
Decision Maker: HEALTH AND WELL BEING BOARD

Date: September 7th 2017

Decision Type: Non Urgent Non-Executive Non-Key

Title: Health and Wellbeing Board Matters Arising and Work Programme

Contact Officer: Stephen Wood, Democratic Services Officer
Tel: 0208 313 4316 E-mail Stephen.wood@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 Board Members are asked to review the Health and Wellbeing Board's current Work Programme and to consider progress on matters arising from previous meetings of the Board.
- 1.2 The Action List (Matters Arising) and Glossary of Terms are attached.

2. **RECOMMENDATION**

- 2.1 **The Board is asked to review its Work Programme and progress on matters arising from previous meetings.**
- 2.2 **The Board is asked to consider what items (if any) need to be removed from "Outstanding Items for Possible Consideration".**
- 2.3 **The Board is encouraged to suggest new items for the Work Programme and for the next meeting.**

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents:	Previous matters arising reports and minutes of meetings.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council; Supporting our Children and Young People; Supporting Independence; Healthy Bromley
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Financial

1. Cost of proposal: No Cost for providing this report
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: **£335,590**
 5. Source of funding: 2017/18 revenue budget
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Staff

1. Number of staff (current and additional): There are 8 posts (6.87 FTE) 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: Matters Arising and the Work Programme should be actioned in accordance with statutory obligations.
 2. Call-in: Not Applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of the Health and Well Being Board.
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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 Matters Arising table is attached at **Appendix 1**. This report updates Members on matters arising from previous meetings which are ongoing.
- 3.2 The current Work Programme is attached as **Appendix 2**. The Work Programme is fluid and evolving. Meetings are scheduled so that generally speaking they will be held approximately two weeks after CCG Board meetings which will facilitate more current feedback from the CCG to the HWB.

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.

- 3.3 For Information, **Appendix 3** shows dates of Meetings and report deadline dates.
- 3.5 For Information, **Appendix 4** outlines the Constitution of the Health and Well Being Board.
- 3.6 **Appendix 5** is the updated Glossary.

APPENDIX 1

Health and Wellbeing Board

Matters Arising/Action List

Agenda Item	Action	Officer	Notes	Status
<p>Minute 65 02/06/16</p> <p>HWB Strategy</p>	<p>Resolved that the issue of Falls be discussed at a future meeting.</p>	<p>Nada Lemic</p> <p>Laura Austin Croft</p>	<p>A short scoping paper for an expert task and finish group on Falls will be submitted to the September meeting. To be followed by a more definitive proposal for the meeting at the end of November. Recommendations from the task and finish group will then be considered at the meeting in March 2018.</p>	<p>First Stage Complete</p> <p>Rest of the Project is ongoing.</p>
<p>Minute 102 01/12/16</p> <p>Healthwatch Inequalities Report</p>	<p>Resolved that the report be noted, and that an update on the development of the Homelessness Strategy be brought back to a future Board meeting</p>	<p>Sara Bowrey</p>	<p>The Homelessness Strategy update has been assigned to the September meeting. An update at the September meeting will be provided by either Sara Bowrey (Director of Housing) or Tracey Wilson.</p>	<p>Completed</p>
<p>Minute 113 02/02/2017</p> <p>Presentation from the Local Pharmaceutical Committee</p>	<p>Resolved that a letter be drafted from the HWB to NHS England to highlight the problems faced by local pharmacies in exiting commercial leases and to request support in dealing with these issues.</p>	<p>Jackie Goad</p>	<p>The letter has been drafted and sent out.</p>	<p>Completed</p>
<p>Minute 120 02/02/17</p> <p>Performance Against the Winter Plan</p>	<p>It was resolved that a further update on performance against the Winter Plan be provided to the Board in March if possible.</p>	<p>Michael Maynard/Dr Bhan</p>	<p>This item has been allocated to the HWB agenda for September. The update should include information and lessons learned, and the plans for the winter of 2017/2018</p>	<p>Completed</p>

