



STAFFORDSHIRE HEALTH AND WELLBEING BOARD

FORWARD PLAN 2019/2020

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 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:

6 June 2019

5 September 2019

5 December 2019 cancelled

8 January 2020

5 March 2020

Date of Meeting	Item	Details	Outcome
6 June 2019 PUBLIC BOARD MEETING	Director of Public Health Annual Report Report Author – Jon Topham Lead Board Member – Richard Harling	Annual report this year is “Live Long & Prosper: Digital Technologies for Health and Wellbeing”	The draft report was shared with Members, with the final report being brought to their September meeting
	Suicide Prevention Update Report Author – Vicky Rowley Lead Board Member – Richard Harling	An update on parental mental health and suicide prevention.	Funding for environmental measures to prevent suicides in identifiable hotspot areas to be raised with SCC and the CCGs by Cllr Philip White and CCGs Craig Porter
	District Council & H&WB Report Author – Lead Board Member - Tim Clegg	Presentation outlining the work of district & borough Councils in promoting health and wellbeing.	Continued engagement with partners to promote health and wellbeing.
	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.	Progress noted.
	Children’s Safeguarding Report Author – Kate Sharratt Lead Board Member – Helen Riley	Outline the new arrangements for the Stoke-on-Trent & Staffordshire Safeguarding Children’s Board.	The new arrangements be noted.
	H&WB Strategy – Delivery Plan Report Author – Jon Topham Lead Board Member – Richard Harling	Considering “Staffordshire H&WB Strategy – An Approach to Delivery” and “Public Health and Prevention Supportive, Communities”	Considered a number of delivery approaches, and included: re-energising public conversations; leadership for HiAP; and leadership for targeted JSNA.
	Carers Strategy Report Author – Gill Morris Lead Board Member – Richard Harling	SCC & the CCGs new draft all age carers strategy “All Together for Carers”	Members to provide feedback on the Strategy as part of the consultation process.
	BCF Report Author – Jennie Pierpont Lead Board Member – Richard Harling	Highlighting concerns around timescales/funding of the BCF	That the concerns be escalated to the Secretary of State for Health and Social Care.
Physical Inactivity Report Author – Ben Hollands Lead Board Member - Glynn Luznyj	Changes to Physical Inactivity governance.	SASSOT be recognised as the lead agency for physical activity, with consideration being given to how their work will be reported back to the H&WB.	

Date of Meeting	Item	Details	Outcome
5 September 2019 PUBLIC BOARD MEETING	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.	Deferred to the December meeting.
	H&WB Strategy Report Author – Jon Topham Lead Board Member – Richard Harling	The Strategy included: implementing public conversation campaigns; increasing awareness of digital technologies within the health and wellbeing; and promote telecare and assistive technologies and signpost effectively. Focusing on Public Health and Prevention Self-Help Programme, details of how this will be achieved.	Members endorsed the approach to this element of the delivery plan and supported the proposed communication campaigns.
	STP Consultation follow-up Report Author – Lead Board Member - Simon Whitehouse	Details of the listening exercise process and outcomes.	The Board supported the proposed approach to developing the Five Year System Plan.
	Review of Terms of Reference Report Author – Jon Topham Lead Board Member – Richard Harling	The revised Terms of Reference had been agreed at the September 2018 Board meeting. At that time, it was also agreed that they should be reviewed annually, with a report being brought to each September Board meeting.	Amendments were made to the agenda layout and that the SASSOT would now be the lead agency for physical activity.
	DPH Annual Report Report Author – Richard Harling Lead Board Member – Richard Harling	It had been agreed to bring the final report to the September meeting.	The 17 recommendations and actions for implementation were agreed by Members. A further report will be brought to the December meeting showing progress made and identifying any outstanding recommendations and timescales for their implementation.
	JSNA Deep Dive – Communities Report Author – Divya Patel Lead Board Member – Helen Riley	Cusp of Care JSNA	Members supported the promotion of population health management and integrated care data in developing an early warning system approach to predicting future demand.
	HiAP Leadership Report Author – Dave Sugden Lead Board Member – Richard Harling	Updating the Board on activity since March 2017 when they had agreed to promote HiAP throughout their respective organisations.	Members committed to their role as “Champions for Change” for HiAP and agreed the activities proposed within the report.

