

LINCOLNSHIRE WELLBEING SERVICE: WELLBEING LINCS

MANAGEMENT BOARD TERMS OF REFERENCE

13 January 2025 to 12 January 2029 + any contract extension period

1. Introduction

- 1.1 The Wellbeing Lincs Management Board (“The Board”) is the mechanism for delivering the outcomes required following the award by Lincolnshire County Council (LCC) of the re-commissioned Wellbeing Service Contract (“The Contract”) to East Lindsey District Council (ELDC) as Lead Contractor on behalf of Lincolnshire’s seven District Councils.
- 1.2 Wellbeing Lincs will continue to consist of four delivery partner councils: East Lindsey (ELDC), North Kesteven (NKDC) and West Lindsey (WLDC) District Councils, plus City of Lincoln Council (“the Delivery Partners”).

2. Purpose

- 2.1 The Board is established to oversee implementation of the new Lincolnshire Wellbeing Service (“The Service”) Wellbeing Lincs, and its ongoing delivery. To achieve this the Board will monitor progress and identify and resolve any issues to achieve the aims and objectives of the Contract that include:
 - The enhancement of wellbeing, and a reduction or delay in the escalation to statutory support services.
 - Improving accessibility to support services when they are needed.
 - The delivery of services that are tailored to an individual’s specific needs and fit for purpose.
 - Equal opportunity regardless of location within Lincolnshire.
 - The promotion of social inclusion, building stronger communities.
- 2.2 The Board will ensure that Wellbeing Lincs:
 - Uses resources effectively;
 - Develops innovative joint responses to identified need;
 - Provides the best fit to the service specification and contract;
 - Provides the best outcomes for local residents; and
 - The best value for money from the service fee for the public purse.

3. Roles and responsibilities:

- 3.1 The Board is responsible for:
 - Ensuring a continued and extended high degree of collaboration between the Delivery Partners.
 - Ensuring service delivery by each Delivery Partner is effective.
 - Ensuring separate elements of the contract are delivered coherently and equitably across the county.
 - Overseeing the operational delivery including vacancy management.
 - Developing and implementing improvements and innovations;
 - Providing peer support and challenge.
 - Ensuring through its actions and tasks delegated to the Service Manager that the service works for all Lincolnshire residents.

- Ensuring that: plans are appropriate and robust; risks are addressed; risk registers updated; staffing arrangements are appropriate; agreed communication plans are implemented; and provide information to enable ELDC to assure LCC of the security of the contract.
- Overseeing delivery of all elements of the service, and ensure service performance standards are achieved, identifying remedial action as required.

3.2 The Board will strategically manage performance against key outcomes of the Contract.

4. Membership of the Board:

4.1 The Board consists of:

Council	Person
East Lindsey District Council	Emily Spicer, Assistant Director – Wellbeing & Community Leadership
North Kesteven District Council	Tracy Aldrich, Director of Housing & Property Services
West Lindsey District Council	Sarah Elvin, Homes & Health Team Manager
City of Lincoln Council	Paula Burton, Assistant Director – Housing Management
Service Representative (Chair)	David Postle, Wellbeing Lincs Service Manager

4.2 The quorum for the meeting will be three members of the Board, excluding the Chair.

4.3 Individual Board members may be substituted by another appropriate member of their organisation.

5. Frequency of meetings:

5.1 The Board will meet via Teams: -

- Mobilisation stage (September 2024 to January 2025) every two weeks.
- Implementation stage (January 2025 to July 2025) at least monthly to ensure that the service is applied consistently across Lincolnshire and meets the needs of residents as envisaged in the Contract specification.
- Service Delivery stage (July 2025 onwards) at least quarterly to consolidate service delivery, support continuous improvement and ensure sound financial management.

5.2 Meetings will be convened by the Service Manager, with administrative support provided by Delivery Partners whenever possible.

5.3 There are no formal rules of debate set down for Board meetings.

5.4 Items to be discussed at any meeting or teleconference of the Board will be set down in an agenda and sent to every member of the Board at least 5 working days before the meeting.

5.5 Extraordinary Meetings can be called between scheduled meetings to deal with urgent items, including for example: vacancy management decisions, urgent financial items, urgent risks, serious incidents.

6. Decision making

6.1 In all meetings, decisions will usually be made by consensus whilst recognising the constraints on ELDC as the lead contractor and the terms of the Collaboration Agreement. All delivery partners will have one vote; however, should a tied situation arise with no solution possible, the Chair will cast a deciding vote.

7. Review

7.1 The Board will on a 6 monthly basis review its terms of reference and working arrangements.

Agreed [*Insert date*].