

BOARD OPERATION, REPORTING & WORK PROGRAMME

Relevant Board Member(s)	Councillor Ray Puddifoot
Organisation	London Borough of Hillingdon
Report author	Mark Braddock, Administration Directorate
Papers with report	Appendix 1

1. HEADLINE INFORMATION

Summary	To note the operation of the new Board as a formal Council Committee and consider its business for the forthcoming cycle of meetings.
Contribution to plans and strategies	Joint Health & Wellbeing Strategy
Financial Cost	None.
Relevant Policy Overview & Scrutiny Committee	N/A
Ward(s) affected	N/A

2. RECOMMENDATIONS

That the Board:

- a) Note the Board's operation and reporting requirements;**
- b) Consider and provide input on the draft Board Planner set out in Appendix 1;**
- c) Agree to monitoring the implementation of the Joint Health & Wellbeing Strategy on a regular basis; and**
- d) Note the dates of Board meetings.**

3. INFORMATION

Supporting Information

Operation of the Board

The Board has previously operated in shadow form where its meetings were informal in nature. Now, as a formal Committee of the Council, the Board will be bound by the Council's Constitution and various aspects of local government meeting legislation, particularly those relating to Access to Information.

The key points for Board Members to note are:

- The presumption will be that all meetings of the Board, its reports and discussions will be considered in public. A private part of the meeting may take place (or confidential report considered) only if a valid exemption can be given as determined by Democratic Services.
- Residents, Councillors and other individuals will be able to attend the public part of any Board meetings to observe proceedings but not speak.
- Board Members will be required to declare any interests they have at the start of the Board meeting.
- The minutes of the Board meeting will be a short summary of the discussion and decision made. This will become public and published online after the meeting.
- An official public notice will be given for each meeting and the agenda will be published 5 clear working days beforehand. Meeting dates will also be added to the Council's official programme of meetings for the municipal year.
- Apologies, reports and queries in relation to the Board should be sent to the nominated contact in Democratic Services, who will liaise with the Chairman where necessary.

Reporting to the Board

A draft Board Planner is presented for consideration and development, in order to schedule future reports to be considered by the Board. It is attached in Appendix 1 and shows some other business that the Board may wish to bring forward to future meetings. Members may also wish to consider any standing items (regular reports) and on what frequency they are presented.

The Board Planner will be flexible so it can be updated at each meeting or between meetings, subject to the Chairman's approval.

Board agendas and reports will follow legal rules around their publication. As such, they can usually only be considered if they are received by the deadlines set. Any late report (issued after the agenda has been published) can only be considered if a valid reason for its urgency is agreed by the Chairman.

Advance reminders for reports will be issued by Democratic Services. Reports should be presented in the name of the relevant Board member.

With the Chairman, Democratic Services will review the nature of reports presented to the Board in order to ensure consistency and adequate consideration of legal, financial and other implications. It is proposed that all reports follow the in-house “cabinet style” with clear recommendations as well as corporate finance and legal comment.

The agenda and minutes for the Board will be published on the Council's website, alongside other Council Committees.

Joint Health and Wellbeing Strategy

One of the key roles of the Board will be to monitor the implementation of the Joint Health and Wellbeing Strategy priorities. The Board is asked to receive a report at each meeting setting out progress against these priorities and actions, along with what difference is being made to achieve improved outcomes in the health of Hillingdon's residents.

Board meeting dates

The following dates for the Board meeting have been agreed, which will be held in the Civic Centre, Uxbridge:

- 11/07/2013 2.30 pm - Committee Room 4
- 01/08/2013 2.30 pm - Committee Room 5
- 31/10/2013 2.30 pm - Committee Room 6
- 05/12/2013 2.30 pm - Committee Room 6
- 06/02/2014 2.30 pm - Committee Room 5

Financial Implications

There are no financial implications arising from the recommendations in this report.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

N/A

Consultation Carried Out or Required

Consultation with the Chairman of the Board and relevant officers.

5. CORPORATE IMPLICATIONS

Hillingdon Council Corporate Finance comments

There are no financial implications arising from the recommendations in this report.

Hillingdon Council Legal comments

Consideration of business by the Board supports its responsibilities under the Health and Social Care Act 2012.

6. BACKGROUND PAPERS

NIL

Appendix 1

Draft Board Planner

11 July 2013	Business / Reports	Lead	Timings
2.30pm Committee Room 4	Board Terms of Reference, Voting Rights and Membership	LBH	Report deadline: 24 June 2013 Agenda Published: 3 July 2013
	Board Operation, reporting and work programme	LBH	
	Integration of Public Health Update (SI)	LBH	
	Healthwatch Hillingdon Update	Healthwatch Hillingdon	
	CCG Operating Plan and Budget Position	CCG	
	S106 health contributions	LBH	

1 Aug 2013	Business / Reports	Lead	Timings
2.30 pm Committee Room 5	Implementation of Joint Strategy – Action Plan 2013/2014 (SI)		Report deadline: 17 July 2013 Agenda Published: 24 July 2013
	Public Health - Action Plan 2013/2014 (SI)		
	CCG Update - Action Plan 2013/2014		
	Healthwatch Hillingdon Update		
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)		
	Board Planner Updates (SI)		

31 Oct 2013	Business / Reports	Lead	Timings
2.30 pm Committee Room 6	Implementation of Joint Strategy – Action Plan 2013/2014 (SI)		Report deadline: 16 October 2013 Agenda Published 23 October 2013
	CCG Update - Action Plan 2013/2014		
	Healthwatch Hillingdon Update		
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)		
	Board Planner Updates (SI)		
	Action Plan Monitoring		

5 Dec 2013	Business / Reports	Lead	Timings
2.30 pm Committee Room 6	Implementation of Joint Strategy – Action Plan 2013/2014 (SI)		Report deadline: 20 November 2013 Agenda Published: 27 November 2013
	CCG Update - Action Plan 2013/2014		
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)		
	Board Planner Updates (SI)		

6 Feb 2014	Business / Reports	Lead	Timings
2.30 pm Committee Room 5	Implementation of Joint Strategy – Action Plan 2013/2014 (SI)		Report deadline: 22 January 2014 Agenda Published: 29 January 2014
	CCG Update - Action Plan 2013/2014		
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)		
	Review of the Terms of Reference		
	Board Planner Updates (SI)		

* SI = Standard Item

Other possible business of the Board:

1. Joint Strategic Needs Assessment (JSNA);
2. Approval of the CCG commissioning plan and annual update
3. Performance monitoring, e.g. public health