

## **Standing Orders in relation to the Health and Wellbeing Board**

### **Interpretation**

In applying these Standing Orders to meetings of the Health and Wellbeing Board and its sub-committees references to “members” refers to all members of the Health and Wellbeing Board irrespective whether they are elected councillors or not.

### **1. Introduction**

- 1.1 The Council will appoint a Health and Wellbeing Board in accordance with Article [x].
- 1.2 The Board may appoint sub-committees. The Board and its sub-committees may appoint working groups.

### **2. Membership**

- 2.1 The composition of the Health and Wellbeing Board is set out in Part 3 of this Constitution.
- 2.2 The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 disapply Sections 15 and 16 of the Local Government and Housing Act 1989. Therefore, the membership of the Health and Wellbeing Board does not need to reflect the political balance of the local authority.

### **3. Chairman/Woman**

- 3.1 The Health and Wellbeing Board will elect a Chairman/woman at the first meeting of the Municipal Year.
- 3.2 The Board may at any time appoint a Vice-chairman/woman.
- 3.3 In the absence of the Chairman/woman (and Vice-Chairman/woman, if appointed) at any meeting, a Chairman/woman for that meeting shall be elected.
- 3.4 The person presiding at any meeting of the Board may exercise any power or duty of the Chairman/woman.

### **4. Order of Business**

- 4.1 The order of business at meetings of the Health and Wellbeing Board will be:
  - (i) To elect a person to preside at the meeting, if the Chairman/woman and Vice-Chairman/woman is absent.

- (ii) To deal with any business required by statute to be dealt with before any other business.
- (iii) To approve as a correct record the minutes of the last meeting of the Board.
- (iv) To receive any declarations of interest from the members of the Board.
- (v) To deal with any business from the last meeting.

4.2 Business falling under items (i), (ii) or (iii) in Standing Order 4.1 shall not be displaced although the remaining order of business may be varied by the Chairman/woman.  
**(This Standing Order may not be suspended)**

## **5. Voting**

5.1 Decisions at the Health and Wellbeing Board will be reached by consensus where possible.

5.2 However, in the event that consensus cannot be reached, each member of the Board will have a single vote.

5.3 Standing Order A19 in relation to Council Meetings also applies to meetings of the Health and Wellbeing Board.

## **6. Substitutions and Permanent Changes in Membership**

6.1 All members of the Board are asked to make every effort to attend meetings of the Board. This will provide consistency and thus effectiveness. However, it is acknowledged that in some circumstances members may not be able to attend and therefore the following standing orders apply in making substitutions.

6.2 Substitutions of elected members are permitted subject to the requirement of Standing Order B2 in relation to Committee and Sub-committee Meetings.

6.3 Substitutions of other members of the Board is permitted provided notice of the variation has been delivered to the Governance Support Manager before the commencement of the meeting or adjourned meeting. Substitutes should be of a sufficiently senior level to act on behalf of the permanent member.

6.4 Substitutes shall be counted when determining whether a meeting is quorate.

6.5 The Mayor, the Clinical Commissioning Group, Healthwatch Torbay and the NHS Commissioning Board may change their representatives on the Board at any stage providing that written notification is supplied to the Governance Support Manager.

**7. Quorum**

(The quorum is the minimum number of members necessary to conduct the business of the Board)

7.1 A meeting of the Health and Wellbeing Board will not be quorate unless at least four members of the Board are present.

**8. Attendance at Board meetings**

8.1 The Mayor and any councillor may attend and speak at any meeting of the Health and Wellbeing Board, its sub-committees or working groups where they are not a member, unless those bodies resolve to suspend Standing Order 8.1 in whole or in part.

**PROVISION FOR MEMBERS OF CCG AND HEALTHWATCH TO ATTEND AND SPEAK?**

8.2 For the avoidance of doubt Standing Order 8.1, shall not entitle the Mayor or any councillor (even if they are a member of that committee or sub-committee) to remain in the room during the consideration of any matter in relation to which he/she has a disclosable pecuniary interest as defined in the Code of Conduct for Members.

8.3 Under no circumstances shall a councillor attending a meeting under this Standing Order 8.1 be entitled to propose or second motions (or amendments) or vote at the meeting.

8.4 Standing Order A25 (Members' conduct) shall apply to councillors attending meetings under this Standing Order 8.

8.5 A member's attendance under Standing Order 8 shall be recorded in the attendance record for the meeting concerned. However, it shall be the responsibility of members attending under the Standing Order to ensure that their attendance is recorded in the attendance record circulated at the meeting.

**9. Application of Standing Orders in relation to Council Meetings to meetings of the Health and Wellbeing Board**

9.1 The following Standing Orders in relation to Council Meetings will apply to meetings of the Health and Wellbeing Board:

- A3 ..... Extraordinary Meetings
- A4 ..... Time, place and arrangement of meeting
- A11 ..... Duration of meeting
- A15 ..... Motions without notice
- A19 ..... Voting
- A20 (except A20.2) ..... Minutes
- A21 ..... Record of attendance
- A22 ..... Exclusion of public
- A25.2-A25.6 ..... Members' conduct
- A26 ..... Disturbance by members of the public

- A27 ..... Use of cameras and tape and video recorders
- A28 ..... Prohibition of smoking, alcohol and drugs at meetings
- A29 ..... Suspension and amendment of Standing Orders
- A30 ..... Interpretation

9.2 In applying these Standing Orders to meetings of the Health and Wellbeing Board and its sub-committees references to “the Council” shall be deemed to be references to “the Board” (or “the sub-committee”, as appropriate) and references to the Chairman/woman of the Council and/or Vice-chairman/woman of the Council shall be deemed to be references to the “Chairman/woman of the Board/sub-committee” and/or “Vice-chairman/woman of the Board/sub-committee.

**10. Application of Standing Orders in relation to Access to Information to meetings of the Health and Wellbeing Board**

10.1 The following Standing Orders in relation to Access to Information will apply to meetings of the Health and Wellbeing Board:

- E1 ..... Scope
- E2 ..... Additional rights to information
- E3 ..... Rights to attend meetings
- E4 ..... Notices of meeting
- E5 ..... Access to agenda and reports before and during a meeting
- E6 ..... Supply of copies
- E7 ..... Access to minutes etc. after a meeting
- E8 ..... Background papers
- E9 ..... Summary of public’s rights
- E10 ..... Exclusion of access by the public to meetings
- E11 ..... Exclusion of access by the public to reports
- E20 ..... Access to information - members

**11. Application of the Code of Conduct for Members to the Health and Wellbeing Board**

11.1 The Code of Conduct for Members applies to all members of the Health and Wellbeing Board.