

Proposed procedure regarding pathway for information received from partner organisations

Background

The Chairman of the Health and Wellbeing Board and other members of the Board receive information and requests from a wide range of organisations. It is important to ensure that this correspondence is dealt with in a timely and effective way so that it can inform and enrich the work of the board.

The proposal

It is proposed that the correspondence received by the Chairman (and other members of the Board as appropriate) will be discussed at the regular meetings of the H&WB Steering Group. The following process is suggested:

- All such requests are forwarded to Jackie Wilderspin for discussion at H&WB Steering Group (this group meets fortnightly).
- The Steering Group decide how to respond and whether it needs taking to the Health and Wellbeing Board based on following criteria:
 - Is the issue being raised known to be a cause for concern in Oxfordshire (through the Joint Strategic Needs Assessment)?
 - Is it in line with the priorities of the Joint H&WB Strategy?
 - Does it require a policy decision at the Board?
 - Can it be dealt with appropriately anywhere else / by anyone else?
- Replies will be sent as appropriate
- Information is forwarded to the relevant officers or organisations if appropriate
- H&WB agenda will include items for information, discussion or decision as appropriate.

Recommendation: The Board is asked to agree the process for dealing with correspondence as set out.

Jackie Wilderspin, July 2013