

Decision Maker: HEALTH AND WELLBEING BOARD

Date: Thursday 30th January 2014

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

1. Reason for report

- 1.1 Members of the Board 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.
- 1.2 The Administration protocol, action list (Matters Arising) and Glossary of terms, all requested by the Chairman at the last meeting, are also attached.

2. **RECOMMENDATION(S)**

The Board is requested to:

- 2.1 consider its work programme and matters arising and indicate any changes that it wishes to make.
- 2.2 comment on the Administration protocol.
- 2.3 Note that the Action List and Glossary of terms will be included in this report for each meeting.

Corporate Policy

1. Policy Status: Existing Policy: As part of the Excellent Council stream within Building a Better Bromley, PDS Committees 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: 213/14 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 Committee'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 Committee 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". Members will note that two items are ongoing but other items are included elsewhere on this agenda.
- 3.3 The draft 203/14 Work Programme is attached as **Appendix 2**. It reflects the areas identified at the beginning of the year. Other reports may come into the programme or there may be references from other Committees, the Portfolio Holder or the Executive.
- 3.4 The Glossary of terms is attached at **Appendix 3**. This will be updated as necessary and will form part of this report at each meeting.
- 3.5 The Administration Protocol is attached at **Appendix 4**.

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

Health and Wellbeing Board

Action List – 28th November 2013

Agenda Item	Action	Officer	Notes	Complete
Winterbourne View Updated	Glossary of terms	Terry Parkin	Ongoing	
	This report to every second meeting	Terry Parkin	Report Needed – 20th March 2013.	
A&E Performance (Q3) – Expected multi-agency	Report on the Performance of PRUH A&E Representatives be requested to attend the January meeting of the Board This section of the January meeting to be joint with the Health Scrutiny Committee	Angela Bhan Chairman	Report Needed – 30th January 2014. Councillor Fortune to agree with Councillor Tunnickliffe	
JSNA	Voluntary Sector requested an easy to read executive summary	Nada Lemic/ Angela Bhan	Action Needed	
Integration Transformation Fund (ITF)	Slides to be circulated. Report back in January.	Helen Long Richard Hills	With minutes for 28th November 2013 Report needed 30th January 2014	
Board Member Development and Engagement Programme	Report to January Meeting.	Steve Heeley	Report needed 30th January 2014	
ProMISE programme	Report on the communication strategy to the January meeting Regular ProMISE Update reports	Amanda Day/ Susie Clark	Report needed 30th January 2014 Report needed – 20th March 2014?	
Information Item – Public	Being launched on 9 th December		Report Needed – 30th January 2014	

Health Report	2013. Information item January 2014			
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**HEALTH AND WELLBEING BOARD
WORK PROGRAMME 2013/14**

Title	Report Author	Notes
Health and Wellbeing Board – 20th March 2014 (1.30pm)		
Winterbourne View - Update	TP	
Information Briefing – JSNA - Update	AM	
Health Scrutiny Sub-Committee- April 2014 (4.30pm)		
Urgent Care Pathway – PRUH Performance Update	CCG Kings FNHST	Standing Items
Falls Prevention	TBC	
Integrated Services Programme	TBC	
Health Checks Programme	TBC	
Health and Wellbeing Board – 22nd May 2014 (1.30pm) This meeting will be re-scheduled		

Glossary of abbreviations – Health & Wellbeing Board

Acute Treatment Unit	(ATU)
Antiretroviral therapy	(ART)
Autistic Spectrum Disorders	(ASD)
Behaviour, Attitude, Skills and Knowledge	(BASK)
Better Care Fund	(BCF)
Black African	(BA)
Body Mass Index	(BMI)
British HIV Association	(BHIVA)
Bromley Clinical Commissioning Group	(BCCG)
Cardiovascular Disease	(CVD)
Care Quality Commission	(CQC)
Children & Adolescent Mental Health Service	(CAMHS)
Chlamydia Testing Activity Dataset	(CTAD)
Clinical Commissioning Group	(CCG)
Clinical Decision Unit	(CDU)
Community Learning Disability Team	(CLDT)
Director of Adult Social Services	(DASS)
Director of Children's Services	(DCS)
Emergency Hormonal Contraception	(EHC)
Florence – telehealth system using SMS messaging	(FLO)
Health & Wellbeing Board	(HWB)
Health & Wellbeing Strategy	(HWS)
Hypertension Action Group	(HAG)
Improving Access to Psychological Therapies programme	(IAPT)
Integration Transformation Fund	(ITF)
Intensive Support Unit	(ISU)
Joint Health & Wellbeing Strategy	(JHWS)
Joint Strategic Needs Assessment	(JSNA)
Kings College Hospital	(KCH)
Long Acting Reversible Contraception	(LARC)
Medium Super Output Areas	(MSOAs)
Men infected through sex with men	(MSM)
Mother to child transmission	(MTCT)

Multi-Agency Safeguarding Hubs	(MASH)
National Chlamydia Screening Programme	(NCSP)
National Institute for Clinical Excellence	(NICE)
Nicotine Replacement Therapies	(NRT)
Nucleic acid amplification tests	(NATTS)
Patient Liaison Officer	(PLO)
People living with HIV	(PLHIV)
Policy Development & Scrutiny committee	(PDS)
Post Acute Care Enablement	(PACE)
Princess Royal University Hospital	(PRUH)
Proactive Management of Integrated Services for the Elderly	(ProMISE)
Public Health England	(PHE)
Public Health Outcome Framework	(PHOF)
Queen Mary's, Sidcup	(QMS)
Secure Treatment Unit	(STU)
Sexually transmitted infections	(STIs)
South London Healthcare Trust	(SLHT)
Special Educational Needs	(SEN)
Unitary Tract Infections	(UTI)
Urgent Care Centre	(UCC)
Voluntary Sector Strategic network	(VSSN)

Health and Wellbeing Board

Administration Protocol

1. The agenda will be published in line with the attached timetable.
2. Officers have been informed that late items, i.e. those that are too late for making it onto the agenda by the Friday prior to agenda publication, will be considered in Any Other Business. This will only be in cases where no specific action is required by the Board and that it is received four working days in advance of the meeting.
3. The electronic distribution of agenda papers will follow the standard protocol adopted by all other Council committees. The agenda pack link will be distributed via email five clear working days prior to the meeting date. Hard copies will be circulated in the van delivery at least two working days prior to the meeting.
4. In between meetings Officers will circulate information briefings where necessary, to enable Board Members to keep up to date with developments rather than waiting until the next meeting. Briefings will be distributed electronically. All information briefings circulated in this way will be included on the next agenda.
5. Following the meeting an action sheet and the minutes will be produced and distributed to the Chairman within 3 working days of the meeting. Once the Chairman has cleared the minutes they will be distributed to all Board Members.
6. Officers will produce a glossary of terms as a reference guide for Board Members. This will be updated and included in each agenda pack. Further copies will be available from the clerk.

Health and Wellbeing Board

Board Meeting and Publication Dates

Agenda Published & Electronic Dispatch	Van Dispatch Date	Meeting Date
Wednesday 22 January	Tuesday 28 January	Thursday 30 January
Wednesday 5 March	Tuesday 13 March	Thursday 20 March
Wednesday 12 May	Tuesday 15 May	Thursday 22 May