



STAFFORDSHIRE HEALTH AND WELLBEING BOARD

FORWARD PLAN 2018/2019

This document sets out the Forward Plan for the Staffordshire Health and Wellbeing Board.

Health and Wellbeing Boards were established through the Health and Social Care Act 2012. They were set up to bring together key partners across the NHS, public health, adult social care and children's services, including elected representatives and Local Healthwatch to lead the agenda for health and wellbeing within an area. The Board has a duty to assess the needs of the area through a Joint Strategic Needs Assessment and from that develop a clear strategy for addressing those needs – a Joint Health and Wellbeing Strategy. The Board met in shadow form before taking on its formal status from April 2013.

The Forward Plan is a working document and if an issue of importance is identified at any point throughout the year that should be discussed as a priority this item will be included.

Councillor Councillor Alan White and Dr Alison Bradley
Co- Chairs

If you would like to know more about our work programme, please get in touch on 07794 997 621

Unless otherwise stated public board meetings are held in Staffordshire Place 1, Trentham and Rudyard Rooms, at 3.00pm.

Public Board Meetings:

8 March 2018
7 June 2018
6 September 2018
6 December 2018
7 March 2019

Date of meeting	Item		Details	Outcome
8 March 2018 PUBLIC BOARD MEETING	Items for Decision	Pharmaceutical Needs Assessment Report Author – Ruth Goldstein	Final report based on outcomes of the consultation	The H&WB endorsed the findings of the Pharmaceutical Needs Assessments 2018.
		Local Transformation Plan for Children & Young People’s Mental Health Services Report Author - Jane Tipping, Head of Mental Health Commissioning	This item was deferred from December -	The Health and Wellbeing Board endorsed the updated Local Transformation Plan which set out the progress to date and plans to meet national guidance as set out in the NHS and Local Government policy document – Future in Mind.
		Physical Inactivity Sub-Group Report Author – Jude Taylor		The H&WB endorsed the approach of the Physical Activity Sub-Group and agreed to host a challenge session in June, to test the robustness of the implementation plan for Staffordshire Moorlands.
	Items for Debate	CCG/SCC Commissioning Intentions Presentations from each CCG and from the Director of Public Health	Single CCG presentation Single SCC Adult Social Care & Public Health presentation How commissioning Intentions / Strategy aligns with the HWBB strategy <ul style="list-style-type: none"> - Cheryl Hardisty Director of Commissioning and Operations across the 6CCGs - Richard Harling 	The Board endorsed the Commissioning Intentions for 2018-19 for both the CCG and SCC.
		Together We’re Better (TWB) Update on Progress STP Lead Board Member – Simon Whitehouse	Standing Item to discuss key issues within the STP	The governance review recommendations were endorsed and the plans for a system-wide public engagement exercise were noted.

Date of meeting	Item		Details	Outcome
		HWBB Strategy Report Author – Jon Topham Lead Board Member – Richard Harling	Approval following consultation – Jon Topham Action plan: Wellness Programme Karen Bryson	The Board supported work to align the HWBB Strategy and STP with a clear message and statement on purpose, focus and prevention. It supports the aspiration to bring together STP, Stoke HWBB and Staffordshire HWBB and endorsed an approach to initiate discussion with Stoke H&WB for this purpose. They also agreed that the June 2018 meeting receives: <ul style="list-style-type: none"> • a more developed HWBB strategy • progress on the outcome of discussions initiated with Stoke HWBB.
		Staffordshire BCF Update Lead Board Member – Richard Harling Report Author – Rebecca Wilkinson	Standing Item to update the Board on BCF issues	T Board noted the current activity underway and agreed that H&WB should continue to receive updates from the BCF Executive on actions taken to implement the BCF, HIC and DTOC position against the BCF trajectory. The Board also supported proposals from the BCF Executive to review governance arrangements for implementation of the system wide High Impact Change Model.
		JSNA Outcomes Report Report Author – Divya Patel	Annual Discussion on the JSNA <ul style="list-style-type: none"> • Highlight where we have new data • Highlight key trends • Dashboard to report on Strategy 	The Board noted the findings of the key outcomes measures and agreed the priority indicators for adults (Living Well, Aging Well, and Ending Well) in line with the new Health and Wellbeing Strategy.
		Health & Wellbeing Strategy & Governance Report Author – Jon Topham		

