

Report to:	Cabinet		
Date of meeting:	06 March 2020		
Report of:	Public Health	Report number:	PH145
Contact officer:	Helen Lowey	Telephone number	7859
Report title:	Bolton's Active, Connected and Prosperous Board (The ACP Board) Terms of Reference		
Not confidential			
This report does not contain information which warrants its consideration in the absence of the press or members of the public.			
PDG reports – Not for wider circulation			
Purpose:	To ensure that Bolton's Health and Wellbeing Board is fit for purpose and its terms of reference are updated within the Constitution		
Recommendations:	Cabinet Briefing is recommended to: Support the content of this report.		
Decision:	To approve the formal name of The Active, Connected and Prosperous Board and its Terms of Reference for Bolton Council		
Background documents:	N/A		
Signed:	Leader/Executive Cabinet Member	Monitoring Officer	
Date:			

Consultation with other officers		
Finance	No	N/A
Legal	Yes	Helen Gorman
HR	No	N/A
Equality Impact Assessment required?	No	N/A
(a) Pre-consultation reports Is there a need to consult on the proposals?		No
(b) Post consultation reports Please confirm that the consultation response has been taken into consideration in making the recommendations.		No
Vision outcomes	1. Start Well	X
Please identify the appropriate Vision outcome(s) that this report relates or contributes to by putting a cross in the relevant box.	2.Live Well	X
	3.Age Well	X
	4.Prosporous	X
	5. Clean and Green	X
	6.Strong and Distinctive	X

1. INTRODUCTION & BACKGROUND

- 1.1 Health and Wellbeing Boards are statutory bodies introduced in England under the Health and Social Care Act 2012 and they are a means to deliver improved strategic co-ordination across the NHS, social care, children's services and public health.
- 1.2 The Boards must assess the needs and assets of the local population, produce a strategy that addresses these needs and builds on any assets of the local population, influences commissioning plans of organisations and promotes joint commissioning and integrated provision.
- 1.3 The Boards must also ensure the development of a Joint Strategic Needs Assessment (JSNA) and, a Pharmaceutical Needs Assessment (PNA).
- 1.4 In Bolton, a Shadow Partnership Board was established, being jointly chaired by the Local Authority and Bolton's Clinical Commissioning Group (CCG). This Board took on the statutory roles and functions of the Health and Wellbeing Board.

2. ISSUES

- 2.1 During 2019, the Local Government Association (LGA) delivered a bespoke offer to support the re-development of Bolton's Health and Wellbeing Board; re-defining its purpose, agreed priorities and membership, which reflected Bolton's emerging landscape and governance.
- 2.2 Through the LGA facilitated sessions as well as through local conversations and discussions at Bolton's Vision Steering Group and, Bolton's Shadow Partnership Board, it became apparent that there was opportunity to align Bolton's 2030 Vision with Bolton's Locality Plan whilst condensing meeting and re-purposing place-based strategies that had a stronger basis in intelligence through an effective JSNA.
- 2.3.1 Bolton's 2030 Vision Steering Group is a multi-agency strategic group that is grounded in Marmot's principles and, has seven 'task and finish' groups: Neighbourhoods; Big Up Bolton; Strong, Engaged Communities; Economic Prosperity; Skills and Aspirations; Active and Confident; Social Value. Under the Neighbourhood Group, which is where the health and care integration sits, there is robust governance that is overseen by Bolton Partnership Board to drive the delivery of joined up services through the Integrated Care Partnership (ICP) Board and the Integrated Commissioning via the Joint Commissioning Committee (JCC), whose governance was agreed at Cabinet (24th February).

3. Purpose of Report

- 3.1 To achieve the statutory functions of a Health and Wellbeing Board whilst driving forward innovation, ensuring the social determinants of health are addressed and streamlining governance at a time of reduced capacity, it was agreed at Bolton's Vision Steering Group and, Bolton's Shadow Partnership Board that the Vision Steering Group and Bolton's Health and Wellbeing Board would merge.

- 3.2 The proposed renaming of this merged group is '*Bolton's Active, Connected and Prosperous Board (The ACP Board)*.' This reflects the Council and CCG's statutory responsibilities and, to build upon the excellent work that has been driven forward whilst marking the stages in implementing Bolton's 2030 Vision. Draft Terms of Reference have been produced (Appendix A).

