

Job Description

Job title: Chair of the Health and Wellbeing Board

Responsible to: Torbay Health and Wellbeing Board

Purpose of role: To facilitate the effective contribution and co-operation of members of the Health and Wellbeing Board to enhance the health and wellbeing of the population of Torbay.

Main Duties and Responsibilities

1. To act as an ambassador and champion for health and wellbeing in Torbay.
2. To lead the strategic direction of health and wellbeing in Torbay within the agreed priorities and objectives within the Joint Health and Wellbeing Strategy.
3. To contribute to, and provide a lead on, interagency co-operation and integrated working.
4. To chair meetings of the Health and Wellbeing Board and its seminars, ensuring that it fulfils its purpose and functions as set out in its terms of reference and Article 15 of the Constitution and that the Council's Standing Orders (in particular in relation to the Health and Wellbeing Board) and Constitution generally are adhered to.
5. To work with Director of Public Health (who will act as advisor) to:
 - assist in the agenda setting process to ensure appropriate issues and national developments of relevance to Torbay are considered by the Board;
 - arrange proper consideration of the issues presented to the Board and ensure that it has all the necessary information before it to have informed debate; and
 - ensure that clear actions and responsibilities are identified, agreed and implemented by the Board.
6. To consider the submission of late items and to determine whether or not these are sufficiently urgent to be considered by the Board.
7. To effectively engage with the public, partners, private and voluntary sectors and the media in respect of health and wellbeing matters.
8. To ensure the work of the Health and Wellbeing Board (and any sub-committees and working parties it establishes) is conducted at all times in a positive, balanced, independent and non-partisan manner, and in the best interests of local people.

9. To lead the development and delivery of an annual Health and Wellbeing Board Work Programme.
10. Maintain an up-to-date oversight of the strategic issues associated with the health and wellbeing agenda locally and nationally.
11. To positively represent the Torbay Health and Wellbeing Board at regional and national forums .
12. To liaise with officers as to the training and development requirements for Board members.