

Decision Maker: HEALTH AND WELL BEING BOARD

Date: Thursday 26th September 2013

Decision Type: Non Urgent Non-Executive Non-Key

Title: Health and Wellbeing Board Matters Arising and Work Programme

Contact Officer: Helen Long, Democratic Services Officer
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Chief Officer: Director of Resources

Ward: (All Wards);

1. Reason for report

1.1 Members are asked to review the Health and Wellbeing Board's work programme for 2013/14 and to consider progress on matters arising from previous meetings of the Board.

2. RECOMMENDATION(S)

2.1 The Board is asked to consider its work programme and matters arising and indicate any changes that it wishes to make.

Corporate Policy

1. Policy Status: Existing Policy: As part of the Excellent Council stream within Building a Better Bromley, PDS Boards should plan and prioritise their workload to achieve the most effective outcomes.
 2. BBB Priority: Excellent Council
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs:: N/A
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £363, 070
 5. Source of funding: 2013/14 revenue budget
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Staff

1. Number of staff (current and additional): There are 10 posts (8.55fte) in the Democratic Services Team
 2. If from existing staff resources, number of staff hours: Maintaining the Board's work programme takes less than an hour per meeting
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Legal

1. Legal Requirement: No statutory requirement or Government guidance
 2. Call-in:: This report does not require an executive decision
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Board to use in controlling their on-going work.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 The Board's matters arising table is attached at **Appendix 1** this report updates Members on recommendations from previous meetings which continue to be "live". Currently there are six items, two have been covered at this meeting and four have been scheduled as future items on the Board's 2013/14 work programme.
- 3.2 The draft 203/14 Work Programme is attached as **Appendix 2**. This will be populated after each meeting or where members of the Board identify a need for particular reports. Other reports may come into the programme or there may be references from other NHS Boards, the Portfolio Holder or the Executive.
- 3.3 In approving the work programme members of the Board will need to be satisfied that priority issues are being addressed; in Line with the priorities set out in the Board's Health and Wellbeing Strategy and terms of reference which were approved by Council in April 2013.
- 3.4 At the meeting on 30 May 2013 the Chairman requested some background notes on procedures for the HWBB. **Appendix 3** outlines the procedures for submitting reports, circulation of the minutes and for asking questions.
- 3.5 For Information **Appendix 4** is a copy of the Terms of reference for HWBB as they appear in the Council's constitution.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous work programme reports

Matters Arising 2013/14 progress summary

Minute number/ title	Board Request	Update
5 – ProMISE Programme update	Update on Progress Report	November 2013
6 – Integrated Diabetes Service update	Statistics showing the prevalence of Diabetes in Bromley.	November 2013
	Dr Bhan and the Director to work up a proposal for how paediatric Diabetes could be addressed jointly between the Local Authority and Bromley CCG focussing on a preventative approach.	TBC
8 – Future meetings and agenda items	A work programme and matters arising be presented at each meeting in line with other committees.	Starting September 2013
	Development of a report template for the HWB Board	Starting September 2013
7 – Bromley’s response to Winterbourne View recommendations	Update reports on the recommendations to be brought to every second Board meeting	Next Update November 2013

**HEALTH AND WELLBEING BOARD
WORK PROGRAMME 2013/14**

Title	Notes
Health and Wellbeing Board – Thursday 28th November 2013	
Refreshed Health & Wellbeing Strategy 2013/14	
JSNA Update	Following first meeting of steering group
CCG integrated commissioning plan 2013-2016	
Update on Bromley's Response to Winterbourne View Recommendations	
ProMISE Programme Update	Info Item
Integrated Diabetes Service Update	Rescheduled from September – Info Item
Work Programme and Matters Arising	
Health and Wellbeing Board – Thursday 30th January 2014	
HWB Strategy 2013/14 Exception Reporting	As agreed in November
Pharmaceutical Needs Assessment	
Work Programme and Matters Arising	
Health and Wellbeing Board – Thursday 20th March 2014	
HWB Strategy 2013/14 Exception Reporting	As agreed in November
Governance of integrated health and social care (Bromley CCG and LB Bromley)	
HealthWatch Update	
Update on Bromley's response to Winterbourne View Recommendations	
Work Programme and Matters Arising	
Health and Wellbeing Board – May 2014 Date TBC	
HWB Strategy 2013/14 Exception Reporting	As agreed in November
Work Programme and Matters Arising	

Outstanding items to be scheduled

Proposal for how paediatric Diabetes could be addressed jointly between the Local Authority and Bromley CCG focussing on a preventative approach.

