

**Proposed amendments to the Health and Wellbeing Board's Terms of Reference
re frequency of meeting**

North Yorkshire Health and Wellbeing Board

Terms of Reference

...

4. Conduct of Meetings of the Board

- 4.1 Meetings of the Board will, generally, take place ~~six~~-four times each year, to transact formal business and will normally be conducted in public subject to the provisions as to exempt information. Additional meetings of the Board may be called if agreed by the Chair to be essential to the effective transaction of business. Prior to or following the formal meetings, the Board may hold Workshop/Development Sessions. These are informal and not open to the public.
- 4.2 The meetings will be chaired by the Leader of the Council, or the relevant portfolio holder nominated by him/her. The Deputy Chair will be appointed by the Board and should be from the NHS.
- 4.3 The quorum for meetings shall be 50% of its statutory membership.
- 4.4 Any elected Member of North Yorkshire Council can substitute for one of the elected Member representatives on the Board, should they not be able to attend. A substitute for other Members of the Board, by someone from their organisation, is also permissible.
- 4.5 It will invariably be clear that a consensus has been reached and the Chair will seek confirmation that Members agree with the recommendations. A formal vote will be taken where this consensus is not evident.
- 4.6 Each meeting will have an open forum session where members of the public may ask questions. In accordance with the Council's Constitution, notice of these questions will normally be required three days prior to the meeting.
- 4.7 The Chair shall sign the Minutes as a true and accurate record of the meeting.
- 4.8 The Board may establish sub committees to undertake any of their functions.
- 4.9 The Board may set up strategy groups or task groups to assist in the undertaking of its functions, but such strategy or task groups will not have decision making powers, and Terms of Reference for each group will be agreed.