

REPORT TO:	HEALTH AND WELLBEING BOARD 4 December 2013
AGENDA ITEM:	11
SUBJECT:	Health and wellbeing board work plan and report of the chair of the executive group
LEAD OFFICER:	Hannah Miller, executive director of adults services, health and housing & deputy chief executive, Croydon Council
CORPORATE PRIORITY/POLICY CONTEXT:	
<p>The Health and Social Care Act 2012 created statutory health and wellbeing boards as committees of the local authority. Their role is to improve the health and wellbeing of local people by promoting integration and partnership working between the NHS, social care, children's services, public health and other local services, and to improve democratic accountability in health.</p>	
FINANCIAL IMPACT:	
None	

1. RECOMMENDATIONS

The health and wellbeing board is asked to:

- Agree the board work plan
- Note work undertaken by the executive group on behalf of the board

2. EXECUTIVE SUMMARY

- 2.1 The health and wellbeing board agreed its work plan for 2013/14 at its meeting on 24 April 2013. The work plan is regularly reviewed by the executive group and the chair. This paper includes the most recent update of the board work plan at appendix 1.

3. DETAIL

3.1 The purpose of health and wellbeing boards as described in the Health and Social Care Act 2012 is to join up commissioning across the NHS, social care, public health and other services that the board agrees are directly related to health and wellbeing, in order to secure better health and wellbeing outcomes for the whole population, better quality of care for all patients and care users, and better value for the taxpayer.

3.2 Changes to the board work plan from the version agreed by the board on 23 October 2013 are set out below. This is version 6.1 of the work plan.

- 3.2.1 HWB 5 December 2013 – addition of item on substance misuse commissioning; information item on learning disability moved to 12 February
- 3.2.2 HWB 12 February – deletion of item on carers – update provided to board at meeting on 23 October 2013
- 3.2.3 HWB 12 February 2014 - addition of item on public sector equality duty as it applies to the health and wellbeing board.
- 3.2.4 HWB 12 February 2014 – addition of items on JSNA 2013/14 domestic violence chapter final draft; alcohol chapter final draft; healthy weight chapter final draft
- 3.2.5 HWB 12 February – item on partnership groups moved from 5 December 2013
- 3.2.6 HWB 26 March 2014 – addition of item on pressure ulcers in the community
- 3.2.7 Incorporation of regular report on the work of the executive group undertaken on behalf of the board by the chair of the executive group. This is a control item requested by board members in the board risk register.

3.3 The board seminar on risk on 1 August 2013 recommended that the chair of the executive group reported regularly to the board on the work undertaken by the executive group on behalf of the board. Key areas of work for the executive group between April 2013 and November 2013 are set out below:

- Preparation and oversight of the work plan for review and approval by the chair and the board, including preparation of board agendas and topic prioritisation
- Organisation of learning and training for the board including board member induction, board away day, strategic risk workshop and dignity & safety seminar
- Liaison with other strategic partnerships including Croydon strategic partnership and children and families partnership
- Review of health and social care partnership groups accountable to the board
- Development of a board strategic risk register
- Development of a performance reporting framework for the board
- Review of responses to public questions and general enquiries relating to the work of the board
- Preparation for production of pharmaceutical needs assessment

4. CONSULTATION

4.1 A number of topics for board meetings have been proposed by board members. These have been added to topics proposals list on the work plan. Board members were asked to indicate their priorities from this list through a short survey circulated at the beginning of September 2013. Following discussion of responses at the executive group on 22 October 2013 it has been agreed that Steve Morton will review topics covered at previous board and shadow board meetings and cross check against health and wellbeing board priorities to identify potential gaps. This will be considered

at the next executive group on 14 January 2014 with recommendations to the chair's meeting on 24 January 2014.

5. SERVICE INTEGRATION

- 5.1 All board paper authors are asked to explicitly consider service integration issues for items in the work plan.

6 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 6.1 Where there are financial or risk assessment considerations board paper authors must complete this section and gain sign off from the relevant lead finance officer(s). Where there is joint funding in place or plans for joint funding then approval must be sought from the lead finance officer from both parties.

7. LEGAL CONSIDERATIONS

- 7.1 Advice from the council's legal department must be sought on proposals set out in board papers with legal sign off of the final paper.

8. HUMAN RESOURCES IMPACT

- 8.1 Any human resources impacts, including organisational development, training or staffing implications, should be set out for the board paper for an item in the work plan.

