**Guidance for the Tower Hamlets Health and Wellbeing Board (HWBB)**

**Meetings.**

**(1) Attendance at Meetings.**

Meetings of the HWBB are open to the public and press to attend except on the rare occasion when the HWBB retires into private session. This will be clearly stated on the agenda. The press and public will be excluded for those confidential items only. We try to keep confidential reports to an absolute minimum. We request that you show courtesy to all present and please keep mobile phones on silent. Meetings can reach full capacity and seats are allocated on a first come first served basis.

**(2) Role and Membership.**

The aim of the HWBB is to improve the health and wellbeing of Borough residents. To achieve this, the Board will carry out the following activities:

* To encourage joint working between health or social services providers in Tower Hamlets for the advancement of the health and wellbeing of Borough residents.
* To identify needs and priorities across Tower Hamlets and publish and refresh the Tower Hamlets Joint Strategic Needs Assessment (JSNA) so that future commissioning/policy decisions are based on evidence.
* To prepare the Joint Health and Wellbeing Strategy.
* To be involved in the development of any Clinical Commissioning Group Commissioning (CCG) Plan that applies to Tower Hamlets and to give its opinion to the CCG on any such proposed plan.
* To communicate and engage with local people on how they could achieve the best possible quality of life and be supported to exercise choice and control over their personal health and wellbeing. This will involve working with Local HealthWatch to make sure there’s a continuous dialogue with the public to ensure services are meeting need.
* To carry out new functions as requested by the Secretary of State and as advised in guidance issued from time to time.

The HWBB is chaired by the Mayor of the Council and is also made up of Cabinet Members, Councillors, Council Officers and health care providers. A number of co-opted representatives also sit on the HWBB as non - voting Members including representatives of NHS providers, the Housing Forum and the Young Mayor. The Chair of the Council’s Health Scrutiny Panel is able to attend as an observer.

Meetings are normally held in the Town Hall, Mulberry Place. See the [Agenda Timetable](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?XXR=0&DD=2014&RP=632&ACT=Go)  for specific dates.

**(3) Access to Committee papers.**

The agenda for HWBB meetings is published five (working) days before the Committee meeting. All Board papers (i.e.[Agendas, reports and minutes](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=632)) are published on the website and also available on iPad and Android tablet apps downloadable for free from their respective app stores.

**(4) Declarations of Interest.**

At each meeting, HWBB Members are required to declare any personal interests in business being considered. If the interest is prejudicial, the Member must leave the meeting room for the consideration of that item. Fuller guidance on declarations of interests can be found on the agendas for meetings attached to the declaration of interest item.

**(5) Who can speak at HWBB meetings?**

At the start of each meeting, members of the public may ask questions of the HWBB on agenda items. A timeslot of 15 minutes will be allowed for this question time. Questions should be submitted by 5pm the day before the meeting to the Committee Officer who’s details are on the agenda front sheet and the website.

**(6) How will the items be considered?**

The HWBB will normally consider the items in agenda order subject to the Chair’s discretion. The basic structure for the meeting is as follows

* Public Question Time.
* The Chair opens the meeting and establishes who has apologised for their absence.
* Members declare any declarations of interest.
* The meeting approves previous minutes and considers matters arising.
* Members of the meeting discuss, debate and vote on the issues before the meeting (as outlined in the agenda).
* The Chair asks if there is any other business.
* Any private session items.
* The meeting is closed.

Decision-making is normally determined by an overall majority of the board members present at any given meeting. Voting will be by way of a show of hands. The Chair will have the second and casting vote where the votes for and against are equal.

**(7) How can I find out about a decision?**

You can contact Democratic Services the day after the meeting to find out the decisions. The minutes of the meeting will be published with the agenda of the next HWBB meeting.

**(8) Queries on reports.**

For any questions, please contact the Officer named on the front of the agenda/report.

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| **Tower Hamlets Health and Wellbeing Board Webpages**  To view go to the Committee and Member Services web page:  [www.towerhamlets.gov.uk/committee](http://moderngov.towerhamlets.gov.uk/uuCoverPage.aspx?bcr=1)  then ‘agenda, reports, decisions and minutes’, then click on  [Tower Hamlets Health and Wellbeing Board](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=632)  The pages include:   * Board Membership. * Terms of Reference. * [Agendas, reports and minutes](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=632). * [Agenda Timetable](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?XXR=0&DD=2014&RP=632&ACT=Go)  including dates of meetings and when the agenda for meetings is published. |

[Committee and Member Services web page](http://www.towerhamlets.gov.uk/committee)

The pages also includes information on:

* Full Council, Cabinet and the Council’s Committees.
* Council’s Constitution.
* Mayor and Cabinet and Executive Decisions.
* Local Councillors, Members of Parliament and other Regional Representatives.