

At a meeting of the West Sussex Health and Wellbeing Board held on 24 April 2014.

Present:

Katie Armstrong	Amit Bhargava	Sue Braysher
Peter Catchpole	Marie Dodd	Julia Dutchman-Bailey
Peter Evans	Christine Field (Chairman)	
Alan Kennedy	Nigel Lynn	Martin Pearson
Amanda Rogers	Frances Russell	Christopher Snowling
Andrew Williamson	Judith Wright	

Apologies:

Minesh Patel

In attendance:

Charles Gauntlett (part)	Diane Henderson	Helen Kenny
Catherine Scott	Suzanne T Thompson	

Board Membership

1. The Chairman, Christine Field welcomed all to the meeting. New members Marie Dodd, Chief Operating Officer and Andrew Williamson, Interim Chairman from Coastal CCG introduced themselves. Apologies were noted from Minesh Patel, Clinical Lead Horsham & Mid Sussex CCG and Health and Wellbeing Board (HWB) Vice Chairman. The Chairman explained that Stuart Gallimore, Director of Children's Services had left the County Council. His successor Kevin Peers was represented at this meeting by Marilyn Barton, Principal Manager, Children's Services.
2. The Board noted the resignation of Christine Hardisty, one of the two Voluntary Sector representatives on the Board. The Chairman had written to Mrs Hardisty to thank her for her input into the development of the Board. Members noted that Board member representation and roles were to be discussed as part of Item 5 on the agenda.
3. Charles Gauntlett, Principal Democratic Services Adviser detailed the Terms of Reference with regard to existing Voluntary Sector seats on the Board. He explained that these members were to be elected by the voluntary sector and nominations submitted to the Board for agreement. The Board agreed that Diane Henderson, Chief Executive at Age UK would act as a substitute at this meeting. Mr Gauntlett left the meeting at this point.

Declaration of Interests

4. There were no declarations of interest.

Urgent Matters

5. There were no urgent matters.

Minutes

6. It was requested that two edits be made to the unconfirmed minutes of the last meeting:

- a) to the final sentence at Minute 95, bullet point two, to attribute the response to Alan Kennedy, Chairman Crawley CCG rather than Andrew Foulkes, Medical Director, Surrey and Sussex Local Area Team of the NHS England, and
- b) to the 'Present' section to reflect apologies from Peter Evans rather than attendance.

7. Resolved that with the above amendments the minutes of the meeting held on 30 January were approved as a correct record and signed by the Chairman.

Draft Communication and Engagement Framework

8. The Chairman introduced Helen Kenny, Senior Adviser to outline this report. The Board was asked for its comments on a draft Communication and Engagement (C&E) Framework, the role of members on the Board and what specific communication and engagement activity would be required in work to implement the projects to which the Better Care Funds (BCF) had been allocated.

9. The Chairman emphasised the importance of the Board being clear about what it does and does not do in respect of C&E and the need for a clear focus on future projects. Members' comments are summarised below:

- the Board's role was to lead on an integrated approach to C&E and important to state where journey was to end in order to agree where to begin
- at the moment the Board's C&E could be considered too County Council focussed
- the Board should establish a C&E network of lead officers across all partners, to meet regularly and take advantage of one another's strengths, to share information, avoid duplication and assist in accessing the patient voice at a community level
- engagement with providers was of particular importance on the journey towards system integration and the CCGs had a number of forums at which they engage with providers (e.g. Coastal Cabinet in the Coastal West Sussex CCG area and Transformation Boards in the Crawley and Horsham & Mid Sussex CCG areas). More formal links between these

forums and the Board should be developed. *It was agreed that the Board's C&E Network should develop governance arrangements for these links, to be incorporated in the C&E Framework, and that the Network would gather information from these forums together to feed into the Board as and when appropriate*

- a number of engagement forums existed for providers/CCGs and County Council which could be used to feed into the HWB
- gaps in Table 1 included mechanisms to engage with employers and industry to support workplace health, also statutory agencies such as the Police. It was suggested that these could be strengthened through Local Strategic Partnerships and should be reflected in the C&E Framework
- district and borough Wellbeing Partnerships were increasingly being merged into larger groups with bigger agendas, HWB needed to keep its priorities high on those agendas. These merged Partnerships were working very well with higher attendance than before. It would be important to develop links between these Partnerships and the Board. *The Chairman suggested that a meeting should be set up with Wellbeing Partnership and Local Strategic Partnership leads at district/borough level, to explore links (which could include those with local employers and businesses). The first point of contact in discussing these arrangements would be Nigel Lynn, District and Borough representative*
- an effective mechanism for community and voluntary sector engagement was needed. Proposals for this had been put to the County Council by the voluntary sector but had not been responded to as yet. *The Chairman agreed to look into this issue*
- there needed to be specific mention of the role of Healthwatch in the C&E Framework (separate to the Voluntary Sector section) *The Chairman undertook to meet with Frances Russell, Chairman of Healthwatch to discuss the role of Healthwatch on the Board*
- all organisations on the Board would benefit from linking to one another's workplans to align C&E work
- members questioned why Crawley was not listed as having an elected member appointed to its Wellbeing Partnership. *This will be followed-up and relevant information included in the revised C&E Framework*
- Board Members should be involved in planning the proposed stakeholder forum in September, which would be focusing on the Better Care Fund plans as well as developing the new Joint Health and Wellbeing Strategy.
- Members needed more time to think about member roles. *Mrs Kenny suggested members consider this outside the meeting and also any training support that might be required. The Chairman asked members to feedback to Mrs Kenny.*
- role descriptions for all Board Members should be developed, and would help identify any training or development needs for the future. These should also reflect on the implications of national drivers, such as the Care Bill, on the role of the Board.

