

Stockton on Tees Health & Wellbeing Board

Rules of Procedure

Introduction

1. These are the rules of procedure for Stockton on Tees Borough Council's (" the Council") Health and Wellbeing Board ("the Board").

Meetings

2. The Board will hold a minimum of six meetings per year at such place and at such time as the Board may agree.
3. Two of the Board's minimum six meetings per year will be joint meetings with the Health and Wellbeing Partnership ("the Partnership"):-
 - Agree the key elements/structures/process for the JSNA
 - Agree the development of the JHWS
4. A schedule of meetings and a forward plan will be agreed at the first meeting of each municipal year and the Chairman, in consultation with the vice chairman, may call further meetings as necessary.
5. Meetings will take account of, and be identified within, the Council's Democracy Diary.

Membership

6. The Health and Wellbeing Board will consist of the following voting members:

The Council's Cabinet Member for Adult Services and Health
The Council's Cabinet Member for Children and Young People
3 other elected Members of the Council (these appointments to be politically balanced when taken together with the above Cabinet Member appointments)
The Council's Director of Children, Education and Social Care
1 Representatives from the NHS Hartlepool and Stockton Clinical Commissioning Group
Director of Public Health
Local Health Watch representative
Durham, Darlington and Tees NHS Commissioning Board representative (LAT)
Chairman of the Health and Wellbeing Partnership

Substitutes

7. Substitutes may attend and will have the powers and duties of any ordinary Member of the Board but will not be able to exercise any special powers or duties exercisable by the person they are deputising for e.g. as Chairman.

8. Substitutes must be of sufficient seniority within the organization that they represent to make decisions on behalf of that organization.
9. Substitutes for elected Members of Stockton on Tees Borough Council must also be elected members of the Council and, their appointment as a substitute, must not change the political composition/balance of the elected members serving on the board.
10. Substitutes may attend meetings in that capacity only:
 - i. to take the place of the ordinary Member for whom they are acting as substitute;
 - ii. where the ordinary Member will be absent for the whole of the meeting; and
 - iii. after notifying the Proper Officer prior to or on the day of the meeting of the intended substitution.

Chairman and Vice Chairman

11. The Chairman of the Board will be the Council's Cabinet Member responsible for Adult Services and Health.
12. The Vice Chairman will be the Council's Cabinet Member responsible for Children and Young People.

Agenda Items

13. The Board's secretariat will maintain the Forward Plan, referred to at procedure rule 4, on behalf of the Chairman.
14. The agenda of a meeting of the Board will be determined, having regard to the Forward Plan, in consultation with the Chairman or, in the Chairman's absence, with the vice chairman.

Public Participation

15. Members of the public will be able to speak and ask questions at meetings of the Board, under the direction of the Chairman.

Members' Conduct

16. The conduct of meetings of the Board will be regulated by the Chairman in accordance with the principles and conventions which apply to the conduct of local authority meetings.

Members' Interests

17. The interests provisions of the Code of Conduct for Local Authority Members, approved by the Council in accordance with the Localism Act 2011, including any statutory extension, modification, or amendment or replacement of the same, will be deemed to apply to all members of the Board when conducting the Board's business.

Secretarial Support

18. Secretarial support will be provided by the Democratic Services Unit, within the Council's Law and Democracy Service.

Management Team

19. A management team (Health and Wellbeing Management Team) will support the delivery of the objectives of the Health and Wellbeing Board.

Other relevant Procedure Rules

20. The following rules, contained in the Council's Procedure Rules (Part 4 of Council's Constitution) will also apply to meetings of the Health and Wellbeing Board:-

- Rule 5 (proper officer)
- Rule 7 (Time and Place of meetings)
- Rule 8 (Notice and Summons)
- Rule 9 (Quorum)
- Rules 12, 13, and 15 (motions)
- Rule 14 (rules of debate)
- Rule 16 (Voting)
- Rule 17 (Minutes)
- Rule 18 (Record of Attendance)
- Rule 19 (Exclusion of the Public)
- Rule 20 (Members' Conduct) (but not Rule 20.1)
- Rule 21 (disturbance by the public)
- Rule 22 (Suspension of Procedure Rules)

Note

The following rules, in the Council's Procedure Rules will **not** apply to meetings of the Health and Wellbeing Board.

- Rules 1 – 4 (Meetings of Council)
- Rule 6 (Appointment of Substitutes) (see HWB rule 7 – 10 above)
- Rule 10 and 11 (Questions) (see HWB rule 15 above)