

Leicester
City Council

Democratic and Civic
Support
City Hall
115 Charles Street
Leicester
LE1 1FZ

21 April 2021

Sir or Madam

I hereby summon you to the ANNUAL MEETING of LEICESTER CITY COUNCIL to be held as a virtual meeting on THURSDAY, 29 APRIL 2021 at 5.00pm for the business hereunder mentioned.

Monitoring Officer

AGENDA

LIVE STREAM OF THE MEETING

A live stream of the meeting can be followed on this link:

https://www.youtube.com/channel/UCddTWo00_gs0cp-301XDbXA.

- 1. LORD MAYOR'S ANNOUNCEMENTS**
- 2. ELECTION OF LORD MAYOR**
- 3. ELECTION OF HIGH BAILIFF**

4. ELECTION OF DEPUTY LORD MAYOR
5. APPOINTMENT OF LORD MAYOR'S SPIRITUAL ADVISER
6. THANKS TO THE RETIRING LORD MAYOR
7. ESTABLISHMENT OF SCRUTINY COMMITTEES AND COMMISSIONS, REGULATORY AND COUNCIL COMMITTEES
 - a) AUDIT AND RISK COMMITTEE
 - b) HEALTH AND WELLBEING BOARD
8. NOTIFICATION OF EXECUTIVE APPOINTMENTS
9. ANNUAL CALENDAR OF MEETINGS
10. DATES OF COUNCIL MEETINGS

Information for members of the public

PLEASE NOTE that any member of the press and public may view or listen in to proceedings at this 'virtual' meeting via a weblink which is included in this agenda. It is important, however, that Councillors can discuss and take decisions without disruption. The only participants in this virtual meeting therefore will be the Council members, the officers advising the Council and any members of the public who have registered to participate in accordance with the Council's rules relating to petitions and to questions, representations, or statements of case.

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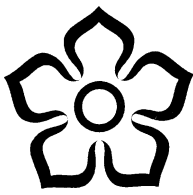
Further information

If you have any queries about any of the above or the business to be discussed, please contact:

Matthew Reeves, Democratic and Civic Support Manager on 0116 4546352.

Alternatively, email matthew.reeves@leicester.gov.uk or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**



Leicester
City Council

WARDS AFFECTED
All Wards

Item 7 (a)

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:

Full Council

29 April 2021

CHANGES TO THE TERMS OF REFERENCE OF THE AUDIT & RISK COMMITTEE

Report of the Monitoring Officer

1. PURPOSE OF REPORT

To seek the agreement of Full Council to some changes to the organisation of the Audit & Risk Committee.

2. SUMMARY

As part of our Constitutional arrangements (Rule 35 Council Procedure Rules) Full Council needs to agree certain matters in respect of the Audit & Risk Committee (which is a Committee of Council). These cover:

- i. The size of the Committee
- ii. The Terms of Reference.
- iii. Agreement of its first meeting date and cycle of meetings thereafter.

The Terms of Reference for each of the Council's Committees are endorsed at the Council AGM each year, and whenever the need arises in the interim.

It is proposed to make changes to the Terms of Reference as follows:

- A. Formatting/text changes.
- B. Updating for new reports and timings
- C. Changes to officer membership, allowing delegations.
- D. Updating for Leicestershire County Council completing our internal audit.
- E. Update the Terms of Reference to note that one Executive member may be appointed to sit on the committee.

3. RECOMMENDATIONS (OR OPTIONS)

- 3.1 To approve the changes at A to E above

4. REPORT

4.1 Background

It is proposed to update the current Audit & Risk Committees terms of reference to ensure they reflect the current arrangements and comply with the CIPFA best practice. CIPFA's position statement on Audit Committees recognises the key component the committee play in supporting good governance and strong public financial management. The main areas of change are detailed as part of this report.

4.2 Formatting/text changes

The terms of reference have been updated to remove the duplication with other parts of the constitution. For example, it previously referred to Councillors being able to attend the meeting when not a member of the Committee. This is already included in the Constitution at Council Procedure Rule 42 (Part 4A).

