

**Role Profile:** Isle of Wight Health and Wellbeing Board Manager

**Accountable to:** Chair of the Isle of Wight Health and Wellbeing Board

## 1.0 Role Summary

- To be accountable for the planning, operation and general management of the Isle of Wight Health and Wellbeing Board (HWB). This will be achieved by working with senior managers and leaders from a range of organisations and sectors and be responsible for the HWB systems of internal control and governance arrangements.
- To assist the Chair in the implementation of effective performance, quality assurance and communication systems. Ensure they are reviewed and able to support the HWB in its strategic leadership to enable it to scrutinise and support improvement across services.

## 2.0 Main Responsibilities of the Health and Wellbeing Board Manager

### In relation to General Management

- To assist the HWB Chair in the formation and review of priorities and key actions for the HWB and any sub groups, including the identification of critical success factors and significant risks.
- Lead on the implementation of effective management processes to plan and review the business of the HWB and monitor its overall progress (including risk analysis and contingency planning), resolve issues and initiate corrective action as appropriate using an evidence-based approach to challenging and scrutinising outcomes.
- Provide professional expertise on the strategic management, interpretation, collation and reporting of partner performance by ensuring a manageable range of suitable and relevant multi-agency performance indicators and outcome measures are identified, implemented and reviewed regularly with a minimum of an annual review.
- Provide reports for the Chair of the HWB and its sub groups and where appropriate council committees and other relevant strategic bodies.

### In relation to Communication, Engagement and Liaison

- Develop and implement communication and information strategies, including communication plans.

- Lead on any stakeholder engagement and management required that supports the role of the Chair, raises the profile of the HWB and develops and sustains a positive reputation
- Liaison/communication with all levels throughout the HWB agencies to coordinate and develop strategy and implementation plans.
- Liaison/communication with other local authorities and their HWB to share best practice and learning.

#### **In relation to Governance**

- To keep the effective operation of HWB governance arrangements under review, harnessing and prompting action where appropriate to tackle blocks to progress and take the initiative to develop arrangements further.

#### **3.0 Time Commitment**

- The Board meets 4-6 times a year and the HWB Manager is expected to be available for all meetings.
- Act as a member of any sub-committee directed by the Chair

#### **4.0 Location**

- Board meetings are held at County Hall or other Isle of Wight Council locations as required



# Agenda

Name of meeting **Health and Wellbeing Board**

Date and time *Date, Month, TIME*

Venue Council Chamber, County Hall, High Street, Newport. PO30 1UD

Chair Councillor David Stuart

Apologies

## **Part 1- Formal business (1 hour)**

1. Chairman's report
2. Reports for approval e.g. Local Care Board Care Plan
3. Performance reports
4. Progress reports- e.g. Place Based Projects- Newport

## **Part 2 – Workshop Presentation (1 hour)**

Happy Island domain to be considered – Start Well, Live Well or Age Well

5. Key issues for discussion (including data)
6. Group Discussion
7. Action to be taken