

# South East Hampshire Area Public Health Liaison Board Terms of Reference

adopted on 5 March 2008

## 1. Name of Partnership

South East Hampshire Area Public Health Liaison Board  
(and in this document it is called 'the Board').

## 2. Aims and Objectives

- (1) The purpose of the Board is to bring together the goals of national health and social care policy and local policies to deliver improved outcomes for the people and communities of South East Hampshire.
- (2) The Board aims to provide:
  - (a) a partnership for the Area Director of Public Health for Hampshire Primary Care Trust to be equally accountable to the district councils within South East Hampshire (namely Fareham, Gosport and Havant Borough Councils);
  - (b) more local, visible leadership for health and well-being;
  - (c) opportunities for dialogue between member authorities (Hampshire PCT and Fareham, Gosport and Havant Borough Councils) across a range of health and health service issues, as appropriate.
- (3) The Board's key objectives are:
  - (a) To have in place a forward plan that has identified agreed local priorities for achieving targets in relation to improving and protecting health; reducing health inequalities and ensuring the clinical quality of services commissioned by Hampshire PCT.
  - (b) To agree areas of action to enable Hampshire PCT and the borough councils to deliver their responsibilities around health and well-being, as outlined in the Government White Paper 'Choosing Health: Making healthy choices easier'.
  - (c) To monitor the performance of joint action plans and to hold to account member agencies for the delivery of local programmes especially in relation to:
    - Local Sustainable Community Strategies.
    - Hampshire Local Area Agreement.
  - (d) To provide a forum for consultation on Hampshire PCT health and service issue proposals, which directly affect the local population.
  - (e) To secure best value from both financial and human resources, which are invested in the health and well-being targets of the PCT and Local Authorities.
  - (f) Collectively with each of the borough councils to jointly plan and develop a strategic, co-ordinated approach to improving and protecting the health and well-being of the combined population in these areas.

- (g) To disseminate information and share examples of good practice in health improvement activity to facilitate a more robust approach to health impact assessment to support policy development and implementation across Fareham, Gosport and Havant.

## 3. Powers

The Board will not have executive power of its own but will discharge its responsibilities by means of recommendations to the relevant member authorities to act in accordance with their own discretion within their respective powers and duties.

## 4. Resources

- (1) There are currently no pooled resources for the partnership.
- (2) The member authorities provide appropriate administrative support shared between each authority on a rotating basis.

## 5. Membership

- (1) The Board's membership comprises:
  - Hampshire Primary Care Trust
  - Fareham Borough Council
  - Gosport Borough Council
  - Havant Borough Council
- (2) The Hampshire PCT shall be represented by the Area Director of Public Health.
- (3) Each local authority member shall have one representative at Executive Member level (or Councillor with decision-making ability) with responsibility for health matters, supported by a senior officer from each authority with responsibility for supporting their authority's health and well-being function.
- (4) In the absence of their appointed representative, a member authority may appoint a substitute representative.
- (5) A resolution to remove a member authority from membership may only be passed if the member authority's representative has been allowed to address the meeting.

## 6. Roles

### Chairman

- (1) The Chairman's responsibilities are to:
  - (a) preside at Board meetings and any other gathering where appropriate;
  - (b) approve draft agenda and minutes of Board meetings prior to despatch; and

- (c) actively promote the Board's role to a wide range of organisations at senior level and to raise its profile.

- (2) In the absence of the Chairman for any reason, a member authority's representative shall be nominated by the meeting to stand in.

#### Appointed Representatives

- (3) The responsibilities of the member authorities' representatives are to:
  - (a) be committed to the Aims and Objectives;
  - (b) contribute to the actions required to deliver the Aims and Objectives;
  - (c) represent the views of their authority; and
  - (d) be accountable to both the Board and their member authority.

### 7. Meetings

#### Frequency

- (1) The Board shall meet quarterly and at such other times as are deemed necessary.

#### Notice

- (2) At least 28 days' notice shall be given to all member authorities' representatives who are entitled to attend and vote at the meeting.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.

#### Special meetings

- (4) The Board may call a special meeting at any time provided that at least:
  - (a) two member authorities request such a meeting;
  - (b) seven days' notice shall be given to all member organisations' representatives who are entitled to attend and vote at the meeting; and
  - (c) the notice states the nature of the business that is to be discussed.

#### Chairman

- (5) The Board will appoint a Chairman at its annual general meeting.

#### Quorum

- (6) Two member authorities' representatives shall constitute a quorum.

#### Voting

- (7) The Board will always try to reach a consensus on issues as they arise.
- (8) In the event of a failure to reach consensus each member authority shall have one vote.
- (9) If there is an equality of votes, the person who is chairing the meeting shall have a second or casting vote.

### 8. Delegation

- (1) The Board may delegate any of its powers or functions to a sub-group of two or more members, which should have clear terms of reference.
- (2) The terms of any such delegation must be recorded in the minute book.
- (3) The Board may impose conditions when delegating, including conditions that:
  - (a) the relevant powers are to be exercised exclusively by the sub-group to whom it delegates;
  - (b) the Board may revoke or alter a delegation;
  - (c) all acts and proceedings of sub-groups must be fully and promptly reported to the Board.

### 9. Minutes

The Board must keep minutes of:

- (1) all appointments of officers made by the Board;
- (2) all proceedings at meetings and any sub-groups of the Board including names of the persons present, decisions made and, where appropriate, reasons for the decisions.

### 10. Dissolution

If the members resolve to dissolve the Board, the officers, subject to resources, will remain in office and be responsible for winding up the Board's affairs.

### 11. Amendments

Any provision in these Terms of Reference may be amended by the Board if it is passed by not less than three quarters of the members present and voting.

### 12. Equality and Diversity

The Board will not tolerate the less favourable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnicity, disability, sexual orientation, religion or faith or any other reason that cannot be shown to be justified.

### 13. Duration

The Board will review these Terms of Reference on an annual basis.