Date of meeting	Item		Details	Outcome
		Health Improvement Service Report Author – Joanna Robinson		The Board supported the commissioned activity which is targeted in 52 identified areas and will take every opportunity to actively promote the digital offer and Healthy Communities Service for example, via the Fire Service.
	Items for Information	Annual Report of the Director of Public Health Report Author – Karen Bryson Lead Board Member – Richard Harling	To provide an update on the report	For information
		District Delivery Plans Report Author – Karen Bryson Lead Board Member – Richard Harling	This is part of a rolling programme for the SCC/STP Wellness Programme to develop a place based approach, which will be the vehicle for delivery of much of the programme	For information
7 June 2018 PUBLIC BOARD MEETING	Items for decision	H&WB Strategy Report Author – Jon Topham		The Strategy was approved and the consultation findings were noted. The direction of travel and alignment with the STP and the stronger strategic and leadership role with regard to prevention was noted.
		End of Life: Conversation with the Public (Update) Report Author – David Sugden		The Board noted the success of the Dying Matters, Staffordshire, public conversation. The next scheduled public conversation will focus on digital innovation in relation to health.
		JSNA Review Report Author- Divya Patel, Senior Public Health Epidemiologist		Establish a working group to identify priorities for, and oversee production of, the JSNA. Members will be emailed after the meeting to seek nominations to the working group;
	Items for debate	H&WB Action Plan Report Author- Karen Bryson		They endorsed the H&WB Action Plan outline as the delivery plan for the H&WB Strategy and agreed that the plan be developed in more detail. The H&WB will oversee the implementation and assure progress. Board Members will ensure the organisations they represent understand the Plan and play an active role in its implementation.

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		STP/H&WB alignment Report Author – Jon Topham		The terms of reference, membership and agenda format will be reviewed and a role description for members will be developed
		Families Strategic Partnership Report Author – Miriam Hussain Lead Board Member – Helen Riley		The FSP Annual Report 2017/18 was endorsed and their contribution towards delivery of the three H&WB priorities was acknowledged.
		Whole life Disability Strategy Report Author – Andy Marriott		The comments raised by the H&WB will be considered in the preparation of the final version of the Strategy to help inform the final Cabinet decision in June 2018
	Items for Information	HIAP Report Author – Allan Reid		For information
		JSNA Report Author – Divya Patel		For information
		Physical Activity Challenge Session Report Author – Jude Taylor		For information
6 September 2018 PUBLIC BOARD MEETING	System Issues	Governance/terms of reference Report Author – Jon Topham Lead Board Member – Richard Harling	Governance and terms of reference for the H&WB going forward	The amended terms of reference and Member job description were agreed
	Prevention	Prevention Through Wellness, Operational Programme & Governance Report Author –Karen Bryson Lead Board Member – Richard Harling		The Prevention through Wellness Operational Programme and governance arrangements were approved. Leadership for its further development and implementation will be provided by the H&WB. Support was given to a new conversation with professionals and the public to promote greater personal ownership of wellbeing, self-management and independence and the Board agreed to receive regular report to help ensure implementation.

Date of meeting	Item	Details	Outcome
	Mental Health & Suicide Prevention Report Author – Vicky Rowley Lead Board Member – Richard Harling		The Suicide Prevention Action Plan was agreed and supported. The Board also supported: the research being undertaken into parental mental ill health; and the development of the “Time for Change Hub” in Hednesford.
	End of Life: Conversation with the Public – Final Report Report Author – Dave Sugden Lead Board Member – Richard Harling		The approach and outcomes of the Dying Matters Staffordshire public conversation were noted and a progress report was requested for 6 to 12 months time.
	Place Based Approach Presentation Author – Karen Bryson, Mick Harrison & Phil Pusey	Presentation to the Board	Aspirations for a seamless partnership offer within a locality were endorsed.
	Statutory Duties	JSNA Review Update Report Author – Divya Patel Lead Board Member – Richard Harling	The Board approved the JSNA work programme. Board Members will nominate colleagues from their respective organisations as appropriate to contribute to the themed reports. Topics for initial themed report will be: housing and health; how communities can contribute to improving health and wellbeing.
	H&WB Strategy Consultation 2018 Report Author – Jon Topham Lead Board Member – Richard Harling		The report was endorsed for reference in the development of its strategy and delivery plan. The Board also noted the use of this report to help inform future conversations with the public to promote the health and wellbeing agenda.
	BCF 2018 quarter 1 progress report Report Author – Becky Wilkinson Lead Board Member – Richard Harling		The issues uncovered regarding Delayed Transfers of Care (DTC) methodology and agreed approach to DTC counting was noted. The Board agreed to delegate authority for BCF sign off to the co-chairs, as it had previously.
	Seasonal Flu Plan & Campaign Report Author – Jon Topham Lead Board Member – Richard Harling		Board Members agreed to act as local leaders in supporting the flu campaign, taking part in the local media campaign and by having the flu vaccination. They also agreed to act as advocates for vaccination of their eligible staff and emphasise the importance of this on overall system resilience.