9. EQUALITIES IMPACT

- 9.1 The health and wellbeing board, as a committee of the council, has a statutory duty to comply with the provisions set out in the Equality Act 2010. The board must, in the exercise of all its functions, have due regard to the need to comply with the three arms or aims of the general equality duty. Case law has established that the potential effect on equality should be analysed at the initial stage in the development or review of a policy, thus informing policy design and final decision making.
- 9.2 Paper authors should carry out an equality analysis if the report proposes a big change to a service or a small change that affects a lot of people. The change could be to any aspect of the service – including policies, budgets, plans, facilities and processes. The equality analysis is a key part of the decision-making process and will be considered by board members when considering reports and making decisions. The equality analysis must be appended to the report and have been signed off by the relevant director.
- 9.3 Guidance on equality analysis can be obtained from the council's equalities team.

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BACKGROUND DOCUMENTS

None

Topics proposed by board members – -date to be allocated

Focus on outcomes: people with sensory impairment – request by board member on 23 October that this item is given priority

Focus on outcomes: alcohol and substance misuse

Focus on outcomes: immunisation

Focus on outcomes: sexual health

Focus on outcomes: health and the environment (including built environment, leisure and green spaces)

Focus on outcomes: refugees & asylum seekers

Focus on outcomes: travellers

Focus on outcomes: youth unemployment

Focus on outcomes: children with learning difficulties

Focus on outcomes: offender health

Housing strategy update

Additional topics proposed by board members

HWB 24/04/13

- Asset-based community development
- GPs – more inventiveness
- Fuel poverty
- Definition of ‘team’ – community services – joining up.

HWB 12/06/13

- Primary care provision
- Infectious diseases (as annual update item)
- Carers (requested for Feb 2014) and Care Bill (requested for June 2014)

SUBSEQUENT REQUESTS

- Reform of services for children with special educational needs (Paul Greenhalgh / Trisha Holmes) – June 2014
- Mental health strategy (Hannah Miller / Patrice Beveney) - tbc

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Date	Item	Purpose	Board sponsor	Lead officer / report author
4 December 2013	Commissioning intentions 2014/15	Discussion	Paula Swann/Hannah Miller/Paul Greenhalgh/Mike Robinson	Stephen Warren / Brenda Scanlan / Jane Doyle
	Substance misuse commissioning plans	Discussion	Hannah Miller	Alan Hiscutt
	Pharmaceutical needs assessment	Decision	Mike Robinson	Kate Woollcombe
	Work plan and report of the chair of the executive group (standing item)	Decision	Hannah Miller	Steve Morton
	Risk register (standing item)	Discussion	Hannah Miller	Steve Morton
5 December 2013	Board seminar – dignity and safety in care			
12 February 2014	Focus on outcomes: topic to be agreed	Discussion	tba	Tba
	Pharmaceutical needs assessment work plan 2014/15	Decision	Mike Robinson	Kate Woollcombe
	Integration transformation fund 2014/15	Decision	Hannah Miller / Paula Swann	Andrew Maskell
	Final commissioning intentions 2014/15	Discussion	Paula Swann/Hannah Miller/Paul Greenhalgh/Mike Robinson	Stephen Warren / Brenda Scanlan / Jane Doyle / public health lead tbc
	Dignity & safety in care – seminar recommendations	Decision	Hannah Miller / Paula Swann	Kay Murray / Fouzia Harrington

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	JSNA 2013/14 domestic violence chapter final draft	Decision	Mike Robinson	Jenny Hacker
	JSNA 2013/14 alcohol chapter final draft	Decision	Mike Robinson	Jenny Hacker
	JSNA 2013/14 healthy weight chapter final draft	Decision	Mike Robinson	Jenny Hacker
	Partnership groups terms of reference & work plans	Decision	Hannah Miller	Steve Morton
	Public sector equality duty responsibilities of the board	Discussion	Hannah Miller	Sharon Godman
	Performance report (quarterly standing item)	Discussion	Hannah Miller/Paul Greenhalgh/Paula Swann	Martin Ellender
	Work plan and report of the chair of the executive group (standing item)	Decision	Hannah Miller	Steve Morton
	Risk register (standing item)	Decision	Hannah Miller	Steve Morton
	Update on adults with learning disabilities (from April 2013)	Information	Hannah Miller	Mike Corrigan
	Update on health and housing (from June 2013)	Information	Hannah Miller	Peter Brown / Dave Morris / Steve Morton
	Local account 2012/13	Information	Hannah Miller	Tracey Stanley
26 March 2014	Focus on outcomes: topic to be agreed	Discussion	tba	tba
	Pressure ulcers in the community	Discussion	Paula Swann / Hannah Miller	Fouzia Harrington / Kay Murray