Dates of Meetings and report deadline dates

The Agenda for meetings MUST be published five clear days before the meeting. Agendas are only dispatched on a Tuesday.

Report Deadlines are the final date by which the report can be submitted to Democratic Services. Report Authors will need to ensure that their report has been signed off by the relevant chief officers before submission.

Date of Meeting	Report Deadline	Agenda Published
Thursday 26 th September 2013	Friday 13 th September 2013	Tuesday 17 th September 2013
Thursday 28 November 2013	Friday 15 November 2013	Tuesday 19 th November 2013
Thursday 30 January 2014	Friday 17 January 2014	Tuesday 21 st January 2014
Thursday 20 March 2014	Friday 7 March 2014	Tuesday 11 th March 2014
Thursday 22 May 2014 *	TBC	TBC

* this meeting date will be changed as it clashes with the Local and European elections.

A link to the agenda is emailed to the Board on the publication date with a hard copy of the agenda being dispatched on the same day.

Questions

Members of the public can ask questions at the meeting. Each person can ask a total of 3 questions; each question should be no longer than 50 words. When questions are received they are sent to the relevant officer for a response and to the Chairman for information.

Questioners can attend to ask their question in person or ask for written responses. If they do not wish to attend then written responses are sent to them within 5 days following the meeting.

For each of their questions the questioner, if attending the meeting in person, can ask a supplementary question.

A list of the questions and answers will be appended to the corresponding minutes.

Minutes

The minutes are produced within 48 hours of the meeting. They are then sent to officers for checking. Once any amendments have been made they are sent to the Chairman and once he has cleared them they are sent, in draft format, to members of the board. Please note that this process can take up to two weeks.

The draft minutes are then incorporated on the agenda for the following meeting and are confirmed. Following this approval they are published on the web.

London Borough of Bromley**Constitution****Health & Wellbeing Board**

(11 Elected Members, including one representative from each of the two Opposition Parties; the two statutory Chief Officers (without voting rights); two representatives from the Clinical Commissioning Group (with voting rights); a Health Watch representative (with voting rights) and a representative from the Voluntary Sector (with voting rights). The Chairman of the Board will be an Elected Member appointed by the Leader. The quorum is one-third of Members of the Board providing that elected Members represent at least one half of those present. Substitution is permitted. Other members without voting rights can be co-opted as necessary.

1. Providing borough-wide strategic leadership to public health, health commissioning and adults and children's social care commissioning, acting as a focal point for determining and agreeing health and wellbeing outcomes and resolving any related conflicts.
2. Commissioning and publishing the Joint Strategic Needs Assessment (JSNA) under the Health and Social Care Act.
3. Commissioning and publishing a Joint Health & Wellbeing Strategy (JHWS) – a high level strategic plan that identifies, from the JSNA and the national outcomes frameworks, needs and priority outcomes across the local population, which it will expect to see reflected in local commissioning plans.
4. Receiving the annual CCG commissioning plan for comment, with the reserved powers to refer the CCG commissioning plan to the NHS Commissioning Board should it not address sufficiently the priorities given by the JSNA.
5. Holding to account all areas of the Council, and other stakeholders as appropriate, to ensure their annual plans reflect the priorities identified within the JSNA.
6. Supporting joint commissioning and pooled budget arrangements where it is agreed by the Board that this is appropriate.
7. Promoting integration and joint working in health and social care across the borough.
8. Involving users and the public, including to communicate and explain the JHWS to local organisations and residents.
9. Monitor the outcomes and goals set out in the JHWS and use its authority to ensure that the public health, health commissioning and adults and children's commissioning and delivery plans of member organisations accurately reflect the Strategy and are integrated across the Borough.
10. Undertaking and overseeing mandatory duties on behalf of the Secretary of State for Health and given to Health and Wellbeing Boards as required by Parliament.
11. Other such functions as may be delegated to the Board by the Council or Executive as appropriate.