4.3 Updating for new reports and timings

The terms of reference have been updated for changes in reporting to the committee. The main changes are detailed below:

- Changes in the reporting of complaints to the Committee, to meet the requirements of the Local Government and Social Care Ombudsman.
- Inclusion of an annual report on insurance.
- Updated arrangements for procurement reporting.

These changes on reporting will assist with driving the Committee's annual work plan.

4.4 Changes to officer membership

An update of the senior officers attending the meeting regularly. The officers attending refers to the Director of Finance (S151) or their nominated officer, along with the Head of Internal Audit Service (or their nominees). It also notes that the External Auditors will have a standing invitation to the meeting and other officers will attend as required and by request of the Chair.

4.5 Updating for Leicestershire County Council completing our internal audit

The terms of reference separates governance from internal audit, following the transfer of the internal audit function to Leicestershire County Council.

4.6 Change to membership, noting an Executive member to sit on the committee

The Audit & Risk Committee is not a scrutiny committee. There is therefore no prohibition on Executive Members being included as members of the Committee. It is proposed that one Executive Member can sit on the Committee to improve the linkages between the Executive and the Committee. However, they cannot be chair and quorum

requires three non-executive councillors. This is to maintain the independence of the Committee and ensure good governance.

5. FINANCIAL, LEGAL AND OTHER IMPLICATIONS

5.1. Financial Implications

There are no significant financial implications arising directly from this report.
Amy Oliver, Interim Head of Finance, 0116 4545667

5.2 Legal Implications

The report is concerned with legal implications throughout.

6. OTHER IMPLICATIONS

| OTHER IMPLICATIONS | YES/NO | Paragraph Within the Report | References |
|-------------------------------|--------|--------------------------------|------------|
| Equal Opportunities | | | |
| Policy | | | |
| Sustainable and Environmental | | | |
| Crime and Disorder | | | |
| Human Rights Act | | | |
| Elderly/People on Low Income | | | |
| Corporate Parenting | | | |

7. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

8. CONSULTATIONS

9. REPORT AUTHOR

Kamal Adatia, Monitoring Officer, Tel 0116 2526302

Appendix 1

Audit & Risk Committee Terms of Reference

1. Constitution & Purpose

The Audit & Risk Committee is a key component of the Council's corporate governance framework. The Committee reports to the Council and its purpose is to provide those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes.

It fulfils the role of 'the Board' for the purposes of the Public Sector Internal Audit Standards.

The Terms of Reference of the Committee will comply with Part 4a of the Constitution unless explicitly detailed below.

2. Membership

The Committee shall consist of non-Executive Councillors, and a maximum of one Executive Member. The Chair will be a non-Executive Councillor. A quorum of at least three non-Executive Councillors will be required at all meetings.

The Committee must remain apolitical, displaying unbiased attitudes, treating auditors, officers, the executive and management equally.

3. Attendance by officers

The Director of Finance (S151) or their nominated officer(s) and the designated Head of Internal Audit Service shall normally attend meetings. There is a standing invitation to the Council's appointed External Auditor to attend all meetings.

Other officers who will attend as required, including at the request of the Chair.

4. Frequency of meetings and agendas

Meetings shall be held not less than four times a year.

5. Duties

The duties of the Committee shall be as set out in the annexed schedule to these Terms of Reference.

To support and assist Committee members undertaking their duties and extending their knowledge, regular briefings or training will be provided by officers.

6. Authority

The Committee has the responsibilities detailed in Annex 1. The Committee is authorised by the Council to investigate any activity within its terms of reference.

It is authorised to seek any information it requires from any officer and all officers are directed to co-operate with any request made by the Committee. The Chair

will advise the Chief Operating Officer as the Head of Paid Service if it has exercised this authority to seek information (other than routine information) from any officer, setting out the information required and the circumstances underlying the request.

