

**Oxfordshire Health and Wellbeing Board**  
**Adult Health and Social Care Partnership Board**  
**Terms of Reference**

**Purpose:**

The Oxfordshire Health and Wellbeing Board is the principal structure in Oxfordshire with responsibility for promoting the health and wellbeing of the people of the county.

The Adult Health and Social Care Partnership Board exists to support the Health and Wellbeing Board in this purpose by delivering service change and improved outcomes through partnership working.

**Responsibilities:**

To achieve its purpose, the Adult Health and Social Care Partnership Board (Adult Partnership Board) has the following responsibilities:

- To demonstrate effective partnership working across Oxfordshire to meet peoples' health and social care needs and to achieve effective use of resources
- To deliver the priorities and objectives arising from the Joint Health and Wellbeing Needs Assessment (JSNA) for Oxfordshire,
- In particular to
  - a. *Report on the delivery of identified joint existing key performance targets for the NHS and County Council*
  - b. *Contribute to the overall joint strategy and make specific recommendations on the key outcomes for each of the adult client groups in Oxfordshire and for strategic issues that cut across more than one adult client group*
  - c. *Be responsible for holding Joint Management Groups (JMG's) to account for the delivery of the joint commissioning strategies and comment on the joint governance of pooled budgets*
- To meet the performance measures agreed by the Health and Wellbeing Board.

**Membership**

The core membership of the Partnership Board is:

- The County Council Cabinet Member for Adult Social Care who is also the Chairman of the Board
- Oxfordshire Clinical Commissioning Group GP who is also Vice Chairman
- Director for Social and Community Services, County Council
- Director for Transition and Partnerships, Clinical Commissioning Group
- Oxfordshire Clinical Commissioning Group GP
- District Council Councillor
- Public Involvement Board representative(s)

In attendance

- Deputy Director, Joint Commissioning, Oxfordshire County Council

- Chairman, Joint Management Groups
- Head of Partnerships, NHS Oxfordshire
- Partnership Development Manager, District Councils
- Strategy & Performance Manager, Oxfordshire County Council

It is proposed that a wide range of stakeholders can be invited to Board meetings at the discretion of the Chairman. They may attend as expert witnesses and to report on implementation of plans.

## **Governance**

The meetings of the Partnership Board and its decision-making will be subject to the provisions of the County Council's Constitution including the Council Procedure Rules and the Access to Information Procedure Rules, insofar as these are applicable to the Partnership Board.

The Partnership Board will also be subject to existing scrutiny arrangements with Oxfordshire's Joint Health Overview and Scrutiny Committee providing the lead role.

Members of the Group will be subject to the Code of Conduct applicable to the body which they represent.

The Partnership Board will meet at least three times a year. Dates, times and places of meeting will be determined by the Chairman of the Partnership Board.

The Chairman of the Partnership Board will take responsibility for a balanced representation from each of the partners at each board meeting.

The County Council's Joint Commissioning Team will service the meetings in public of the partnership board including the preparation and circulation of agendas and minutes and the giving of procedural advice.

The Health and Wellbeing Board will agree terms of reference and membership for the Partnership Board. It will also agree its priorities, proposed outcomes and performance measures. Within this context, the partnership board will review the terms of reference on an annual basis

Peter Clark

County Solicitor and Monitoring Officer