

Appendix 1: Sunderland Health and Wellbeing Board - Terms of Reference and Procedure Rules (June 2026)

1. Terms of Reference and Procedure Rules

The Council will appoint a local Health and Wellbeing Board to be known as the Sunderland Health and Wellbeing Board ('the Board') to discharge the functions set out in Section 194 of the Health and Social Care Act 2012.

2. Purpose

The Board is Sunderland's over-arching partnership for leading health and wellbeing across the city and neighbourhoods. The Board:

- Leads the local health and wellbeing system at place, including neighbourhood health.
- Sets a shared direction with partners to improve health and reduce inequalities.
- Focuses on prevention, early help, and joined-up support.
- Uses community insight to shape priorities and to agree actions.
- Is assured of outcomes and impact.

3. Statutory functions

The Board:

- Leads the [Joint Strategic Needs Assessment \(JSNA\)](#).
- Leads the [Pharmaceutical Needs Assessment \(PNA\)](#).
- Produces and agrees a Joint Local Health and Wellbeing Strategy, we refer to this as [Sunderland Healthy City Plan](#).
- Leads and signs off the Neighbourhood Health Plan.
- Leads and signs off the Better Care Fund (BCF).
- Encourages joined-up working across health, social care, and wider services.

4. System leadership and partnership working

System leadership

The Board will:

- Provide system leadership at place and within neighbourhoods.
- Align plans across the council, NHS, and partners.
- Reduce duplication across partnership boards and meetings.
- Be clear about decision routes and responsibilities.
- Use development sessions to support system leadership.

Partnership working

The Board will:

- Bring together local government, NHS, and wider partners, including the voluntary and community sector.
- Make sure the partnerships supporting the Board involve the voluntary and community sector early in design and decision making.
- Be coproduction informed: making sure community insight shapes priorities and plans, putting lived experience at the centre of decisions
- Promote equal voice and shared accountability.
- Make space for open and honest debate.
- Facilitate decisions and action.
- Expect members to attend, prepare, and contribute.

5. Outcomes, data and insight

The Board will:

- Focus on reducing inequalities.
- Agree a small set of shared outcomes and measures.
- Use a simple dashboard to track change.
- Use data to support learning and action.
- Combine data with lived experience and professional insight.
- Develop engagement feedback loops from lived experience.
- Ensure Board items link to the outcomes, measures and actions.

6. Meeting Arrangements

6.1 Notice of meetings

The Council will arrange the meetings, provide support, and write the meeting records.

6.2 Chairing meetings

- The Council will appoint the Chair and Vice-Chair.
- The Chair will lead the meeting.
- If the Chair is not present, the Vice-Chair will lead.
- If neither is present, the members at the meeting will choose someone to lead.

6.3 When members cannot attend

If a member cannot attend a meeting, their organisation may send a representative instead.

The representative may take part in discussions but **cannot vote**.

6.4 How often the Board meets

The Board will meet **four times a year**, or more often if needed.

6.5 Meetings and reports

Meetings are open to the press and public, in line with access to information rules.

- Meeting agendas and papers will be published on the Council's Committee Management System, CMIS.
- This does not include items that are confidential or exempt from publication.

6.6 Quorum (minimum attendance)

At least **one quarter of the Board members** must be present to make decisions.

- If there are not enough members present, no decisions can be made.
- If numbers fall during the meeting, the Chair may pause or close the meeting.
- Any remaining business will be taken to a later meeting.

6.7 Adjournments

The Chair, or a majority of members present, may pause and rearrange a meeting to another date, time, or place.

6.8 Order at meetings

The Chair is responsible for keeping order and making sure everyone is treated fairly. The Chair will decide on any issues about how the meeting is run.

6.9 Information and advice

The Board may ask for information from officers within member organisations. All members must support reasonable requests.

6.10 Development sessions

The Board may hold **development sessions** to discuss how the Board works. These sessions are **by invitation only**.

6.11 Review

Each year, the Board will review how well these rules are working. If changes are needed, the Board may recommend updates to the Council.