Minute 121 02/02/17 Phlebotomy Update	It was resolved enquiries be made to see if a phlebotomy clinic could be hosted at Bromley Civic Centre.	Jackie Goad/Jackie Peake	Short term interim sites are no longer needed. The CCG however has contacted LBB property department about the possibility of using the old Town Hall in the future.	Ongoing
Minute 136 30/03/17 CAMHS Transformation Plan	It was agreed that an update on the CAMHS Transformation Plan be provided to the HWB in 2018.	Daniel Taegtmeyer	This has been added to the Work Programme for 2017/2018. The Board has to decide at which meeting the update will be provided.	Ongoing
Minute 137 30/03/17 Social Isolation Action Plan	It was resolved that an update on the Action Plan be provided prior to the awareness campaign in the Autumn.	Denise Mantell	This has been allocated to the agenda for September 2017 as planned.	Completed
Minute 138 30/03/17 Phlebotomy Update	It was resolved that an update be provided in 6 months.	Dr Bhan	This has been allocated as an item for the September meeting.	Completed
Minute 140 30/03/17 BCF Performance Update	The issues around the cost of delayed transfers of care to be looked at in the June meeting.	Dr Bhan	As the June meeting was cancelled, this has been allocated to the September meeting.	Completed
Minute 144 30/03/17 PNA	Resolved that a draft PNA would be presented to the HWB in September.	Dr Lemic/Dr Marossy	Assigned to the November agenda.	Ongoing

**HEALTH AND WELLBEING BOARD
WORK PROGRAMME 2015/16**

Title	Notes
Health and Wellbeing Board—7th September 2017	
Update report on the Social Isolation Action Plan	Denise Mantell/Alicia Munday
Phlebotomy Update	Dr Bhan
Work Programme and Matters Arising	Steve Wood
Primary Care Commissioning Update	Dr Bhan or Dr Parson
PNA Update	Vanessa Lane/Nada Lemic
Update on the IRIS Project from Victim Support.	Rachel Nicholas/Bob Parker
Update on the Homelessness Strategy	Sara Bowrey or Tracey Wilson
Scoping Paper for a Falls Task and Finish Group	Dr Lemic/Laura Austin Croft
Update Report on Delayed Transfers of Care	Jodie Atkins--CCG
Improved Better Care Fund Report	Phil Stevens-IBCF Project Manager
BCF Plan (Report) 2017-2019	Jackie Goad
Update report on Performance against the Winter Plan	Michael Maynard (CCG)
Mental Health Sub Group Update (tbc)	Harvey Guntrip
London Health Inequalities Strategy	London Mayor
Emerging Issues	The Board.
Health and Wellbeing Board—30th November 2017	
Presentation from Nash College. (Moved from September)	Steven McDermott
PNA Update	Dr Lemic/Vanessa Lane
Work Programme and Matters Arising	Kerry Nicholls
BSCB Annual Report	Jim Gamble/Joanna Gambhir
Vulnerable Adolescent Strategy.	Jim Gamble
Report on School Nursing.	Jenny Selway
CCG Community Health Contract.	CCG-Contact Jackie Peake
Draft JSNA Update	Nada Lemic
Public Health Programme Paper	Nada Lemic
Clinical Governance Programme Report	Nada Lemic
Immunisation and Screening Programme	Public Health England/Dr lemic
Update on Care Homes (TBC)	Alicia Munday
Dementia Update	TBC
Update on Bromley Community and Engagement Network	Folake Segun (Healthwatch)
Disabilities Facilities Grant	Alicia Munday-deferred from September
Health and Wellbeing Board---1st February 2018	
Update Paper on Falls Task and Finish Group-definitive decision taken on falls Task and Finish Group.	Dr Lemic/Laura Austin Croft
Report on School Nursing (TBC-November/February)	Jenny Selway
Work Programme and Matters Arising	Kerry Nicholls
PNA Report	Dr Lemic/Vanessa Lane
Primary Care Commissioning Update	Dr Bhan or Dr Parson

Outstanding Items for Possible Consideration:

Obesity and Promoting Exercise

Update from Bromley Third Sector Enterprise/Community Links

Healthwatch Project to Explore Sexual Health and Gender Identity
Update on CAMHS Transformation Plan in 2018
Elective Orthopaedic Centres
Implementation of Personal Health Budgets
Developing a System Wide Mental Health Strategy/Mental Health Act
Improvements in Services for Dementia Suffers
Recommendations from the Falls Task and Finish Group- Dr Lemic/Laura Austin Croft
HWB Strategy

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
7 th September 2017	August 25 th 5.00pm.	August 30 th 2017
30 th November 2017	November 20 th 5.00pm	November 22 nd 2017
1 st February 2018	January 22 nd 5.00pm	January 24 th 2018
29 th March 2018	March 19 th 5.00pm	March 21 st 2018

A link to the agenda is emailed to the Board on the publication date. Hard copies are available on request.