The Committee is authorised by the Council, if considered necessary, to secure the attendance of third parties with relevant experience and expertise provided that the Chair notify the Chief Operating Officer as the Head of Paid Service before any fees for such attendance are agreed.

7. Accountability

The Committee will undertake an annual review of its effectiveness (including where it has added value and supported improvement).

The outcome of this annual review and the Committee's activity will be reported to the Council each year.

Duties of the Audit & Risk Committee

1. Audit Framework

1.1 Internal Audit

- To fulfil the role of 'the Board' for the purposes of the Public Sector Internal Audit Standards (the PSIAS).
- To review and approve: -
 - The Internal Audit Charter which defines the purpose of the internal audit function.
 - The risk-based internal audit plan, including resource requirements.
 - The Head of Internal Audit Service's annual report containing an opinion on the overall adequacy and effectiveness of the Council's control environment, and conformance to the PSIAS.
- To receive regular reports on progress against the internal audit plan, containing activity undertaken, summaries of key findings, issues of concern and action in hand.
- To review conformance to the principles of the CIPFA Statement on the Role of the Head of Internal Audit in Public Service Organisations, and to support any improvements required.
- To contribute to and support an external quality assessment of the internal audit function which is a requirement of PSIAS to take place at least once every five years.
- To review any proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

1.2 External Audit

- To consider, comment upon and note the arrangements chosen by the Council to select and appoint its statutory external auditor.
- To review the External Auditor's disclosure of independence and objectivity. To satisfy itself that no issues with compliance with ethical standards or problems with audit quality have been raised.
- To consider and note the annual audit fees letter and the assumptions supporting the fees.
- To consider the scope and depth of all external audit plans, reports and audit risk assessments.
- To consider the External Auditor's ISA 260 Report to 'Those Charged with Governance'. This contains: -
 - key findings arising from the audit of the Council's financial statements;

- the Auditor's assessment of the Council's arrangements to secure value for money (VFM) in its use of resources; and
 - the requirement for members of the Committee to authorise the Director of Finance to sign the letter of representation to the External Auditor from the Council in connection with the audit of the Council's financial statements.
- To note the External Auditor's annual report on the claims and returns certified for the Council.
 - To ensure that non-audit work by the External Auditor is in accordance with the Council's *Policy for Engagement of External Auditors for Non-Audit Work* and report any such instances to the Council.

2. Counter Fraud and Investigations

- To review and approve, on a triennial basis (unless significant changes in legislation or circumstances dictate otherwise), the Council's policy and procedures for: -
 - i. Anti-Fraud (including Bribery and Corruption)
 - ii. Disclosure (whistleblowing)
- To note the outcomes of any review of the Council's conformance to the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption.
- To receive and note reports on the performance of the counter fraud function and outcomes from the Council's participation in the National Fraud Initiative (NFI).
- To consider regular reports on the Council's application of the Regulation of Investigatory Powers Act (RIPA) and the outcomes of any inspections and approve the adoption of any related policies.

3. Statutory Financial Reporting

- To review and approve the annual statutory statement of accounts and the annual Letter of Representation on behalf of the Council.
- To bring to the attention of the Council any concerns arising from the financial statements or from the audit.
- To receive periodic reports providing updates on accounting and financial developments.

4. Risk Management and Insurance

- To review and challenge the adequacy and effectiveness of the Council's overall risk management framework, specifically to: -
 - i. Consider and approve, on an annual basis, the Council's Corporate Risk Management Policy Statement & Strategy.

- ii. Consider and approve, on an annual basis, the Council's Corporate Business Continuity Management Policy Statement and Strategy, ensuring it is compliant with the statutory duties required by the Civil Contingencies Act 2004 and continues to align to international and national standards and good practice guidelines.
- iii. Review reports in respect of the status of key current and emerging risks and internal controls relating to those risks, including the Operational and Strategic Risk Registers) and partnerships with other organisations.
- iv. Receive and note the annual report on the Council's insurance arrangements and its claims performance.

