

Health & Wellbeing Board Report template

Bury Health and Wellbeing Board

Title of the Report	Health & Wellbeing Board Etiquette & Expectations Document
Date	30 th October 2014
Contact Officer	Heather Hutton
HWB Lead in this area	

1. Executive Summary

Is this report for?	Information	Discussion	Decision X
Why is this report being brought to the Board?	This report is being brought to the board to seek approval to sign off the final version of the Health & Wellbeing Board Etiquette and Expectations Document.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)	N/A		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)	N/A		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	Board to approve the recommendations for action that will support the future development of the Health & Wellbeing Board.		
What requirement is there for internal or external communication around this area?	N/A		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please	No this report is specific to the Health & Wellbeing Board		

provide details.	
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2. Introduction / Background

A draft Health & Wellbeing Board Etiquette & Expectations document has been developed by the Health & Wellbeing Policy Lead and Democratic Services officer as part of the development work programme of the board. The purpose of the document is to specify the type of behaviour appropriate for the Board Meeting, its subcommittees or groups and/or meetings conducted on behalf of the Health & Wellbeing Board. The document is also intended to provide a practical guide to the operational running of the meetings for members, deputies and guest speakers. It is intended that this document will sit alongside the Terms of Reference for the Health & Wellbeing Board to support members, officers and guest speakers.

3. Key issues for the Board to Consider

The draft Health & Wellbeing Board Etiquette & Expectations document was discussed at a workshop session as part of the Member development Session on the 4th September 2014.

4. Recommendations for action

The document has been updated to incorporate the comments from the workshop session to include specifically a section for people submitting reports or guest speakers to the Health & Wellbeing Board. Please see Appendix One for the final report.

Recommendations for action are for the board to approve the final Etiquette & Expectations Document so that this can be distributed all members, deputies and officers of the board, uploaded to the Health & Wellbeing Board WebPages and available as guidance for any guest speakers or officers submitting reports to future Health & wellbeing Board meetings.

5. Financial and legal implications (if any) If necessary please see advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

There are no financial or legal implications.

6. Equality/Diversity Implications

There are no equality or diversity implications.

CONTACT DETAILS:

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Date: 30/10/2014

Appendix 1- Final Health & Wellbeing Board Etiquette & Expectations Document

Health & Wellbeing Board Meeting Etiquette/Expectations Document

Document name	Health & Wellbeing Board Meeting Etiquette/Expectations
Author(s) Contact(s) for further information about this document	Heather Hutton, Policy Lead Julie Gallagher, Democratic Services
This document should be read in conjunction with	Bury Health & Wellbeing Board Terms of Reference
This document has been developed in consultation with	Bury Health & Wellbeing Board members

Version Control

Version History:		
Version Number	Reviewing Committee / Officer	Date
0.1 = draft 1	Heather Hutton- Policy Lead Julie Gallagher- Democratic Services Officer	28 th July 2014
0.2= draft 2	Health & Well being Board Chair Development Session	1 st August 2014
0.3= draft 3	Health & Wellbeing Board	30 th October 2014

Contents	Page
1 Introduction	3
2 Member Development Session	3
3 Health & Wellbeing Board Meetings	3
3.1 Before the meeting	3
3.2 During the meeting	4
3.3 Exempt item protocol	5
3.4 After the meeting	6
4 Special Meetings of the Board	6
5 Breaches of the Bury Health & Wellbeing Board Etiquette	6
6 Guidance for reports being submitted to the Health & Wellbeing Board	7
7 Guidance for guest speakers attending the Health & Wellbeing Board	7
8 Appendices	9

1. Introduction

The purpose of this Health & Wellbeing Board etiquette and expectations document is to specify the type of behaviour appropriate for the Board Meeting, its subcommittees or groups and/or meetings conducted on behalf of the Health & Wellbeing Board. The document is also intended to provide a practical guide to the operational running of the meetings for members, deputies and guest speakers. Health & Wellbeing Board members and should act with independence, rigour, integrity, probity, honesty, mutual trust and display high standards of conduct.

2. Member Development Session

- Deputy board members are invited to attend all Member Development Sessions.
- Submit apologies if unable to attend the session and where possible please ensure that the nominated deputy can attend.
- Arrive for the session on time and stay for its duration. If members need to arrive late for the meeting or leave early, please advise the chair prior to the meeting or as soon as possible. Please ensure regular attendance at all Member Development Sessions.
- Be clear as to the purpose of the session and the role you play at the development session.
- Having received the member Development Session papers before the meeting, read the agenda, and any supporting papers ahead of the session and prepare questions to be raised at the appropriate time, or think of suggestions to resolve problems.
- Participate in discussion and/or training being delivered as part of this session.
- Request further information ahead of the meeting or seek clarification from the Policy Lead or Democratic Services Officer (including highlighting typographical and other errors not of material consequence), where appropriate.

