

Health and Wellbeing Board – Work Programme 2024 – 2027

Frequency	Item	Typical Timing	Notes
Every Meeting	Introduction	Each meeting	Routine committee business.
Every Meeting	Apologies and Substitutes	Each meeting	Standing agenda item.
Every Meeting	Declarations of Interest	Each meeting	Standing agenda item.
Every Meeting	Minutes of Previous Meeting	Each meeting	Standing agenda item.
Every Meeting	Director of Public Health Update	Each meeting	Standing update item.
Every Meeting	Work Programme Review	Each meeting	Standing update item – review of upcoming items
Annual	Membership Review / Renewal	First meeting of the HWB after 1 April	Annual confirmation of Board membership.
Annual	Appointment of Co-opted Members	First meeting of the HWB after 1 April	Annual renewal of co-opted membership.
Annual	Election of Chair	First meeting of the HWB after 1 April	Constitution requires annual election.
Annual	Election of Vice-Chair	First meeting of the HWB after 1 April	Constitution requires annual election.
Annual	Joint Strategic Needs Assessment (JSNA) Review / Exception Report	Early calendar year	Annual review of JSNA and any significant changes.
Annual	Better Care Fund (BCF) Sign-off and Governance	As required within BCF cycle	HWB required to approve/sign off arrangements.
Every 3 Years	Pharmaceutical Needs Assessment (PNA)	Statutory cycle 2025, 2028, 2031, 2034, 2037, 2040, 2043, 2046, 2049, 2052, 2055, 2058	Review, consultation, approval and publication of the PNA. Agreed February 2025 (next date 2028)
When required	Joint Local Health and Wellbeing Strategy Refresh <i>Decision taken by KCC that the Kent and Medway Integrated Care Strategy (ICS) 2024-2026 be used as the as the Kent Joint and Wellbeing Strategy (JLHWS) – 23/00091 (2024) Delivery Plan – 24/00115</i>	Strategic cycle	Review and refresh of the Health and Wellbeing Strategy Care Strategy. The Joint Strategic Needs Assessment (annual review) is the evidence base that underpins the Joint Local Health and Wellbeing Strategy. Annual JSNA review and exception reports enable the Health and Wellbeing Board to monitor changes in local need and determine whether any amendments to the strategy are required.

25 th April 2024		
No.	Item	Additional Comments
1	Introduction	Routine Committee business
2	Appointment of co-opted member(s)	Requires renewal for Dr Bowes' continued membership – See 19.18
3	Election of Chair	Requires renewal (meeting post 1 April) – See 19.31
4	Election of Vice-Chair	Requires renewal – See 19.31
5	Apologies and Substitutes	Routine Committee business
6	Declarations of Interest	Routine Committee business
7	Minutes of the meeting held on 6 December 2023	Routine Committee business
8	Director of Public Health Verbal Update	Routine Committee business
9	Joint Local Health and Wellbeing Strategy for Kent	
10	Integrated Care Strategy Delivery Plan	
Include in item 10	Board Development	
11	Safeguarding Adults Board Annual Report	
12	Kent Safeguarding Children Multi-agency Partnership Annual Report	(removed – no longer requires to be presented at the KH&WB)
15 th October 2024 (CANCELLED)		
No.	Item	Additional Comments
1	Introduction	- Routine Committee business
2	Membership	- Members will be asked to note that Mrs Penny Cole has joined the Kent Health and Wellbeing Board to fill the long-standing vacancy
3	Apologies and Substitutes	- Routine Committee business
4	Declarations of Interest	- Routine Committee business
5	Minutes of the meeting held on 25 April 2024	- Routine Committee business
6	Director of Public Health Verbal Update	- Routine Committee business
7	The Kent Health and Wellbeing Board function	-
8	Kent Health and Wellbeing Board Work Programme	- Routine Committee Business (for noting only)
11 th February 2025		
No.	Item	Additional Comments

