

## BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan.

### REPORT OF THE EXECUTIVE DIRECTOR CORE SERVICES TO CABINET ON 28 JUNE 2017

#### REVISION TO HEALTH AND WELLBEING BOARD TERMS OF REFERENCE – PUBLIC QUESTIONS

#### 1. PURPOSE OF REPORT

- 1.1 To seek approval to revision of the Health and Wellbeing Board Terms of Reference to incorporate procedural arrangements for the public to ask questions at Board meetings.

#### 2. RECOMMENDATIONS

- 2.1 **That the revision of the Terms of Reference for the Health and Wellbeing Board to incorporate procedural arrangements for the public to ask questions at the Board's meetings, as set out in the appendix to this report, be approved.**

#### 3. BACKGROUND

- 3.1 The Health and Wellbeing Board has been giving consideration to the principle of allowing the public to ask questions at its meetings. This is in the context of the adoption of these arrangements by many other Health and Wellbeing Boards and NHS Trust Boards, particularly as the health and social care goes through a period of change associated with the Sustainability and Transformation Plan process.
- 3.2 The Health and Wellbeing Board agreed to the principle of allowing public questions at its meetings on 4<sup>th</sup> April, 2017 and on 6<sup>th</sup> June, 2017 approved a report on procedural arrangements for this. As this procedure needs to be incorporated within the Board's Terms of Reference, this change requires Cabinet approval.

#### 4. KEY PRINCIPLES AND PROPOSED PROCEDURE FOR PUBLIC QUESTIONS

- 4.1 The proposed procedural arrangements adopted by the Health and Wellbeing Board are set out in the appendix to this report. The main principles considered in drafting this process are:-
  - Providing clarity about the question being asked and arrangements for its submission;
  - Identifying how the question will be considered at Board meetings;

- Establishing boundaries in relation to the questions that might be asked.

4.2 The Board intends reviewing the operation of these arrangements after six months and annually thereafter. The opportunity to ask questions will be publicised on the Health and Wellbeing Board meeting page of the Barnsley MBC website. Notwithstanding the procedure, the Chair of the Health and Wellbeing Board will retain discretion to limit the number of questions asked at any meeting should there be so many as to affect the proper discharge of other business or to allow questions to be asked outside the procedure if they are so urgent that they could not comply with the deadlines.

## **5. FINANCIAL IMPLICATIONS**

5.1 There are no financial implications arising from this matter. The staff time required to operate the arrangements will be contained within the Council Governance Unit's existing resources as part of general meeting administration for the Health and Wellbeing Board.

## **6. CONSULTATION WITH STAKEHOLDERS**

6.1 Council services and partners involved in the Health and Wellbeing Board have been consulted on the arrangements through the normal arrangements.

## **7. APPENDICES**

Appendix 1 – Proposed Procedure/Arrangements for Public Questions.

## **8. BACKGROUND PAPERS**

8.1 Published Works – Barnsley MBC Constitution and associated Local Government legislation.

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**PROPOSED PROCEDURE/ARRANGEMENTS FOR PUBLIC QUESTIONS**

1. A member of the public may ask a question at a meeting of the Health and Wellbeing Board that, in the opinion of the Council's Executive Director, Core Services, is relevant to the business of the Board and has been notified to the Council Governance Unit in writing by email no less than 10 clear days in advance of the meeting in question.
2. No question shall exceed 100 words in length.
3. An item shall be included as the first substantive item on the agenda for each Board meeting for the purpose of reporting public questions received. Details of questions received will be made available to the Board by inclusion with the agenda papers, if necessary as a supplementary document. Questions will not generally be read out at the meeting, but the person who has submitted the question may attend for the item in question.
4. Up to 15 minutes be allowed at each meeting to consider public questions, subject to the Chair having discretion to allow more time if necessary.
5. All questions shall be answered by the relevant Board member, who may reserve the right to indicate that the answer is given within a specific paper on the Board's agenda or reply in writing after the meeting.
6. The Executive Director, Core Services reserves the right to reject questions that are libellous or vexatious, or simply repeat questions answered at previous meetings.