Date of meeting	Item	Details	Outcome
	<p>Healthwatch Report Author – Simon Fogell Lead Board Member – Simon Fogell</p>		The Board agreed to continue to work with Healthwatch to create stronger working links.
<p>6 December 2018 PUBLIC BOARD MEETING</p>	<p>System Issues</p>	<p>CAMHS Strategy Report Author – Elisabeth Mellor Lead Board Member – Helen Riley</p>	Members noted the governance arrangements which were designed to give leadership and accountability and endorsed Strategy and Local Transformation Plan (LTP) for wider circulation and publication.
		<p>Response to the September H&WB Public Questions</p>	Following questions from Viran Patel to the Board it was agreed that a response would be forwarded to the questioner within 30 days of the meeting and that detail of that response would be shared with Board Members.
		<p>Maternity Strategy Report Author – Tilly Flanagan</p>	Members endorsed the Local Maternity Transformation Plan, noting the governance arrangements for its delivery.
		<p>Mental Health Crisis Care Concordat Report Author – Lead Board Member -</p>	ACC Jennie Sims suggested this item to support a refresh of the Concordat.
		<p>CQC Local System Review Lead Board Member – Richard Harling</p>	Oral update from Richard Harling
			Members noted the oral report.

Date of meeting	Item		Details	Outcome
	Prevention	Public Health Prevention Plan including Flu Update Report Author – Karen Bryson		<p>Members noted the development of the detailed seasonal flu plan and communications plan running from 13 September 2018 to 1 January 2019. They were aware that the campaign was jointly developed between Health and Care, the Health, Safety and Wellbeing Team and the Council's Communications Team, and that it had been developed in partnership with Public Health England, Staffordshire CCGs and the pharmaceutical industry (Sanofi Pasteur).</p> <p>The Board requested that a letter setting out the H&WB concerns over vaccine supplies this year be sent to NHS England.</p>
Warm Homes Fund Report Author – Karen Bryson/Dave Sugden Lead Board Member -		A report addressing the issues of tackling fuel poverty in Staffordshire.	Members welcomed the successful bid to the Warmer Homes Fund (WHF) that secured £1.8m to address fuel poverty in Staffordshire, and the associated WHF programme.	
South Staffordshire EOL Care Action Alliance Report Author – Emma Hodges			Members supported the actions proposed by the End of Life Care Action Alliance, particularly in relation to the funding from NHS England, and the action plan.	
Preventing Fire & Improving Health and Wellbeing Lead Board Member - Glynn Luznyj			Members noted the presentation and asked that the Director for Health and Care raise the possibility of Fire and Rescue Service involvement in equipment installation at the Joint Commissioning Board.	
	Statutory Duties	Staffordshire and Stoke-on-Trent Adults Safeguarding Board Annual Report 2017/18 Report Author – John Wood		That the SSASPB Annual Report 2017/18 was received in accordance with the requirements of the Care Act 2014 Statutory Guidance (2016'para 160).
Autism Self-Assessment 2018			the Autism Self Assessment had been completed and would be signed off by the Co-Chairs on the Board's behalf, and circulated to Members.	