4. **OPTIONS**

- 4.1 To support the progress of the Health and Wellbeing Board and Bolton's Vision Steering Group coming together as the newly formed and named 'The Active, Connected and Prosperous' Board.

5. **IMPACTS AND IMPLICATIONS:**

5.1 **Financial**

None

5.2 **Legal**

Ensures compliance with the Health and Social Care Act 2012.

5.3 **HR**

None

5.4 **Other**

None

6. **EIA**

At this stage it is not anticipated that the proposals will have a disproportionate impact on any of Bolton's diversity groups. The overarching aim of The Active, Connected and Prosperous Board is to reduce inequalities and improve life expectancy.

7. **CONSULTATION**

N/A

8. **VISION 2030**

The Active, Connected and Prosperous Board supports the delivery and implementation of Bolton's Vision and fundamentally aligns to Bolton's Vision 2030.

9. **RECOMMENDATIONS**

The Cabinet is recommended to:

- (i) Support the content of this report.

Appendix A

Bolton's Active, Prosperous and Connected (The ACP Board)

TERMS OF REFERENCE

1. Role and Function

Bolton's Active, Connected and Prosperous (The ACP Board) is the system leadership for Health and Wellbeing. It is ambitious, will hold organisations to account and will deliver Bolton's Vision - Active, Connected and Prosperous by:

- Creating a story for success built upon the 2030 Vision, and delivering on our joint health and wellbeing strategies
- Ensuring that we make intelligent-led decisions based on our Joint Strategic Needs Assessment (JSNA) and, our Pharmaceutical Needs Assessment (PNA)
- Build upon the change and do what we say we will do
- Embed the change and align processes to the new success story

The ACP Board will take a strategic lead on the wider determinants of wellbeing in Bolton, i.e. good employment, economic, housing, education in addition to health and health care and will work across place-based boundaries in pursuit of this. It will create a new relationship with all our partners and citizens; engaging individuals to play their part in creating an ambitious future. It will ensure all statutory responsibilities of health and wellbeing boards are being met i.e. supporting joint commissioning; encourage integrated working; enable pooled budget arrangements.

Our aim is to improve health and wellbeing, improve life expectancy and reduce inequalities by taking both a population and whole system approach. We will be a responsible and accountable group of system leaders who will work together to deliver Bolton's 2030 Vision.

To achieve its ambition, The ACP Board will:

1. Develop a broad, focus that goes beyond organisational culture and interest by creating a strong place-based narrative, through the Vision's principles
2. Develop a style and culture of constructive challenge which encourages innovative transformative and new ways of working
3. Be clear on how it will judge on the effectiveness of itself
4. Think about how to engage with the development of cultures not structures; embedding clear approaches around creativity, collaboration and self-determination and generating social impact as well as delivering services and transformative change
5. Develop a mechanism for meaningful and effective engagement with partners and citizens
6. Devote time and effort to partnership development, focussing on place-based system leadership
7. Begin with some deliverable projects, that align to our single outcomes' framework
8. Ensure that the Board has a genuinely shared strategy and action plan, underpinned by evidence and joint strategic needs assessment, incorporating our community voices which builds on the current Vision 2030.
9. Think of itself as being the centre of a network with a clear purpose and tangible outcomes – it is not just a meeting.
10. Champion and promote Bolton's unique strengths, challenges and opportunities
11. Hold a reflective session once a year.

Membership

The ACP membership reflects the statutory prescribed membership for health and wellbeing boards, local good practice and, to ensure delivery of the ACP Board's vision and its strategy. Membership will be kept under review and if appropriate there will be recommendations on any changes to the core membership, including co-opting people onto the Board when appropriate. This is to enable an agile and flexible approach responding to changes in the place-based system. Other representatives from the wider community may be invited to attend the Board, as required, to contribute to discussion of specific issues. Full membership list is found in part 7 of the Council's constitution.

2. Governance

Chair: Details of the chair(s) are contained in Part 7 of the Council's Constitution.

Attendance at meetings and deputies: In order to maintain consistency and drive progress, it is expected that Board members will attend all meetings. Each member may name one deputy contained in Part 7 of the Constitution, who will deputise for the role.

Quorum: 1 Elected Member of the Council and 1 other Council statutory representative, 1 CCG Governing Body and 1 other statutory CCG Representative, 1 Provider Representative and 1 Independent Voice Representative (i.e. Healthwatch; Academia).

