

**Appendix B –
Extract from North Tyneside Council Constitution (Version 27, May 2023)**

Article 10 – Health and Wellbeing Board

1. Introduction

The Authority is required to appoint a Health and Wellbeing Board to ensure that there is an integrated approach to the provision of health and social care services in the area. The Board brings together representatives from a range of relevant organisations to provide shared leadership of the strategic approach to health and wellbeing of communities in North Tyneside.

The Board is responsible for:-

- encouraging the commissioners of health and social care services to work in an integrated manner to improve the health and wellbeing of people in the area, including the making of joint arrangements;
- preparing a Joint Strategic Needs Assessment, Joint Health and Wellbeing Strategy and Pharmaceutical Needs Assessment; and
- encouraging the commissioners of health-related services, such as housing, to work closely with the Board and the commissioners of health and social care services.

2. Proceedings

The Health and Wellbeing Board will conduct its proceedings in accordance with Part 3.5E, Terms of reference of Committees, and Part 4.6, Health and Wellbeing Board Rules of Procedure, of the Constitution.

Part 4 Rules of Procedure

4.6 Health and Wellbeing Board

1. Membership

The membership of the Board will comprise:-

- a) the Elected Mayor, if nominated by him/herself;
- b) five councillors to be nominated by the Elected Mayor;
- c) the Authority's Director of Public Health and Director of Services for Children and Adults
- d) a representative of the North Tyneside NHS Clinical Commissioning Group
- e) a representative of Healthwatch North Tyneside
- f) for the purpose of participating in the preparation of a Joint Strategic Needs Assessment or a Joint Health and Wellbeing Strategy, a representative of the NHS Commissioning Board; and
- g) such other persons as the Board thinks appropriate.

With the exception of those members falling within category a) and b) all other members will be non-voting co-opted members.

2. Meetings

Where possible, a programme of ordinary meetings of the Board will be set each year, usually by the full Council. Notice of meetings will be given to the public in accordance with Part 4.11 – Access to Information Rules of Procedure.

3. Extraordinary Meetings

Extraordinary meetings of the Board may be called, where possible following consultation with the Chair and Deputy Chair, where it is considered necessary or appropriate; or at the request of the Chair and Deputy Chair or any three Members of the Board.

Other than in exceptional circumstances, the time of commencement of extraordinary meetings should be the same as for ordinary meetings.

4. Agenda

The Head of Law, where possible in consultation with the Chair and Deputy Chair, will determine the agenda for meetings of the Board.

At least five clear working days before a meeting, an agenda will be sent to every member of the Board.

The agenda will give the date, time and place of each meeting and specify the order of the business to be transacted, and will be accompanied by such reports as are available.

Urgent reports on items of business may only be added to the agenda if the reasons for urgency can be sufficiently justified and the approval of the Chair has been given. The reasons for urgency will be recorded in the minutes of the meeting

Any matters referred to the Board by either the Council or the Cabinet will be placed on the agenda for the next available meeting of the Board. The Board will, at that meeting, determine the method and timetable for responding to any such referrals.

5. Chair

The Chair and Deputy Chair of the Board will be appointed by the Council.

Meetings of the Board will be chaired by the Chair or in his/her absence the Deputy Chair. In the absence of the Chair and Deputy Chair, Members of the Board present will elect from amongst themselves a Chair for the duration of the meeting.

6. Quorum

A meeting of the Board cannot begin until a quorum is present. The quorum for the Board will be no less than a quarter of the whole membership and at least two elected Members of the Council.

If a quorum is not reached 15 minutes after the time appointed for the start of the meeting, the meeting will be reconvened on another date.

During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately.

Remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.

7. Declaration of Interests in Meetings

Where a Member attends a meeting of the Board they must declare any registerable or non-registerable personal interests as defined in the Council's Code of Conduct for Elected Members and Co-opted Members, before consideration of that item begins or, if later, when they become aware of that interest.

In addition, where in relation to any meeting a Member has declared a registerable or non-registerable personal interest in a matter, and the criteria contained in paragraph 17 of the Members' Code of Conduct apply, the Member must leave the room for the duration of the discussion on that matter.

8. Duration

Unless the majority of Members of the Board present vote for the meeting to continue, any meeting that has lasted for 3½ hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.

If the majority of Members vote for the meeting to continue no business shall be taken after a further 15 minutes beyond the initial 3½ hours.

9. Voting

Where possible matters will be decided by a consensus of members of the Board present in the room at the time the question was put.

When a consensus cannot be reached on any matter then it will be decided by a simple majority of the Members of the Board entitled to vote who are present in the room at the time the question was put.

Unless a ballot or recorded vote is demanded, the Chair will take the vote by show of hands. The Chair will announce the numerical result of the show of hands immediately after the result is known.

The vote will take place by ballot if two Members of the Board present at the meeting demand it. The Chair will announce the numerical result of the ballot immediately the result is known.

If two Members of the Board present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

Where any Member of the Board requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

10. Substitutions

Any Member of the Board who is unable to attend any meeting may appoint a Member to act as a substitute at that meeting. Substitute Members may attend only in the capacity set out below:

- a) to take the place of the ordinary member of the Board;
- b) where the ordinary member of the Board will be absent for the whole of the meeting; and
- c) after notifying the relevant Democratic Services Officer prior to the commencement of the meeting of the intended substitution.

Appointments of substitute Members will be reported to meetings of the Board at the commencement of business.

Once notification of a substitute Member has been received (unless it is withdrawn prior to the commencement of the meeting) the appointed Member of the Board shall not be entitled to attend the relevant meeting as a Member of the Board.

Any substitution shall apply for the entire meeting including where the meeting is reconvened after adjournment.

11. Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. Discussion of the minutes must be limited to their accuracy.

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

The effect of this is that minutes will not be submitted for approval to an extraordinary meeting.

12. Exclusion of Public

Members of the public and press may only be excluded either in accordance with Part 4.11 – Access to Information Rules or when causing a disturbance (see below).

13. Disturbance by the Public

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If s/he continues to interrupt, the Chair will order his/her removal from the meeting room.

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.