



Isle of Man Government

HEALTH, LEARNING AND SOCIAL POLICY BOARD

TERMS OF REFERENCE

1. BACKGROUND & PURPOSE

- 1.1 The purpose of the Health, Learning and Social Policy Board ("The Board") is to lead, set direction and coordinate the development of strategic policy for the Isle of Man as contained in the 2023 Island Plan.
- 1.2 The Board will oversee the delivery and performance management of the Island Plan's social policy objectives.
- 1.3 Together with the other Council of Ministers' oversight Boards, it will set direction, prioritise and monitor work streams. It will undertake policy development on important cross cutting issues and be responsible for reconciling any issues; ensuring that Council of Ministers' priorities are delivered.
- 1.4 Social policy is the means to ensure the welfare of all in our community to help each individual achieve their full potential. By bringing together policy and delivery of associated objectives, the Board is intended to address key social issues which often cut across several Government departments.

2. ROLE OF THE BOARD

- 2.1 The role of the Board is as follows:
 - To monitor the delivery of social policy programmes as detailed in the Island Plan and the oversight of associated strategic programmes,
 - Specifically to lead on delivering Government's vision for "An Island of Health and Wellbeing" and "Outstanding Lifelong Learning and Development Opportunities"
 - To oversee social policy work streams across Government and to have a leading role when cross departmental clarity is needed

- To understand the social policy needs of our Island,
- To prioritise and lead in delivering appropriate social policies to meet those needs,
- To review the content of relevant Council of Minister’s responses to Select Committee reports

3. GOVERNANCE

3.1 The Board was established by the Council of Ministers on 19th January 2023 as part of the structure of Council Oversight Boards comprising:

- Economic Strategy Board
- Communities and Environment Board
- Health, Learning and Social Policy Board

3.2 The Board will provide advice and support to the Chief Minister and the Council of Ministers.

3.3 **Contracts and Finance**

The Board has no authority to contract out work and no finance is allocated to it.

4. MEMBERSHIP

4.1 **Political Members**

The Board shall comprise the following:
 Minister for Treasury (Chair)
 Minister for Health and Social Care
 Minister for Education, Sport and Culture
 Minister for Justice and Home Affairs

4.2 **Officers**

The Board shall also comprise senior officers from the following departments:
 Treasury
 Health and Social Care
 Education, Sport and Culture
 Cabinet Office
 Home Affairs

4.3 Cabinet Office will provide administrative and research support to the Board. The Cabinet Officer Minister will be asked to attend or support the work of the Board as and when required by the Board.

4.4 **Attendees**

The Chair may invite individuals or groups to attend the Board from other areas of Government. The Board may, from time to time, seek input from the third sector and other stakeholders as appropriate.

4.5 **Quorum**

The Board shall be quorate when a majority of Ministers (or Department Members delegated to attend in place of Ministers) are present. This represents three (out of four) political members, which must include the Chair or nominated deputy.

4.6 Where a meeting does not have three out of four political members present, the Board cannot be said to be "quorate" and may only consider and note papers – deferring any requests for approval until the next meeting.

4.7 Decisions will be normally arrived at by consensus. Nonetheless, at the request of any political member present, and with the consent of the Chair, a vote can be taken on any matter.

5. LEAD OFFICER GROUP

Lead Officer Group

5.1 The Board will be supported by a Lead Officer Group which comprises of senior officers from each department represented on the Board.

5.2 Lead Officers from Cabinet Office, Manx Care and Public Health will also participate in the Lead Officer Group.

5.3 The Lead Officer Group is directed by the Board and will ensure appropriate actions are carried out and appropriate information is provided to the Board.

5.4 The Lead Officer group will meet at least one week before the full Board and at other times as required to ensure effective management of Board papers and actions.

6. SUB GROUPS

Sub Groups

6.1 The establishment of a Sub Group of the Board will be permitted subject to the approval of the Board, where there is a clear and agreed work stream, and where it is intended to report into the Board.

6.2 Sub Groups of the Board shall be expected to report into the Board quarterly and where appropriate, more frequently.

- 6.3 Proposed Sub Group shall forward draft Terms of Reference to the Secretariat for consideration by the Board. Sub Group proceedings shall observe confidentiality as at paragraph 5.5.
- 6.4 Sub Group meeting minutes shall be forwarded to the Secretariat for distribution to the Board.

7. MEETINGS AND MINUTES

- 7.1 Meetings of the Board will occur every two months, with additional meetings arranged at the agreement of the Chair. If a Member is unable to attend they should submit apologies for absence to the Secretariat in advance.
- 7.2 Agendas are compiled with the assistance of the Lead Officer Group. A request for an item to be included on the agenda should have been progressed through the Lead Officer Group.
- 7.3 The agenda and papers will, wherever possible, be distributed to members at least one week before each meeting by the secretariat. In exceptional circumstances approval for late papers to be circulated must be obtained from the Chair.
- 7.4 Minutes will be prepared in accordance with the [Minute Taking Guidance](#) by Cabinet Office and should be circulated to the Board for amendments and approval no later than ten working days following each meeting or as soon as practicable.
- 7.5 All documentation issued in relation to the Board including proceedings and papers are subject to the same statutory confidentiality as applies to the meetings and procedures of the Council of Ministers, and should be treated accordingly.
- 7.6 Documents should not be circulated for wider distribution other than to nominated officers without the necessary permission which will be agreed by the relevant document owner (which may be at political level).
- 7.7 Once circulated for out of Board approval, the minutes will be provided to the Council of Ministers Papers mailbox for noting on the Council of Ministers agenda as soon as practicable.

8. WORK PROGRAMME

- 8.1 The work streams of the Board are taken from Our Island Plan and Department Plans
- 8.2 Subsequent and additional work streams coming to the Board are subject to approval by the Chair.
- 8.3 Policy and strategy emerging from the Board is subject to approval by the Council of Ministers.

9. COLLECTIVE RESPONSIBILITY

- 9.1 All political members of the Board are required to abide by collective responsibility.
- 9.2 Department members attending in place of a Minister shall have in place the appropriate delegation from the respective Minister.
- 9.3 Ministers (or their delegated Members) should take particular care to avoid any perceived conflicts of interest and declare this.

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