Date of meeting	Item		Details	Outcome
		BCF Report Author – Becky Wilkinson/Jenny Pierpoint		Members noted the Quarter 2 BCF performance in 2018/19, including the indicative BCF budget for 2019/20 and progress with developments towards joint commissioning by the County Council and CCGs. They also agreed that the BCF Plan 2019/20 would be brought to the March Board for agreement if submission date is after the 8 th March, otherwise the Chairs be given delegated authority to agree the Plan if submission is required prior to the next meeting.
7 March 2019 PUBLIC BOARD MEETING	System Issues	CQC Final Report Report Author – Richard Harling		
		Commissioning Intentions Report Authors Richard Harling & Helen Slater (CCG)		
	Prevention	STP Update from Workshop Report Author – Simon Whitehouse		
		Director of Public Health Annual Report Report Author – Richard Harling/Jon Topham		
	Statutory Duties	BCF Report Author – Jenny Peirpont		
		Joint Strategic Needs Assessment (JSNA) Update Report Author – Divya Patel & Rachel Caswell	An outline of a strategy for delivering JSNA obligations	
		JSNA Housing & Health Deep Dive Report Author – Divya Patel & Rachel Caswell	Requested at the September Board meeting	
		JSNA Armed Forces	Response to a Board Member request for an Armed Forces JSNA	

Date of meeting	Item	Details	Outcome
		H&WB Statutory Duties and Monitoring Report Author – Jon Topham	Requested at the December H&WB
6 June 2019 PUBLIC BOARD MEETING	System Issues		
	Prevention	Suicide Prevention Update	
		District Council & H&WB	
		Air Quality Report Author – Mike Calverley Lead Board Member – Richard Harling	A report on Air Quality last came to the Board on 7 December 2017.
		Children's Safeguarding	
	Statutory Duties		
tbc		End of Life Conversation with the Public – progress report Report Author – Dave Sugden Lead Board Member – Richard Harling	At the September 2018 meeting Board Members requested a progress report on the end of life work stream with providers to help imbed learning from the campaign in 6 – 12 months time.

H&WB Statutory Responsibility Documents

Document	Background	Timings
Pharmaceutical Needs Assessment (PNA)	<p>The PNA looks at current provision of pharmaceutical services across a defined area, makes an assessment of whether this meets the current and future population needs for Staffordshire residents and identifies any potential gaps in current services or improvements that could be made.</p> <p>The Health and Social Care Act 2012 transferred responsibility for developing and updating of PNAs to</p>	<p>The current PNA was published in February 2015.</p> <p>The PNA is reviewed every three years, with the next review due in 2018.</p>

	HWBs.	

Board Membership Role	Member	Substitute Member
Staffordshire County Council Cabinet Members	CO CHAIR - Alan White – Cabinet Member for Health, Care and Wellbeing Mark Sutton – Cabinet Member for Children and Young People Philip White – Cabinet Support Member for Learning and Employability	Gill Burnett – Cabinet Support Member for Adult Safeguarding
Director for Families and Communities	Helen Riley – Deputy Chief Executive and Director for Families and Communities	Mick Harrison – Commissioner for Safety, Children & Families
Director for Health and Care	Richard Harling – Director of Health and Care	Karen Bryson – Assistant Director, Public Health & Prevention
A representative of Healthwatch	Simon Fogell – Executive Director	Robin Morrison – Chief Executive, Healthwatch Staffordshire
A representative of each relevant Clinical Commissioning Group	Mo Huda – Chair of Cannock Chase CCG Paddy Hannigan – Chair of Stafford and Surrounds CCG Shammy Noor – Chair of South East Staffs and Seisdon Peninsula CCG Rachel Gallyot – Chair of East Staffs CCG CO CHAIR - Alison Bradley - Chair of North Staffs CCG	Marcus Warnes – Chief Operating Officer
NHS England	Fiona Hamill – Locality Director	

Staffordshire's Health and Wellbeing Board has agreed to the following **additional representatives** on the Board:

Role	Member	Substitute Member
District and Borough Elected Member representatives	Roger Lees – Deputy Leader South Staffordshire District Council Frank Finlay – Cabinet Member for Environment and Health	Brian Edwards Gareth Jones
District and Borough Chief Executive	Tim Clegg – Chief Executive Stafford Borough Council	tbc
Staffordshire Police	ACC Jennie Sims	tbc
Staffordshire Fire and Rescue Service	Glynn Luznyj – Director of Prevention and Protection	Jim Bywater
Together We're Better - Staffordshire Transformation Programme	Simon Whitehouse – Programme Director	Tracy Parker-Priest, Chief Operating Officer Staffordshire & Stoke-on-Trent STP