Questions

Questions from members of the public to the meeting will be referred directly to the relevant policy development and scrutiny (PDS) committee of the Council, or to other meetings as appropriate, at the next available opportunity unless they relate directly to the work of the Board.

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

Minutes

The minutes are drafted as soon as possible after the meeting has finished. 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.

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.

GLOSSARY:

Glossary of Abbreviations – Health & Wellbeing Board

Acute Treatment Unit	(ATU)
Antiretroviral therapy	(ART)
Any Qualified Provider	(AQP)
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)
Bromley Safeguarding Children Board	(BSCB)
Cardiovascular Disease	(CVD)
Care Programme Approach	(CPA)
Care Quality Commission	(CQC)
Children & Adolescent Mental Health Service	(CAMHS)
Child Sexual Exploitation	(CSE)
Chlamydia Testing Activity Dataset	(CTAD)
Clinical Commissioning Group	(CCG)
Clinical Decision Unit	(CDU)
Clinical Executive Group	(CEG)
Clinical Leadership Groups	(CLG)
Common Assessment Framework	(CAF)
Community Learning Disability Team	(CLDT)
Community Psychological Services	(CPS)
Delayed Transfer of Care	(DTC)
Director of Adult Social Services	(DASS)
Director of Children's Services	(DCS)
Disability Discrimination Act 1995	(DDA)
Dispensing Appliance Contractors	(DAC)
Emergency Hormonal Contraception	(EHC)
Essential Small Pharmacy Local Pharmaceutical Services	(ESPLPS)
Female Genital Mutilation	(FGM)
Florence – telehealth system using SMS messaging	(FLO)

Health & Wellbeing Board	(HWB)
Health & Wellbeing Strategy	(HWS)
Health of the Nation Outcome Scales	(HoNOS)
Hypertension Action Group	(HAG)
Improved Better Care Fund	(IBCF)
Improving Access to Psychological Therapies programme	(IAPT)
Improvement Assessment Framework	(IAF)
In Depth Review	(IDR)
Integrated Care Network	(ICN)
Integration Transformation Fund	(ITF)
Intensive Support Unit	(ISU)
Joint Health & Wellbeing Strategy	(JHWS)
Joint Integrated Commissioning Executive	(JICE)
Joint Strategic Needs Assessment	(JSNA)
Kings College Hospital	(KCH)
Local Medical Committee	(LMC)
Local Pharmaceutical Committee	(LPC)
Local Pharmaceutical Services	(LPS)
Local Safeguarding Children's Boards	(LSCB)
Long Acting Reversible Contraception	(LARC)
Mental Health Champion	(MHC)
Multi Agency Planning	(MAP)
Medicines Adherence Support Service	(MASS)
Medicines Adherence Support Team	(MAST)
Medium Super Output Areas	(MSOAs)
Men infected through sex with men	(MSM)
Mother to child transmission	(MTCT)
Multi-Agency Safeguarding Hubs	(MASH)
Multi-Agency Sexual Exploitation	(MASE)
National Chlamydia Screening Programme	(NCSP)
National Institute for Clinical Excellence	(NICE)
Nicotine Replacement Therapies	(NRT)
National Reporting and Learning Service	(NRLS)
Nucleic acid amplification tests	(NATTS)
Patient Liaison Officer	(PLO)
People living with HIV	(PLHIV)

Pharmaceutical Needs Assessment	(PNA)
Policy Development & Scrutiny committee	(PDS)
Primary Care Trust	(PCT)
Princess Royal University Hospital	(PRUH)
Proactive Management of Integrated Services for the Elderly	(ProMISE)
Public Health England	(PHE)
Public Health Outcome Framework	(PHOF)
Quality and Outcomes Framework	(QOF)
Quality, Innovation, Productivity and Prevention programme	(QIPP)
Queen Mary's, Sidcup	(QMS)
Secure Treatment Unit	(STU)
Serious Case Review	(SCR)
Sex and Relationship Education	(SRE)
Sexually transmitted infections	(STIs)
South London Healthcare Trust	(SLHT)
Special Educational Needs	(SEN)
Summary Care Record	(SCR)
Supported Improvement Adviser	(SIA)
Sustainability and Transformation Plans	(STP)
Tailored Dispensing Service	(TDS)
Unitary Tract Infections	(UTI)
Urgent Care Centre	(UCC)
Voluntary Sector Strategic network	(VSSN)
Winterbourne View Joint Improvement Programme	(WVJIP)