5. Governance and Assurance Frameworks

- To satisfy itself that the Council's assurance statement including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the Council's objectives. The Committee's responsibilities are to: -
 - i. Review the adequacy of the Council's assurance framework through the annual review of its system of internal control.
 - ii. Review and approve the Council's Local Code of Corporate Governance prepared in accordance with the CIPFA/SOLACE Good Governance Framework and the statutory requirement for producing an Annual Governance Statement.
 - iii. Note any reports providing updates on assurance, risk or governance related developments

6. Complaints

- To consider an annual report on complaints, including the Local Government and Social Care Ombudsman's annual review letter and recommendation.
- To consider and decide on appropriate actions relating to the Council's compliance with its own and other published or regulatory policies, Acts, standards and controls.
- To consider ad-hoc LGSCO reports.

7. Procurement

- To receive and note the annual report setting out the Council's performance against the Procurement Plan and compliance with the Contract Procedure Rules (including data on waivers).

- To consider any proposals for changes to the Rules to be made to Full Council and to review any changes to the Rules made by the City Barrister or any changes to thresholds.
- To seek assurance that the Council has appropriate arrangements to identify and manage risks, ensure good governance and obtain assurance on compliance in its procurement activity.

8. Other Matters

- To consider, approve or make recommendations in respect of any other matters referred to it by the City Mayor, Chief Operating Officer (as the Head of Paid Service) or a Director or any Council body.
- To consider any relevant matters reserved for Member-level decision as detailed in Rules of Procedure.

The Leicester City Health and Wellbeing Board

Decision to be taken by: Council

Date of meeting: 29th April 2021

Lead director/officer: Monitoring Officer

Useful information

- Ward(s) affected: All
- Report author: Kamal Adatia
- Author contact details: Kamal.Adatia@leicester.gov.uk

1. Summary

To seek the agreement of Full Council to some changes to the organisation of the Leicester City Health and Wellbeing Board.

2. Recommended actions/decision

Members are recommended to:

1. To approve an increase in the size of the Board from 23 to 24 places.
2. To appoint the Independent Chair of the Integrated Care System for Leicester, Leicestershire and Rutland as an NHS representative on the Board.
3. To appoint a Public Health Consultant (leading on improving cross organisational initiatives and communication and developing links with the between system, place and neighbourhood within the Integrated Care System) as a Leicester City Council Officer on the Board.
4. To approve the Chief Operating Officer to nominate an officer to fill the remaining place for a Leicester City Council Officer if required.
5. To accordingly approve the amended Terms of Reference attached at Appendix 1.

3. Scrutiny / stakeholder engagement

The proposals have been discussed with representatives of all groups of membership on the Health and Wellbeing Board.

4. Background

Membership of the Board

- 4.1 Section 194 of the Health and Social Care 2012 Act prescribes certain specific membership of the Board, and these are all duly filled. It further prescribes certain categories of membership, and these are also duly filled. Beyond these requirements, the Board can appoint “other” members as the Local Authority thinks appropriate, using the broad discretion granted to it under section 194(2)(g) Health and Social Care Act 2012.
- 4.2 If the Council approves the enlargement of the size of membership to 24 places, then under the provisions of s.194(8) of the Act the Board has the power to add the

extra “other” places at its next meeting. The only precondition is that the Council consults with the Board over the additional places beforehand, and that the appropriate constitutional approval is sought. This report seeks to deal with the latter. In respect of the former the Council can confirm that appropriate consultation with representatives of the Board has taken place and that the Independent Chair of the ICs attended the last meeting of the Board as an invited attendee.

5. Detailed report

5.1 Update and current position

As part of our Constitutional arrangements (Rule 35 Council Procedure Rules) Full Council needs to agree certain matters in respect of the Health & Wellbeing Board (which is a Committee of Council). These cover:

- i. The size of the Committee
- ii. The Terms of Reference.
- iii. Appointment of the Elected Member contingent, as nominated by the City Mayor.
- iv. Agreement of its first meeting date and cycle of meetings thereafter.
- v. Decisions in respect of voting rights.