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	Work plan and report of the chair of the executive group (standing item)	Decision	Hannah Miller	Steve Morton
	Risk register (standing item)	Decision	Hannah Miller	Steve Morton

Summary record of topics covered at previous meetings

Minutes and papers of shadow health and wellbeing board meetings from 8 December 2011 to 13 February 2013 to can be found on the Council website by clicking on the following link: <http://tinyurl.com/ShadowHWB>.

Date	Items	Purpose	Board sponsor	Lead officer / report author
24 April 2013	Establishment of the health and wellbeing board	Decision	Councillor Margaret Mead	Solomon Agutu
	Focus on outcomes: adults with learning disabilities	Discussion	Geraldine O'Shea	Geraldine O'Shea / Mike Corrigan
	JSNA key data set 2012/13	Discussion	Mike Robinson	Jenny Hacker
	Heart Town proposal	Decision	Councillor Margaret Mead	Steve Morton / Bevolly Fearon
	Work plan (standing item)	Decision	Hannah Miller	Steve Morton
12 June 2013	Prevention, self-care and shared decision making	Discussion	Agnelo Fernandes	Daniel MacIntyre
	Better Services Better Value consultation	Discussion	Paula Swann / Agnelo Fernandes	Rachel Tyndall / Charlotte Joll
	Annual report of the director of public health	Information	Mike Robinson	Sara Corben

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	Sign off JSNA deep dive chapters <ul style="list-style-type: none"> • Depression in adults • Schizophrenia 	Decision	Mike Robinson	Bernadette Alves
	Update on integrated care (from September 2012)	Information	Agnelo Fernandes	Paul Young / Amanda Tuke / Brenda Scanlan
	Partnership groups proposal	Decision	Hannah Miller	Steve Morton
	Work plan (standing item)	Decision	Hannah Miller	Steve Morton
18 July 2013	Board workshop on strategic risk			
11 September 2013	Improving outcomes for children with disabilities	Discussion and decision	Paul Greenhalgh	Linda Wright
	Reablement and hospital discharge programme – funding allocations 2013/14	Decision	Hannah Miller / Paula Swann	Andrew Maskell
	JSNA deep dive chapter <ul style="list-style-type: none"> • Emotional health and wellbeing of children 	Decision	Mike Robinson	Kate Naish
	JSNA work plan 2013/14	Decision	Mike Robinson	Jenny Hacker
	Work plan (standing item)	Decision	Hannah Miller	Steve Morton
	Adult social care local account 2012	Information	Hannah Miller	Tracy Stanley
	Report from Croydon Congress health themed meeting 16 May 2013	Information	Mike Robinson	Sharon Godman
	Integrated commissioning unit for health and social care	Information	Hannah Miller / Paula Swann	Brenda Scanlan / Stephen Warren
Integrated care pioneer status bid	Information	Hannah Miller / Paula Swann	Laura Jenner	

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23 October 2013	Focus on outcomes: homelessness, health and housing	Discussion	Hannah Miller	Peter Brown / Dave Morris
	Heart Town programme to prevent heart and circulatory diseases	Discussion	Mike Robinson	Steve Morton
	JSNA 2013/14 overview of health & social care needs	Discussion	Mike Robinson	Jenny Hacker
	Performance report (standing item)	Discussion	Hannah Miller/Paul Greenhalgh/Paula Swann	Martin Ellender
	Work plan (standing item)	Decision	Hannah Miller	Steve Morton
	Integration transformation fund	Information	Hannah Miller / Paula Swann	Andrew Maskell
	Safeguarding adults	Information	Hannah Miller	Kay Murray
	Safeguarding children	Information	Paul Greenhalgh	Jeneen Hatt
	Update on carers (from April 2012)	Information	Roger Oliver	Harsha Ganatra
	Update on children's primary prevention plan (from Feb 2013)	Information	Paul Greenhalgh	Dwynwen Stepien