

Appendix 3: Draft Terms of Reference for Policy Panels

Introduction

These are skeleton Terms of Reference to help support the pilot Policy Panel.

The Health & Wellbeing Board will need to review these Terms of Reference for each proposed Policy Panel and:

- add the membership for that specific Panel - see scoping document attached
- include the scoping document as a draft to be agreed at the first meeting
- confirm the task and finish key dates and outline timetable.

It needs to be noted that Policy Panels are NOT scrutiny panels as they are part of the decision making committee and not part of scrutiny. Policy Panels are meant to explore areas of Health & Wellbeing Board interest and support the policy making as well as enable a wider membership to be engaged in the process.

As Policy Panels are meant to be supporting decision making exclusions to the Policy Panels should include those members that are part of scrutiny.

It has been suggested that the first Policy Panel should focus on the refreshed Joint Health & Wellbeing Strategy. A scoping document has been included as part of the Board papers.

The operation of this Policy Panel will be revised and evaluated to help inform future activity.

Outline Terms of Reference for the Pilot Policy Panel

General Terms of Reference for all Panels

These Policy Panels will be sub committees of the Health & Wellbeing Board and will form and operate with the agreement of the Health & Wellbeing Board. The Panel will operate following the councils overall constitution and within its code of conduct.

Changes to the Terms of Reference for Panels are subject to agreement and amendment by the Health & Wellbeing Board.

The Pilot Panel will be serviced by the Health & Wellbeing Board Manager, with minutes taken by Democratic Services. Other officers will attend as required.

Policy Panels will meet as a task and finish group. Each Panel will set out and agree the outline of its meetings and reporting back to the Health & Wellbeing Board at its first meeting.

Panels will normally run as the Panel wishes. Between meetings, the Chair of the Health & Wellbeing Board and Chair of the Panel will discuss the agendas for meetings in line with any recommendations or requests made by the Board and / Panel and with the needs of the Panel Lead Officer (Executive Director Rob Persey, Executive Director Pinaki Ghoshal, or CCG Managing Director Wendy Carberry dependent on topic) to put items forward for consideration.

The Panel Chair will also be asked to check minutes before they are sent, but accuracy will be decided by the Panel.

Membership

The scoping document will outline skill areas required and the Panel membership is open to:

- Councillors unless they are members of Health Overview and Scrutiny
- Health & Wellbeing Board members
- Lay members and CCG members
- HealthWatch
- Chairs of Safeguarding Boards
- Representatives from the wider health & wellbeing system within the city including VCS partners

Members may not represent the Panel outside of meetings unless they are specifically delegated to do so.

The quorum will be set by each panel.

The Pilot Panel will be held in private to allow learning. Subsequent meetings may be held as meetings in public if the Health & Wellbeing Board so agree.

Voting

Policy Panels should aim to agree any papers and / or recommendations through consensus. Should voting need to occur each Panel member shall have one vote.

The Chairing of meetings

The Panel will be chaired as decided by the Panel.

The Chair ensures that the Panel functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The Chairing of the Panel will be agreed at the first meeting of the Panel. A Vice Chair will also be nominated.

If the Chair is absent from a meeting, the Vice Chair will act as chair for all purposes. In the absence of both Chair and Vice Chair, the meeting shall decide who will act as Chair.

Conflict of Interest

A conflict of interest is any situation in which an individual's personal and / or professional interests, or interests which they owe to another body, and those of the panel arise simultaneously or appear to clash.

Conflicts of interest may come in a number of different forms:

a) direct financial gain or benefit such as:

- payment for services provided to the organisation;
- the award of a contract to another organisation in which the member has an interest and from which they will receive a financial benefit; or
- the employment the member within the organisation.

b) indirect financial gain, such as employment by the organisation of a spouse or partner of a member, where their finances are interdependent.

Disclosure of interest

A Panel member, including the chair, with a vested interest in the matter to be discussed at a panel will declare it at the beginning of the topic, or when that interest becomes apparent. The Panel will decide how to proceed which will usually be that the individual takes no part in the discussion or decision on that matter.

The Panel may instead:

- a) Ask the person to leave the meeting during the item
- b) Allow the person to stay and take part in the discussion but not to vote
- c) To allow the person to fully participate in the item, but only if the Panel can see no prospect of gain for the person
- d) Any other suitable decision as agreed by the Panel.

Reporting

The Policy Panel will report to the Health & Wellbeing Board through the normal processes. Interim reports may be requested by the Board.

As Policy Panels are not decision making bodies in their own right their report will focus on recommendations which the Health & Wellbeing Board will consider in its decision making.

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