3. Health & Wellbeing Board Meetings

3.1 Before the Health & Wellbeing Board meeting

- Submit apologies if unable to attend the meeting and where possible please ensure that the nominated deputy can attend.
- Arrive for the meeting on time and stay for its duration. If members need to arrive late for the meeting or leave early, please advise the chair prior to the meeting or as soon as possible. Please ensure regular attendance at all meetings.

- Be clear as to the purpose of the meeting and the role you play at the meeting.
- Having received the Health & Wellbeing Board papers before the meeting, read the agenda, and any supporting papers ahead of the meeting and prepare questions to be raised at the appropriate time, or think of suggestions to resolve problems.
- Be clear on the contribution or decision that is being asked for.
- Request further information ahead of the meeting or seek clarification from the Policy Lead or Democratic Services Officer (including highlighting typographical and other errors not of material consequence), where appropriate.

3.2 During the Health & Wellbeing Board meeting

- The Openness of Local Government Bodies Regulations 2014 provide that whilst a meeting of a local authority is open to the public any person attending is to be permitted to report on the meeting. The regulations further provide that a person attending a local authority meeting for the purpose of reporting on the meeting must, so far as practicable, be afforded reasonable facilities for doing so.
- In terms of reporting on the meeting, a person may use any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities. Publication and dissemination may take place at the time of the meeting or take place after the meeting.
- Dedicate your attention to the purpose of the meeting and refrain from performing other duties at the same time.
- Turn off your mobile phone/electronic communications device. When an electronic device must be kept on, turn to silent/vibrate and excuse yourself from the meeting should you need to answer an urgent call; forewarn attendees that you are expecting an urgent call and gain the permission of the chair of the meeting to keep the electronic device on.
- Declare any potential or real conflicts of interest with regard to any matter on the agenda.
- If using an electronic device to record the meeting either visual or audio it is advisable to inform fellow Board members of your intention and gain the permission of the chair.
- If appropriate, attract the chair's attention when wishing to contribute to the discussion, and wait until the chair indicates that you may speak so as to avoid interrupting a fellow board member. Direct comments and discussion through the chair.
- When invited to speak by the chair, do so clearly, concisely and at a volume that all attendees can hear, without shouting. Think about the language you use to ensure that it is clear and comprehensible. Do not use jargon or acronyms.

- Practice concise and timely questions and ensure responses are kept short.
- Throughout the meeting, be respectful of the role of the chair in encouraging debate, summarising discussion and clarifying decisions made.
- Be constructive and professional in the way you impart an opinion or information.
- Listen attentively and respectfully to others, making notes of any points you would like to raise when an opportunity to respond has been accorded; do not interrupt when others are speaking.
- Ensure you maintain body language that demonstrates your participation and engagement in the meeting.
- Challenge inappropriate behaviour/language from other meeting members at the time via the chair or after the meeting if more convenient.
- Treat attendees fairly and consistently, even when you disagree with their point of view.
- Challenge/criticise constructively, and ensure that any challenges are proportional and well-founded in facts or seek to attain clarity in a matter. Challenge the issue being discussed, not the personality.
- Do not act territorially/personally; remember the need to contribute to the corporate nature of the board. Regard and welcome challenge as a test of the robustness of papers and arguments presented.
- Do not cause offence or take offence; accept the diversity of opinions and views presented.
- Stay focused on agenda items.
- Refrain from private conversations with others at the meeting (whether spoken or written), and the passing of notes.
- Keep confidential matters confidential. Do not participate in gossip arising from Health & Wellbeing Board matters.
- Know and understand the role you play at the meeting and the need for the Health & Wellbeing Board to act as a Committee of the Council.
- Seek professional guidance/clarification from the chair during the meeting (or Policy Lead/ Democratic Services Officer outside the meeting) wherever there may be any concern about a particular course of action.
- Do not attend the meeting if under the influence of any substances, legal and illegal, that will impair your performance and contribution to the meeting.