1	Introduction	- Routine Committee business
2	Apologies and Substitutes	- Routine Committee business
3	Declarations of Interest	- Routine Committee business
4	Minutes of the meeting held on 15 October 2024	- Routine Committee business
5	Director of Public Health Verbal Update	- Routine Committee business
6	Joint Strategic Needs Assessments (JSNA)	- Reviewed annually – HWB Decision
7	Pharmaceutical Needs Assessment Decision	- HWB Decision (every 3 years)
25th September 2025		
No.	Item	- Additional Comments
1	Introduction	- Routine Committee business
2.	Membership	- Requires annual renewal (meeting post 1 April) – See 19.31
3	Appointment of co-opted member(s)	- Requires renewal for Dr Bowes' continued membership – See 19.18
4	Election of Chair	- Requires annual renewal (meeting post 1 April) – See 19.31
5	Election of Vice-Chair	- Requires annual renewal (meeting post 1 April) – See 19.31
6	Apologies and Substitutes	- Routine Committee business
7	Declarations of Interest	- Routine Committee business
8	Minutes of the meeting held on 11 February 2025	- Routine Committee business
9	Director of Public Health Verbal Update	- Routine Committee business
10	Pharmaceutical Needs Assessment Decision (sign off)	
11	Transformation Programme update	
12	Update from the Integrated Care Board on the NHS 10 Year Plan	
4th March 2026		
No.	Item	- Additional Comments
	Introduction	- Routine Committee business
1	Apologies and Substitutes	- Routine Committee business
2	Declarations of Interest	- Routine Committee business
3	Minutes of the meeting held on 25 September 2025	- Routine Committee business
4	Director of Public Health Verbal Update	- Routine Committee business
5	Joint Strategic Needs Assessment – Annual exception report	
Thursday 23rd July (additional HWB requested)		
No.	Item	- Additional Comments
	Introduction	- Routine Committee business
1	Membership	- Requires annual renewal (meeting post 1 April) – See 19.31
2	Appointment of co-opted member(s)	- Requires renewal for Dr Bowes' continued membership – See 19.18
3	Election of Chair	- Requires annual renewal (meeting post 1 April) – See 19.31

4	Election of Vice-Chair	- Requires annual renewal (meeting post 1 April) – See 19.31
5	Apologies and Substitutes	- Routine Committee business
6	Declarations of Interest	- Routine Committee business
7	Minutes of the meeting held on 4 th March 2026	- Routine Committee business
8	Director of Public Health Verbal Update	- Routine Committee business
9	Kent Health and Wellbeing Board – Terms of Reference (ToR) and Priorities	- HWB decision to endorse proposed changes
10	Development of the Neighbourhood Health Plan	
11	Update on the Marmot Review	

30th September 2026

	Item	Additional Comments
	Introduction	- Routine Committee business
1	Membership	- If the ToR are agreed by Selection and Member Services and Full Council, the new HWB will be in place with new membership . - Updated September 2026 – announcement from government that LGR is to be paused. ToR to be deferred to later S&M services Oct 2026 and Full Council 5th Oct once membership reviewed following announcement on LGR.
2	Apologies and Substitutes	- Routine Committee business
3	Declarations of Interest	- Routine Committee business
4	Minutes of the meeting held on 23 rd July 2026	- Routine Committee business
5	Director of Public Health Verbal Update	- Routine Committee business
6	Priorities of the Kent Health and Wellbeing Board	HWB Priorities: - marmot costal region - mental health - Better Care Fund
7	Governance of the Kent Health and Wellbeing Board	- Informal working groups that sit under the HWB
8	Progress Report on the Neighbourhood Health Plan	- Update item
9	ToR update item	- Added 02-09-26 – update item
10	Work Programme (NEW)	- Routine Committee business – for noting only

Wednesday 28th April 2027

No	Item	Additional Comments
	Introduction	- Routine Committee business
1	Membership	- Routine Committee business
2	Appointment of co-opted member(s)	- Requires annual renewal (meeting post 1 April) – See 19.31
3	Election of Chair	- Requires renewal for Dr Bowes' continued membership – See 19.18
4	Election of Vice-Chair	- Requires annual renewal (meeting post 1 April) – See 19.31
5	Apologies and Substitutes	- Requires annual renewal (meeting post 1 April) – See 19.31