5.2 By virtue of a report endorsed by Full Council in March 2013 the Board was lawfully set-up and all of the above matters were agreed. Amendments to the size and membership of the Board were last agreed by Council in May 2019.

5.3 It is proposed to make further changes to the size and membership of the Board as follows:

A. Increase the total size of the Board from 23 to 24 members

The additional place is to enable the recently appointed Independent Chair of the Integrated Care System (ICS) for the Leicester, Leicestershire and Rutland (LLR) area to be a member of the Board.

The Integrated Care System has been put in place to build partnerships between the various health organisations that operate at both system and place level across LLR. It has a strong overlap with the remit of the Health and Wellbeing Board and rather than duplicate the Health and Wellbeing Board with an Independent Care System Board that would contain the same members and discuss the same topics, it is prudent to bring the Chair and the ICS into the Health and Wellbeing Board to optimise the impact, efficiency, and collegiate working within LLR.

This additional appointment strengthens the commitment to partnership working and to improve health and wellbeing outcomes in the City. The ICS intends to promote many decision and actions taking ‘at place’ and therefore having a strong link between the system and ‘the place’ (Leicester City) will further help to integrate vision and actions across partner organisations.

B. Appoint a Public Health Consultant to the Board

A Public Health Consultant has a remit support and improve cross-organisational initiatives and communication in order to increase the reach and impact of health and wellbeing work. This is closely tied to the work of the Health and Wellbeing Board and as such the Consultant would be a key member of the Board acting as a conduit between Council and the wider health system to further develop links between system, place, and neighbourhood in the context of the ICS.

C. Making provision for 2 additional standing invitees to the Board

These will be non-voting members and shall comprise:

- The Chair of Leicestershire Partnership NHS Trust
- The Chair of University Hospitals of Leicester NHS Trust

These invitees will enhance the partnership working with the Board.

The appointment of standing invitees is a matter for the Board and does not require Council approval. These invitees will be able to participate in the business of the Board (and/or working groups) but will not exercise voting rights as set out in paragraph 6.2 of the Board's Terms of Reference at Appendix 1.

D. Textual changes

Some of the references within the text have been updated to reflect new titles of organisations, and to improve readability. The Monitoring Officer has standing authority to make such changes, but it was felt prudent to reference that this power was being exercised.

6. Financial, legal, equalities and other implications

6.1 Financial implications

There are no significant financial implications arising directly from this report

Amy Oliver, Head of Finance

6.2 Legal implications

The report is concerned with legal implications throughout.

Kamal Adatia, City Barrister and Head of Standards

6.3 Equalities implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't. Due regard to the Public Sector Equality Duty should be paid before and at the time a decision is taken, in such a way that it can influence the final decision.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

There are no direct equality implications arising from the report. The level of allowances within the scheme should not discriminate or create barriers for those who may wish to stand for office. Advancing equality of opportunity involves having due regard to the need to encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low. The increasing of the Board with the listed appointments should lead to greater consideration on key areas that impact the needs of the public.

Kalvaran Sandhu Equalities Manager Tel 37 6344

6.4 Climate change and carbon reduction implications

There are no significant climate change implications associated with this report.

Duncan Bell, Change Manager (Climate Emergency)

6.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

None.

7. Background information and other papers:

None

8. Summary of appendices:

Appendix 1 – Terms of Reference

9. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

10. Is this a “key decision”? If so, why?

No

Appendix 1

Leicester City Health and Wellbeing Board

Terms of Reference

Approved at Annual Council on 29 April 2021

Introduction

In line with the Health and Social Care Act 2012, the Health & Wellbeing Board is established as a Committee of Leicester City Council.

The Health & Wellbeing Board operated in shadow form since August 2011. In April 2013, the Board became a formally constituted Committee of the Council with statutory functions and met for the first time on 11 April 2013.