- the update on Better Care Fund (BCF) plans in West Sussex (at 5B) didn't say where the money was to come from or what services were going to stop, it was the responsibility of each local system to identify and be responsible for where the fund was to come from
- feedback from NHSE on the BCF plan was anticipated in the next week, following which messages to be communicated to the wider public and stakeholders would need to be agreed. *The Chairman undertook to share the feedback as soon as possible*
- the Board had an important role to play in ensuring there was co-ordinated and clear communication and engagement on the health and social care transformation that would be underpinned by the BCF. There needed to be clarity on the overall vision for the integration of health and social care, and how this would be achieved, so that the value of this can be understood by the community
- the Board members must work together and ensure the public have an opportunity to influence service transformation. It must align and deliver for 31 March 2015. Communications Teams need to start work on C&E plans as soon as possible.

10. The Chairman thanked members for their comments which would be collated and following further work outside the meeting taken forward into a final draft of the Framework. The Chairman referred the Board to the recommendations in the report.

11. Resolved that the Board agreed:

- 1) the objectives and priorities for communication and engagement at paragraph 3; and
- 2) that a revised Communication and Engagement Framework, including role descriptions for Board members and plans for engagement and communication required as part of health and social care system transformation, should be reported back to the Board for final approval in July.

Joint Health and Wellbeing Strategy (JHWS) 2012-2015

12. The Chairman invited Catherine Scott, Head of Public Health to outline this report which concerned a review of progress to date on its strategy and a process for refreshing the document for 2015 -18. Comments included that:

- the next stage of priority setting must take account of the transformation programme and the implementation of the BCF plans
- discussion on priorities could take place at an informal meeting

- it was important to connect reality with any strategy eg. To look at admission data for frail elderly and outcomes from Proactive Care programmes
- timetables on data collection would probably dictate an October meeting to discuss priorities.

13. Resolved that the Board:

1. Noted progress to date detailed in paragraph 2;
2. Endorsed the actions planned in 2014/15, paragraph 3;
3. Agreed a process for developing the refreshed JHWS 2015-2018, paragraph 4 including holding an informal meeting in October to draw up proposals on priorities.

Pharmaceutical Needs Assessment

14. The Chairman invited Catherine Scott, Head of Public Health to outline this report which concerned the Board's statutory duty to develop and publish its first Pharmaceutical Needs Assessment (PNA) by April 2015.

15. Member comments included the need to be aware of Healthy Living Pharmacies which could support the system transformation in providing 'social' prescribing. These pharmacies tended to have a very high footfall, had long opening hours and were able to provide communities with advice. It was felt that increasingly Wellbeing Hubs would attract such resources.

16. Resolved that the Board:

1. Noted that from 01 April 2013 it has responsibility for the existing PNA and is required to publish its first PNA by 01 April 2015;
2. Confirmed that its agreed strategic direction for community pharmacy services was to support the development of a wider role as part of a transformed health and social care system;
3. Noted that it will receive update reports from the PNA Steering Group on the development of the PNA and will be required to endorse the final PNA prior to 01 April 2015;
4. Approved the process outlined at paragraph 3.1iv for preparing any necessary supplementary statements to ensure the current PNA remains fit for purpose;
5. Approved the process outlined at paragraph 4 for consideration of any consultations on forthcoming pharmaceutical services applications within the 45 day prescribed time period and to make any written representations as necessary.

Public Forum

17. The Chairman invited questions and comments from those in attendance at the meeting. The Chairman of Coastal West Sussex Mind posed several questions related to services for people with mental health problems, any risk assessment carried out by commissioners and the impact of further national and local funding cuts for residents in the County. The Board noted that these important questions had been responded to by letter prior to the meeting and that its agenda for the 17 July meeting would be largely devoted to improving services to support mental health in West Sussex. In particular the July meeting would consider current pressures for services, any gaps in support and how future provision should look. Coastal West Sussex Mind had been invited to attend that meeting. Members were:

- concerned to ensure parity of esteem for mental and physical health
- empathetic with the position of service providers, emphasizing that the effect of increased population growth on demand for mental health support was also being keenly felt in general practice
- working to ensure that the Better Care Fund would include support for mental health services in the county
- aware of the importance of having a local dialogue and feeding the Board's concerns 'up the line' in the healthcare system
- informed that the first Healthwatch West Sussex Board meeting would be held in public at Billingshurst Community & Conference Centre on the 14 May from 10.00am – 1.00pm.
- aware that summaries of questions and answers to correspondence to the Board could be viewed on its website.

18. The Board was asked whether it could assist in the provision of transport to and from community health services. It was noted that while currently this was not in its workplan there were conversations being had between the local authority and health partners about integrating NHS, voluntary organisation and local bus services.

Meeting Dates 2014/15

19. The Chairman let members know that its End of Life Working Group would have its first meeting on 01 May at County Hall North in Horsham and that the next meeting of the Board would be held on 17 July at County Hall North in Horsham.

The meeting closed at 4.10pm.