



SOMERSET HEALTH AND WELLBEING BOARD

EXECUTIVE GROUP

TERMS OF REFERENCE

1 PURPOSE

To drive and promote the work of the Board, acting to engage and encourage active participation across the member organisations.

To drive forward development of the Health and Wellbeing Board and its members to undertake its System Leadership role.

2 TASKS/OBJECTIVES

2.1 The primary role of the Executive Group is to drive forward the work programme of the Health and Wellbeing Board, particularly:

- Overseeing and monitoring progress against the Improving Lives Strategy and the associated metrics, alerting the Board to any emerging issues or underperformance.
- Operating a robust executive function to ensure the smooth and efficient running of the Board, including agenda setting, developing and running a structured development programme for Board members.

These will be in line with the Improving Lives Strategy

2.2 To ensure a Joint Strategic Needs Assessment is completed to be used by the Board to ensure the priorities within the Health and Wellbeing Strategy are focussed on the needs of the local community.

2.3 The group will co-ordinate work between the organisations and strategic partnerships in order to deliver the strategic priorities identified in the Improving Lives Strategy

2.4 To oversee performance against the appropriate outcomes frameworks and provide a regular report the Health and Wellbeing Board.

2.5 To advise the Health and Wellbeing Board and stakeholders on the health and wellbeing needs in Somerset and the available evidence of effective measures to improve health and address inequalities.

2.6 To undertake the Pharmaceutical Needs Assessment every 5 years or sooner if required

2.7 To implement the decisions of the Board



2.7 To resolve any conflicts between partners and between local and national priorities

3 MEMBERSHIP AND GOVERNANCE

3.1 The Executive Group will operate as a partnership. It will not have delegated responsibility and will report to the Health and Wellbeing Board.

3.2 The Executive Group shall meet no fewer than four times a year and will be chaired by the Public Health Consultant with responsibility for supporting the Health and Wellbeing Board. The terms of reference for the group will be reviewed on an annual basis.

3.3 Agendas and papers for the meeting will be sent out at least five working days prior to the meeting. The action points of the meeting will be sent out and made available on the Somerset County Council website within 10 working days of the meeting.

3.4 The Executive Group will comprise the membership seen in appendix 1. Members should be senior representatives from organisations, who contribute to the development of services which improve health and wellbeing in Somerset.

3.5 Members of the groups should do the following:

- commit to attending the majority of meetings
- act as a conduit between the Executive Group, their elected Board Member (for District and County Council officers) and their organisations
- adhere to the seven Nolan Principles for standards in public life as seen in appendix 2.

3.6 A quorum of one third of the members of the Executive Group must be present to enable business to be transacted, with at least one officer from Somerset County Council, one from the Clinical Commissioning Group and one from a District Council.

4 STRUCTURE

4.1 A number of existing partnerships will also contribute to the work of the Board and the Executive Group, in line with delivery of the Improving Lives Strategy. Examples of these include:

- Growth Board
- Somerset Children's Trust



- Somerset Strategic Housing Group
- Safer Somerset Partnership
- Stronger Communities Board
- FFMF Programme Board (reporting to PEG)



**HEALTH AND WELLBEING BOARD
EXECUTIVE GROUP MEMBERSHIP**

The following membership has been agreed for the Executive Group:

- Director of Adult Social Care
- Director of Children's Services
- Director of Public Health
- Representative from Healthwatch
- Representatives from the four District Councils within Somerset
- The Managing Director of the Clinical Commissioning Group



The Seven Principles of Public Life, known as the Nolan Principles, as set out by the Committee for Standards in Public Life:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.