Decision-making and voting: The Board is constituted as a partnership forum rather than an executive decision-making body and therefore the Board will operate on a consensus basis. Where consensus cannot be achieved the matter will be put to a vote, through the showing of hands. Decisions will be made by the majority. All members of the Active, Connected and Prosperous Board have one vote each and up to a maximum of one vote per organisation; one vote for schools and up to a maximum of two votes for the voluntary and community sector. This is except officers of Bolton Council, who shall have no voting rights.

Accountability: As a Council committee, the Board will be formally accountable to the Council through Cabinet.

Relationship to other groups: The Board will formally agree a protocol / memorandum of understanding with the safeguarding partnerships, community safety partnership board (BSAFE), so that it is clear where accountability for each of these statutory groups lies.

The ACP Board will receive reports on behalf of the Partnership Board as required.

Frequency: There will be no fewer than one formal meeting per financial year.

3. Meetings, agendas and papers

The ACP Board has a duty to engage the public, and formal meetings will be in public, interspersed with engagement events and private strategy development meetings, as appropriate.

Dates, venues, agendas and papers for public meetings will be published in advance on the Council's website and will take place in local venues.

The Chair(s) will agree the agenda for each meeting, supported by the Vision Action Group.

It is expected that those who write papers will work collaboratively with others to provide a borough-wide perspective on any given issue.

4. Role of an ACP Board Member

All members of the Board, which is also a statutory committee of the Council, must observe the Council's code of conduct for members and co-opted members. Each member must complete a register of interests annually. The Values and Behaviours Framework will be adhered to. Other responsibilities include:

- Attending ACP Board meetings and fully and positively preparing and contributing to meetings.
- Enabling a broad range of perspectives to enable strategic change and delivery, acting as system leaders and not to act simply as a representative of their organisation.
- To build a place-based approach which embeds a challenge, resolves any issues and provides system leadership through High Support, High Challenge.
- Fully and effectively communicating outcomes and key decisions of the ACP Board to their own organisations, acting as ambassadors for the work of the ACP, and participating where appropriate in communications / marketing and stakeholder engagement activity to support the objectives of the ACP, including media work.
- Working effectively together to ensure development and delivery of Bolton's Joint Strategic Needs Assessment (JSNA) via a Leadership Group and, Bolton's Active, Connected and Prosperous Vision.
- Ensuring that commissioning is in line with the requirements of the ACP Strategy, which works towards Borough's Single Outcomes Framework as agreed and owned by partners.
- Declaring any conflict of interest, particularly in the event of a vote being required and in relation to the providing of services.
- Acting in a respectful, inclusive and open manner with all colleagues to encourage debate and challenge.

5. Review

These Terms of Reference will be reviewed annually.

APPENDIX A: MEMBERSHIP

Role	Role	Organisation
Statutory Roles		
Elected members	Leader of Council	Bolton Council
	Executive Member, Wellbeing	Bolton Council
	Leader of Main Opposition	Bolton Council
Director Children's Services	Director of People	Bolton Council
Director Adult Social Services	Director of Adult Social Services	Bolton Council
Director of Public Health	Director of Public Health	Bolton Council
CCG	Chair Bolton CCG	Bolton CCG
	Chief Officer	Bolton CCG
Healthwatch	Chief Executive	Bolton's Healthwatch
Leads for Task & Finish		
Independent Chair	Chair of Bolton's Vision 2030	
Neighbourhood Models	Director of Transformation	Bolton FT
Big Up Bolton	Chief Executive	Bolton Council
Strong & Engaged Communities	Chief Executive	Bolton at Home
Economic Prosperity	Deputy Chief Executive	Bolton at Home
Skills & Aspiration	Principal	Bolton College/University
Active & Confident	Chief Executive	Octagon Theatre
Social Value	Chief Executive Officer	Bolton CVS
Community & VCSE		
	Chair	Bolton CVS
	Chair, Voluntary and Community Sector Forum	Bolton Wanderers Community Trust
	Vice-Chair, Voluntary and Community Sector Forum	Urban Outreach
	Chair of Faith Leaders Forum	Vicar of Bolton
	Employer & Partnership Manager	Department for Work & Pensions
	Chair	Bolton Community Home
Public Services		
	Chief Executive	Bolton Foundation NHS Trust
	District Superintendent	GM Police
	Director of Place	Bolton Council
	Station Manager	GM Fire & Rescue
	Executive Head	Woodbridge Trust
	Chair	Secondary Heads
	Head	Queensbridge School

End of report