

Topic:	Health and Wellbeing Board – Work Programme
Meeting Date:	10 April 2014
Authors:	Denise Vittorino – Strategic Lead Health and Wellbeing & Peter McKenzie – Scrutiny and Support Officer

1. Introduction

- 1.1. Following the decision of the Board to move to quarterly public meetings, it is clear that, in order to deliver both the Board’s statutory responsibilities and the wider ambitions of partners, there will need to be a clear management of the board’s agenda and workload.
- 1.2. The Board has agreed to the establishment of the Integrated Commissioning Executive Group (ICEG) as the key delivery and support mechanism for its work and this paper aims to support both the Board and ICEG in effectively planning and prioritising work over the upcoming year and establishing a clear forward plan for the Board moving forward.

2. Recommendation

- 2.1. The Board are recommended to adopt the approach detailed below as a framework for in planning the work programme going forward. This will ensure the Board meets its statutory duties and to assist ICEG and the Board Secretariat in prioritising items and identifying the scope of future work.

3. Background and Context

- 3.1. The Board has a range of core priorities set out in legislation and the agreed terms of reference. These priorities are attached in full as appendix 1 but in terms of specific work, they can be summarised into three key themes:-
 - **Strategic Needs Assessment and Planning**
 - **Assessment of how commissioning intentions and joint arrangements meet needs and fit with strategic plans**
 - **Active Encouragement of integration and partnership to drive strategy delivery forward**

In practice, this will need to be supported by a fourth theme, **Effective assessment of performance against priorities.**
- 3.2. Work around these key themes needs to form the core of the Board’s agenda and assessment of whether suggested items fit in with this framework provides a useful way of prioritising work. This will become more important as the time available for dealing with these items in public reduces to a quarterly cycle of meetings.
- 3.3. During its initial year of operation, due in part to the pressure of dealing with ongoing issues such as the Trust Special Administration process at Mid Staffordshire NHS Foundation trust, the Board has struggled to get to grips with a number of these issues. The table below indicates how the agenda items considered by the board over the year have fitted into this framework.

Board Meeting date	Needs Assessment and Planning	Assessment of Commissioning Intentions	Promoting Integrated Commissioning	Performance Management	Other Items
June 2013	Official Launch of Health and Wellbeing Strategy		Presentation on Strategic Priority – Alcohol related harm		Introduction to terms of reference (Governance)
August 2013	Update on Public Engagement work on JHWS				Presentation on TSA Process
October 2013	Insight from and proposals for further public engagement on JHWS		Presentation on Housing as a determinant of health		Report on meeting with Staffordshire Economic Consortium (Wider Partnership working)
			Presentation on the implications of the Care Bill etc. on the Board		
December 2013	Final results of public engagement on JHWS		Update on Better Care Fund		
			Engagement with Stoke-on-Trent HWBB		
February 2014			Annual Report of Staffordshire Safeguarding Children's Board		Presentation on TSA proposals
			Better Care Fund Proposal		
			Improving Health and Wellbeing at a local level		
			Mental Health Strategy		
			Establishment of ICEG		
April 2014	Health Intelligence and JSNA refresh data	Intensive Support for Planning Review	Better Care Fund – further proposals		Programme Management Support (Governance)
			Update on Improving Health and Wellbeing at a local level		
			Integrated Commissioning - Update		

4. Key Priorities and agreed work streams

- 4.1. As this assessment of work so far demonstrates, there are a number of key drivers that have helped to shape the Board's work within its framework of operation. Moving forward, the health and wellbeing strategy and the wider health economy context will continue to define a range of core strategic programme areas. These include the Better Care Fund, wider work on Integrated Commissioning, the Strategic Review of Staffordshire Health Economy and Locality Wellbeing delivery.
- 4.2. In addition the Board (with the support of ICEG) will need to continue their work on the delivery and performance management of the 12 strategy priorities and maintain an overview of core enabling functions, such as communication and networking Board development, including horizon and policy scanning, learning and knowledge management.
- 4.3. Appendix 2 outlines key themes of work that have previously been agreed by the Board in more detail. Further work is required by ICEG to clarify whether this work needs to be delegated further.

5. Indicative Future Meetings Programme

- 5.1. Drawing together these strands, it is possible to build an outline for the Board's work. This is initially the specific work identified for next year; it could serve as an outline for a rolling programme.
- 5.2. The programme below is based on an approach that would see the board continue to focus on three of the 12 strategic priorities throughout each year. Each meeting would include an update/challenge session on one of the key priorities to ensure there was public visibility of the Board's oversight role.
- 5.3. Adopting this kind of rigour would support the Board Secretariat in prioritising items for Board agendas by providing a clear frame of reference and identifying when and where Board time was available for other discussions.
- 5.4. ICEG would also play a key role in supporting this programme of work, monitoring progress and identifying blocks/slippages and amending and refining the programme as appropriate. The indicative programme is as follows:-

Board Meeting date	Needs Assessment and Planning	Performance Management	Assessment of Commissioning Intentions	Promoting Integrated Commissioning	Other Items
July 2014	Follow up on Public Engagement Work	Focus Session:- Priority 1	Assessment of Commissioning Plans from: <ul style="list-style-type: none"> • CCGS • SCC • NHS England • Other Commissioners (Exact timings to be confirmed)	Mental Health Strategy	
				Better Care Fund final submission?	
October 2014		Focus Session:- Priority 2		Better Care Fund Section 75 Agreements	
January 2015	JSNA Refresh	Focus Session:- Priority 3			
April 2015	Refresh of Joint Health and Wellbeing Strategy/ Overall Assessment of Performance				

Appendix 1 – Health and Wellbeing Board Terms of Reference

- To jointly prepare and publish a Staffordshire Joint Strategic Needs Assessment, ensuring that it engages with and captures the voice of the community, and is used to inform collective and individual strategic decisions of the Board and the individual bodies that make up the Board.
- To jointly agree and publish a Staffordshire Joint Health and Wellbeing Strategy (JHWS), setting out ambitious outcomes for improved health and wellbeing across Staffordshire.
- To encourage health and care commissioners to work together and to co-ordinate commissioning decisions to advance the health and wellbeing of the people of Staffordshire.
- To consider the partnership arrangements under the Section 75 of the 2006 NHS Act (such as joint commissioning and pooled budgets where appropriate).
- To encourage integrated working.
- To ensure patient and public voice is heard as part of the Health and Wellbeing Boards decision making, receiving and considering patient and public feedback through the statutory board membership and regular reports of Staffordshire Health-watch.
- To receive and consider the plans of the Clinical Commissioning Groups, NHS Commissioning Board LAT and Local Authority, providing assurance and endorsement that they have regard to the Staffordshire Joint Health and Wellbeing Strategy
- A duty to work in partnership.
- Increase local democratic legitimacy in the commissioning of health and care services.