Date of Meeting	Item	Details	Outcome
	BCF Report Author – Jenny Pierpoint Lead Board Member – Richard Harling	At the March 2019 meeting the Board had noted progress with the Staffordshire BCF and agreed an extension of the current BCF schemes into 2019-2020. They had also received details of possible financial risk at their June 2019 meeting.	The Board delegated sign-off to the Co-Chairs on confirmation of funding and noted the submission and assurances of timescales.
	CCG Merger Report Author – Sharon Young (Stafford & Surround CCG) Lead Board Member – Alison Bradley	To inform the Board of progress on the proposed CCG merger	Members noted progress and the anticipated decision timescale.
	Revised Draft Carers Strategy Report Author - Andy Marriott Lead Board Member - Mark Sutton	Details on the revised strategy.	The Board endorsed the Staffordshire Strategy for Carers and noted the current review of the Carers Pathway and services arrangements.
5-December-2019 8 January 2020 PUBLIC BOARD MEETING	Families Strategic Partnership Board Annual Report Report Author – Kate Sharratt Lead Board Member – Helen Riley		Members endorsed the report and agreed that a revised FSP strategy and governance structure would be brought to the June Board meeting in place of the next annual report
	SCC & CCG Commissioning Intentions SCC – Richard Harling CCGs – Craig Porter		Members noted the commissioning intentions of both SCC and Staffordshire CCGs.
	DPH Annual Report Report Author – Richard Harling Lead Board Member – Richard Harling	At their September meeting it was agreed to report any outstanding recommendations and the timescale to their implementation to the December meeting.	Members noted progress with the recommendations and agreed: a report on digital programme will be brought to the March meeting; updates on broadband and digital infrastructure strategy be brought to the December H&WB; and a workshop on assistive technologies be developed.
	Staffordshire BCF Plan 2019-2020 Report Author – Jenny Pierpoint Lead Board Member – Richard Harling		The Board noted the Co-Chair’s approval of the Plan and that a request had been made for re-baselining to correct historic issues with BCF funding in Staffordshire.
	Adult Safeguarding Annual Report Report Author – John Wood Lead Board Member – Helen Riley		The Board received the Annual Report and thanked the Board for their work.
	SEND Strategy Report Author – Tim Moss Lead Board Member – Helen Riley		Members noted the report and endorsed the direction of travel to improve SEND. The SEND Strategy will be brought to the September H&WB meeting for review and sign-off.

Date of Meeting	Item	Details	Outcome
	STP (Together we're Better) 5 year Delivery Plan Report Author – Simon Whitehouse / Jonathan Bletcher Lead Board Member - Simon Whitehouse	Progress from STP is a standard item for each H&WB meeting.	Th Board noted progress made with implementing the priorities set out in the five year delivery plan and supported the development of the Integrated Care System (ICS).
	End of Life Public Conversation – Progress Report Report Author – Dave Sugden Lead Board Member – Richard Harling	At Sept 18 meeting board members requested progress report on end of life workstream with providers to help embed learning from the campaign in 6 - 12 months' time	The Board received an oral update from Emma Hodges, CEO at St Giles Hospice, on the work of the South Staffordshire End of Life Voluntary Action Alliance in developing a complementary community model for the end of life care in Staffordshire, which they supported.
5 March 2020 PUBLIC BOARD MEETING	Together We're Better Digital Programme Report author – Lead Boar Member – Richard Harling	Agreed at the January meeting as part of discussions around progress on recommendations from the Director of Public Health Annual Report.	
	JSNA Report author – Lead Board Member – Richard Harling		
3 September 2020 PUBLIC BOARD MEETING	SEND Strategy Report Author – Tim Moss Lead Board Member – Helen Riley	Agreed at the January meeting	
10 December 2020 PUBLIC BOARD MEETING	Broadband & Digital Infrastructure Strategy Update Report Author – Lead Board Member – Richard Harling	Agreed at the January meeting as part of discussions around progress on recommendations from the Director of Public Health Annual Report.	
	SCC & CCG Commissioning Intentions SCC – Richard Harling CCGs – Craig Porter	Reported to the Board annually.	
11 June 2020 PUBLIC BOARD MEETING	Families Strategic Partnership Board Revised Strategy and Governance Report Author – Kate Sharratt Lead Board Member – Helen Riley	Agreed at the January meeting	

HWBB 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 HWBs.</p>	<p>The current PNA was published in March 2018.</p> <p>The PNA is reviewed every three years (the next assessment is due in 2021)</p>
Joint Strategic Needs Assessment (JSNA)	<p>The H&WB arrange for:</p> <ul style="list-style-type: none"> • an annual JSNA update report • 2 deep dive reports per year • Quarterly exception reporting 	The Annual JSNA report comes to the March H&WB.
Joint Health and Wellbeing Strategy (JHWS)	The JHWS sets out how the needs identified in the JSNA will be prioritised and addressed.	JHWS was adopted by the H&WB at their June 2018. An action plan will be developed to set out how the Strategy will be delivered.
CCG and Social Care Commissioning Plans	The H&WB receive annually details of both CCG commissioning plans and Social Care to consider whether these have taken proper account of the JHWS.	Annually, normally at the March meeting.

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	
A representative of Healthwatch	Simmy Akhtar – Chief Officer, Healthwatch	Maggie Matthews – Healthwatch Advisory Board Chair
A representative of each relevant Clinical Commissioning Group	Gary Free – 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
Representative of the CCG Accountable Officer	Craig Porter – CCG Managing Director of South West Division	tbc

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 Jeremy Pert – Cabinet Member (Community Portfolio) Stafford Borough Council	Brian Edwards
District and Borough Chief Executive	Tim Clegg – Chief Executive Stafford Borough Council	tbc
Staffordshire Police	ACC Jennie Sims	Chief Superintendent Jeff Moore
Staffordshire Fire and Rescue Service	Howard Watts – Director of Prevent and Protection	Jim Bywater
Together We're Better - Staffordshire Transformation Programme	Simon Whitehouse – Programme Director	tbc
Voluntary Sector	Phil Pusey – Chief Executive SCYVS Garry Jones – Chief Executive Support Staffordshire	tbc