3.3 Exempt item protocol

- All meetings of the HWB and sub committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.
- The rules require a meeting to be closed to the public in two specific circumstances:
 - If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of financial information; or
 - A lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.
- In addition, a meeting can also be closed to the public if the Cabinet/council committee so decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed.
- The descriptions of exempt information are set out in schedule 12A of the Local Government Act.
- In all cases, before the press and public are excluded, the meeting must be satisfied that, in all circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

3.4 After the meeting

- Participate and contribute to any post-board review with a view to making future meetings more effective.
- Draft minutes should be circulated swiftly after the meeting and these should be read with a view to clarifying matters at the earliest opportunity and reducing the time approving the minutes at the next Health & Wellbeing Board meeting.
- Read any post meeting action plan and ensure you complete the tasks accorded to you and report back appropriately on their completion in a timely manner.
- Observe the confidentiality and sensitivity of matters discussed at the meeting and ensure that all papers are stored safely.
- Respond to e-mail and telephone calls and other communications in a timely and appropriate manner.

4. Special meetings of the Health & Wellbeing Board

- The Council approves a programme for meetings of the Health and Wellbeing Board. No additional or special meetings of the Board are to be held or changes to the dates or times of programmed meetings to be made without the agreement of the Chair of the body concerned and the Leader of the Council.

5. Breaches of the Health & Wellbeing Board Etiquette

- Where there is evidence of the Health & Wellbeing Board Meeting Etiquette policy being breached, the chair, with guidance from the Democratic Services/ Policy Lead, will recommend the necessary action to be taken.

6. Guidance for reports being submitted to the Health & Wellbeing Board

- The Health & Wellbeing Board have a Report Template that must be completed in full for any report tabled at the board. Please See Appendix One.
- All sections must be completed in full for the report to be considered.
- Ensure that reports are not too lengthy, think about the language used and ensure that they do not contain any jargon or acronyms.
- Draft reports must be available for Agenda Setting meetings ten working days prior to the date of the board and must be e-mailed to the Health & Wellbeing Board Democratic Services Officer using the following e-mail address: J.Gallagher@bury.gov.uk. Please see Appendix Two for dates of draft report submission.
- Any queries relating to the completion of the report need to be directed to the Health & wellbeing Board Democratic Services Officer or the Policy Lead prior to submission.
- The Health & Wellbeing Board would welcome reports that contain the initial scoping, proposal or rationale stage of future work programmes for discussion prior to the final sign off stage.

7. Guidance for guest speakers attending the Health & Wellbeing Board

- Health & Wellbeing Board meetings take place at either 2pm or 6pm and start times alternate to ensure that every other meeting takes place during the working day or in the evening to enable maximum attendance.
- Meetings usually take place at Committee Rooms A&B at Bury Town Hall and last around two hours.
- As the Health & Wellbeing Board is a Committee of the Council, it is a public meeting and therefore the public are able to attend the meeting in addition to Members and Officers of the Board.
- Please be aware that the meeting may be recorded or live streamed, by any member of the public present at the meeting.
- Guest speakers are invited to attend the whole meeting but will be allocated a time slot on the agenda and would be expected to arrive around 5 minutes prior to this time if not attending the whole meeting.
- You will be allocated a specific time slot for your report or presentation prior to the meeting and please ensure that you adhere to this to ensure the smooth running of the meeting.
- Upon arrival, please report to the Town Hall reception and obtain a visitor badge before being signposted to the meeting room.
- Please enter the meeting room and take a seat in the public seating area where seats labelled 'Guest Speaker' will be available for you until your time slot when you will be requested by the chair to speak or present.
- When requested to speak or present, please come to the front or take a seat at the meeting table which will be clearly labelled 'Guest Speaker'.
- When you have presented your report, please feel free to leave the meeting or please return to your allocated 'guest speaker' seating in the public seating area until the end of the meeting.

Appendix 1- HWB report template

Bury Health and Wellbeing Board

Title of the Report	
Date	
Contact Officer	
HWB Lead in this area	

1. Executive Summary

Is this report for?	Information <input type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?			
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)			
 Living_well_in_Bury_ Making_it_happen_to			
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached			

<p>JSNA)</p>  <p>Bury JSNA - Final for HWBB 3.pdf</p>	
<p>Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.</p>	
<p>What requirement is there for internal or external communication around this area?</p>	
<p>Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.</p>	

2. Introduction / Background

3. key issues for the Board to Consider

4. Recommendations for action

5. Financial and legal implications (if any)

If necessary please see advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

6. Equality/Diversity Implications

CONTACT DETAILS:

Contact Officer:

Telephone number:

E-mail address:

Date:

Appendix 2- Draft Report submission deadlines

Board Meeting Dates	Draft Reports required
Thursday 30 th October 2014	Thursday 16 th October 2014
Thursday 18 th December 2014	Thursday 4 th December 2014
Thursday 29 th January 2015	Thursday 15 th January 2015
Thursday 5 th March 2015	Thursday 19 th February 2015
Thursday 9 th April 2015	Thursday 26 th March 2015