

Stockton on Tees Health & Wellbeing Partnership

Rules of Procedure

Introduction

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

Meetings

2. The Partnership will hold a minimum of six meetings per year at such place and at such time as the Partnership may agree.
3. Two of the Partnership's minimum six meetings per year will be joint meetings with the Health and Wellbeing Board ("the Board"):-
 - Agree the key elements/structures/process for JSNA
 - Agree the development of the JHWS
4. A schedule of meetings and forward plan will be agreed at the first meeting of each 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.

Notice and summons to meetings

6. At least five clear working days before a meeting, or as soon as practicable, the Partnerships Secretariat will send a summons by post, or by e-mail to every Member of the Partnership or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

Membership

7. The Partnership will consist of the following voting members:

Director of Public Health

Partnership Manager

Representatives from Local Authority (covering Children and Young People, Adult Services, Community Safety, Regeneration, Housing, Culture and Leisure)

Representative from Clinical Commissioning Group

Scrutiny Committee Councillor representation (from Children and Young People, Adults, Executive Scrutiny)

3 representing the Voluntary sector (Catalyst/ Health and Wellbeing Consortium

Representative. Representatives from sectors with Adult and Children's and Young People's focus).

- 4 Chairs/representatives of the Area partnerships
- 1 Director from Tees, Esk and Wear Valleys NHS Trust
- 1 Director from North Tees and Hartlepool NHS Trust
- 1 Director from North East Ambulance Trust
- 1 District Commander of Fire Brigade
- 1 District Commander of Police – Stockton District
- 1 representing Healthwatch
- 1 representing Job Centre Plus
- Additional representation from Provider organisations (e.g. South Tees Foundation Trust, Durham and Darlington Foundation Trust, Nuffield).
- 1 Representing prisons
- 1 Representing the probation service
- 1 Representing Durham University
- 2 representing Schools’ Forum – Primary and Secondary representation

- 8. 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.
- 9. Substitutes must be of sufficient seniority within the organization they represent to make decisions on behalf of that organization.
- 10. Substitutes may attend meetings in that capacity only:
 - i. to take the place of the ordinary Member for whom they are the designated deputy;
 - ii. where the ordinary Member will be absent for the whole of the meeting; and
 - iii. after notifying the secretariat prior to or on the day of the meeting of the intended substitution.

Chair and Vice Chair

- 11. The Chairman and Vice Chairman will be appointed by the Partnership, at the beginning of each municipal year, from amongst its members.
- 12. The Chairman will represent the Partnership on the Health and Wellbeing Board.

Quorum

- 13. The quorum of a meeting of the Partnership will be one third of the whole number of Members. During any meeting, if the Chairman counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next meeting.

Voting

14. Any matter will be decided by a simple majority of those Members voting (for or against the matter) and present in the room at the time the question was put. Voting will be by a show of hands, or, if no dissent, by the affirmation of the meeting. All members will have one vote.
15. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.
16. Where any Member requests it, immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against or abstained from voting.
17. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

Agenda Items

18. The Partnership's secretariat will maintain the forward plan, referred to at procedure rule 4, on behalf of the Chairman.
19. The agenda of a meeting of the Partnership will be determined, having regard to the Forward Plan, in consultation with the Chairman or, in the Chairman's absence, with the vice chairman.
20. In addition to the provisions set out in procedure rule 6 agendas will be published on the Council's web site.

Minutes

21. Draft minutes will be provided to Board Members within 7 days after the date of a meeting, or as soon as practicable. Draft minutes will also be published on the Council's web site and signposted to members of the Council and LSP secretariats.
22. The Chairman will move that the minutes of the previous meeting be approved as a correct record given the Partnership's affirmation. The only part of the minutes that can be discussed is their accuracy.

Public Participation

23. Members of the public will be able to speak and ask questions at meetings of the Partnership, under the direction of the Chairman.
24. The public will only be excluded where items of an exempt or confidential nature are to be considered.

Members' Conduct

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

Members' Interests

26. Members of Stockton on Tees Borough Council will be subject to the interest provisions of the Council's Code of Conduct for Members.
27. Members of the Partnership, who are not members of the Council will be subject to the principles of the Council's Code of Conduct for Members.

Secretarial Support

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

Management Team

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