

# **OXFORDSHIRE HEALTH AND WELLBEING BOARD**

**13 MARCH 2025**

## **UPDATE TO TERMS OF REFERENCE FOR OXFORDSHIRE HEALTH AND WELLBEING BOARD**

**Report by Director of Law and Governance and Monitoring Officer,  
and Director of Public Health and Communities**

### **RECOMMENDATION**

**The Health and Wellbeing Board is RECOMMENDED to**

- a) Approve the update to the Terms of Reference of the Board (see Annex 1)**

### **Executive Summary**

1. The Oxfordshire Health and wellbeing board (HWB) is a formal statutory committee where political, clinical, professional and community leaders from across the health and care system come together to improve the health and wellbeing of their local population and reduce health inequalities
2. There have been changes to the operating model and staffing structure of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) and therefore membership of the HWB and its Terms of Reference (ToR) need to be updated accordingly

### **Background to Health and Wellbeing Board**

3. The Health and Social Care Act 2012 introduced HWBs, which became operational on 1 April 2013 in all 152 local authorities with social care and public health responsibilities. Their aim is to
  - (a) provide a strong focus on establishing a sense of place
  - (b) instil a mechanism for joint working and improving the wellbeing of their local population
  - (c) set strategic direction to improve health and wellbeing
4. The Health and Wellbeing Board for Oxfordshire has been in place since 2013 and is required to publish an annual Joint Strategic Needs Assessment (JSNA), develop a (Local) Joint Health and Wellbeing Strategy to meet the needs identified in the JSNA and ratify plans to utilise the Better Care Fund to improve outcomes for local residents. It also is required to publish a Pharmaceutical Needs Assessment every 3 years.

5. Since the inception of the Oxfordshire HWB the Chair and Vice-Chair roles have sat with Local Government and NHS organisations respectively to ensure a partnership approach to the leadership of the Board
6. The Health and Care Act 2022 did not change the statutory duties of HWBs as set out by the 2012 Act and the Oxfordshire HWB updated its ToR at that time which included defining membership for the ICB Officers and increasing representation from District Councils  
[https://mycouncil.oxfordshire.gov.uk/documents/s62307/HWB\\_OC T0622R07 %20ICP%20ToR.pdf](https://mycouncil.oxfordshire.gov.uk/documents/s62307/HWB_OC T0622R07 %20ICP%20ToR.pdf)

## **Summary of changes**

7. In light of changes to the IBC staffing structure it is proposed that the ToR for the Oxfordshire HWB are updated as follows;
  - (a) The Place Director for Oxfordshire role is removed as this post no longer exists within the ICB staffing structure and is replaced by the ICB Executive Director with Oxfordshire Place responsibility
  - (b) The ICB Clinical Lead with Oxfordshire responsibility role is removed as this post no longer exists within the ICB staffing structure. Clinical input to the HWB will be retained via the primary care representative and via topic specific input from relevant Clinicians
  - (c) The vacant Vice-Chair role is filled by the Chair of Oxford University Hospitals NHS Foundation Trust to ensure ongoing Chair/ Vice-Chair roles are shared between Local Government and NHS organisations.

## **Corporate Policies and Priorities**

8. The changes to the ToR are proposed in-order to maintain strong partnership working in Oxfordshire and support implementation of the HWB's Joint Local HWB Strategy

## **Financial Implications**

9. There are no financial implications associated with this report and changes to the Board's ToR.

Comments checked by:

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## **Legal Implications**

10. The amendments to the Board's ToR align with the statutory duty on Oxfordshire County Council as set out in the Health and Social Care Act 2012 and updated in the Health and Care Act 2022

Comments checked by:

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## **Staff Implications**

11. There are no staffing implications associated with this report

## **Equality & Inclusion Implications**

12. There are no Equality & Inclusion implications associated with this report

## **Sustainability Implications**

13. There are no Sustainability Implications associated with this report

## **Risk Management**

14. There are no risk management considerations associated with this report

## **Consultations**

15. There is not requirement to undertake formal public consultation with issues associated with this report

**Anita Bradley**  
**Director of Law and Governance and Monitoring Officer**

**Ansaf Ahzar**  
**Director of Public Health and Communities**

Annex: Terms of Reference of Oxfordshire Health and Wellbeing Board (updated March 2025)

Background papers: <https://www.gov.uk/government/publications/health-and-wellbeing-boards-guidance/health-and-wellbeing-boards-guidance>

Other Documents: Nil

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