1 Aim

To achieve better health, wellbeing and social care outcomes for Leicester City's population and a better quality of care for patients and other people using health and social services.

2 Objectives

- 2.1 To provide strong local leadership for the improvement of the health and wellbeing of Leicester's population and work to reduce health inequalities.
- 2.2 To lead on improving the strategic coordination of commissioning across NHS, adult social care, children's services and public health services.
- 2.3 To maximise opportunities for joint working and integration of services using existing opportunities and processes and prevent duplication or omission.
- 2.4 To provide a key forum for public accountability of NHS, Public Health, Adult Social Care and Children's Services and other commissioned services that the Health & Wellbeing Board agrees are directly related to health and wellbeing.

3 Responsibilities

- 3.1 Working jointly, to identify current and future health and wellbeing needs across Leicester City through revising the Joint Strategic Needs Assessment (JSNA) as and when required. Preparing the JSNA is a statutory duty of Leicester City Council and Leicester City Clinical Commissioning Group.

- 3.2 Develop and agree the priorities for improving the health and wellbeing of the people of Leicester and tackling health inequalities.
- 3.3 Prepare and publish a Joint Health and Wellbeing Strategy (JHWS) that is evidence based through the work of the Joint Strategic Needs Assessment (JSNA) and supported by all stakeholders. This will set out strategic objectives, ambitions for achievement and how we will be jointly held to account for delivery. Preparing the JHWS is a statutory duty of Leicester City Council and Leicester City Clinical Commissioning Group.
- 3.4 Save in relation to agreeing the JSNA, JHWS and any other function delegated to it from time to time, the Board will discharge its responsibilities by means of recommendation to the relevant partner organisations, who will act in accordance with their respective powers and duties.
- 3.5 Ensure that all commissioners of services relevant to health and wellbeing take appropriate account of the findings of the Joint Strategic Needs Assessment and demonstrate strategic alignment between the JHWS and each organisation's commissioning plans.
- 3.6 Ensure that all commissioners of services relevant to health and wellbeing demonstrate how the JHWS has been implemented in their commissioning decisions.
- 3.7 To monitor, evaluate and annually report on the Leicester City Clinical Commissioning Group performance as part of the Clinical Commissioning Groups annual assessment by the national Commissioning Board.
- 3.8 Review performance against key outcome indicators and be collectively accountable for outcomes and targets specific to performance frameworks within the NHS, Local Authority and Public Health.
- 3.9 Ensure that the work of the Board is aligned with policy developments both locally and nationally.
- 3.10 Provide an annual report from the Health and Wellbeing Board to the Leicester City Council Executive and to the Board of Leicester City Clinical Commissioning Group to ensure that the Board is publicly accountable for delivery.
- 3.11 Oversee progress against the Health and Wellbeing Strategy and other supporting plans and ensure action is taken to improve outcomes.
- 3.12 The Board will not exercise scrutiny duties around health and adult social care directly. This will remain the role of the relevant Scrutiny Commissions of Leicester City Council. Decisions taken and work progressed by the Health & Wellbeing Board will be subject to scrutiny by relevant Scrutiny Commissions of Leicester City Council.

- 3.13 The Board will need to be satisfied that all commissioning plans demonstrate compliance with the Equality Act 2010, improving health and social care services for groups within the population with protected characteristics and reducing health inequalities.
- 3.14 The Board will agree Better Care Fund submissions and have strategic oversight of the delivery of agreed programmes.

