where prior notice has been given to the Chair and the item is one which has been specifically identified on the report as affecting that Member's Ward.

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