4 Membership

Members:

Up to five Elected Members of Leicester City Council (5)

- The Executive Lead Member for Health (1)
- Four Elected Members nominated by the City Mayor (4)

Up to seven representatives of the NHS (7)

- The Co -Chair of the Leicester City Clinical Commissioning Group (1)
- A further GP representative of the Leicester City Clinical Commissioning Group (1)
- The Chief Executive of the LLR Clinical Commissioning Groups (1)
- The Director of Strategic Transformation – NHS England & NHS Improvement – Midlands (1)
- The Independent Chair of the Integrated Care System (1)
- The Chief Executive of University Hospitals NHS Trust (1)
- The Chief Executive of Leicestershire Partnership NHS Trust (1)

Up to four Officers of Leicester City Council (4)

- The Strategic Director of Social Care and Education (Leicester City Council) (1)
- The Director of Public Health (Leicester City Council) (1)
- A Public Health Consultant leading on improving cross organisational initiatives and communication and developing links with the between system, place and neighbourhood within the Integrated Care System.
- One Officer nominated by the Chief Operating Officer (2)

Up to eight further representatives including Healthwatch Leicester/Other Representatives (8)

- One representative of the Local Healthwatch organisation for Leicester City (1)
- Leicester City Local Policing Directorate, Leicestershire Police (1)
- The Leicester, Leicestershire and Rutland Police and Crime Commissioner (1)
- Chief Fire and Rescue Officer, Leicestershire Fire & Rescue Service (1)
- Two other people that the local authority thinks appropriate, after consultation with the Health and Wellbeing Board (2)

- A representative of the city's sports community (1)
- A representative of the private sector/business/employers (1)

5 Quorum & Chair

5.1 For a meeting to take place there must be at least six members of the Board present and at least one representative from each of the membership sections:

- Leicester City Council (Elected Member)
- LLR Clinical Commissioning Group or NHS England & NHS Improvement - Midlands
- One senior officer Board Member from Leicester City Council
- Local Healthwatch/Other Representatives

5.2 Where a meeting is inquorate those members in attendance may meet informally but any decisions shall require appropriate ratification at the next quorate meeting of the Board.

5.3 Where any member of the Board proposes to send a substitute to a meeting, that substitute's name shall be properly nominated by the relevant 'parent' person/body and submitted to the Chair in advance of the meeting. The substitute shall abide by the Code of Conduct.

5.4 The City Council has nominated the Executive Lead for Health to Chair the Board. Where the Executive Lead for Health is unable to chair the meeting, then one of the other Elected Members shall chair (noting that at least one Elected Member must be present in order for the meeting to be declared quorate).

6 Voting

6.1 The City Council at its meeting on 29 May 2014 resolved to disapply Section 13(1A) of the Local Government and Housing Act 1989 such that the four local authority officers on the Board will not exercise voting rights.

6.2 Any representatives of bodies asked to attend meetings of the Board as 'Standing Invitees' by the Board shall not have a vote.

6.3 All other members will have an equal vote.

6.4 Decision-making will be achieved through consensus reached amongst those members present. Where a vote is required decisions will be reached through a majority vote of voting members; where votes are equal the chair will have a second and casting vote.

7 Code of conduct and member responsibilities

All voting members are required to comply with Leicester City Council's Code of Conduct, including each submitting a Register of Interest.

In addition, all members of the Board will commit to the following roles, responsibilities and expectations:

- 7.1 Commit to attending the majority of meetings.
- 7.2 Uphold and support Board decisions and be prepared to follow through actions and decisions obtaining the necessary financial approval from their organisation for the Board proposals and declaring any conflict of interest.
- 7.3 Be prepared to represent the Board at stakeholder events and support the agreed consensus view of the Board when speaking on behalf of the Board to other parties. Champion the work of the Board in their wider networks and in community engagement activities.
- 7.4 To participate in Board discussion to reflect views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
- 7.5 To ensure that there are communication mechanisms in place within the partner organisations to enable information about the priorities and recommendation of the Board to be effectively disseminated.

8 Agenda and Meetings

- 8.1 Administration support will be provided by Leicester City Council.
- 8.2 There will be standing items on each agenda to include:
 - Declarations of Interest
 - Minutes of the Previous Meeting
 - Matters Arising
 - Updates from each of the working subgroups of the Health & Wellbeing Board.
- 8.3 Meetings will be held a minimum of four times a year and the Board will meet in public and comply with the Access to Information procedures as outlined in Part 4b of the Council's Constitution.

Version 9.7 April 2021

