

WEST KENT CCG HEALTH AND WELLBEING BOARD

DRAFT MINUTES OF THE MEETING HELD ON TUESDAY 20TH JANUARY 2015

Present:

Dr Bob Bowes (Chairman)	Chair, WK CCG
Gail Arnold	Chief Operating Officer, WK CCG
William Benson	Chief Executive, Tunbridge Wells District
Cllr Annabelle Blackmore	Leader of Maidstone Borough Council
Hayley Brooks	Health and Communities Manager, Sevenoaks District Council, substituting for Lesley Bowles
Alison Broom	Chief Executive, Maidstone Borough Council
Cllr Alison Cook	Sevenoaks District Councillor
Tristan Godfrey	Policy officer, Kent County Council, substituting for Mark Lemon
Cllr Roger Gough	Chair of Kent Health and Wellbeing Board
Jane Heeley	Tonbridge and Malling Borough Council
Fran Holgate	HealthWatch
Steve Inett	Chief Executive, HealthWatch, Kent
Dr Tony Jones	GP Maidstone
Reg Middleton	Chief Finance Officer, WK CCG
Penny Southern	Director of Learning Disability and Mental Health, Kent County Council
Malti Varshney	Consultant in Public Health, Kent County Council
Cllr Lynne Weatherly	Tunbridge Wells Borough Councillor
<u>In attendance:</u>	
Francesca Guy	Deputy Company Secretary, WK CCG

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. Apologies had been received from the following:

Julie Beilby
Lesley Bowles (Hayley Brooks attended on her behalf)
Dr Caroline Jessell, NHS England
Cllr Mark Rhodes
Dr Andrew Roxburgh
Mark Lemon (Tristan Godfrey attended on his behalf)
Dr Sanjay Singh

2. MINUTES OF THE MEETING HELD ON TUESDAY 18TH NOVEMBER 2014.

RESOLVED: That the minutes of the meeting held on Tuesday 18th November 2014 be approved as a correct record.

3. MATTERS ARISING

There were no matters arising.

4. UPDATE ON SECTION 75 – BETTER CARE FUND

Reg Middleton outlined the purpose of the Better Care Fund and noted that a legal structure was required to support moving to an operational basis. Mr Middleton gave an update on the progress towards the development of a section 75 agreement between the CCGs in Kent and Kent County Council and the work that needed to be completed before April 2015. Mr Middleton noted that one section 75 had been agreed for the whole of Kent, with sufficient localisation of plans for each of the CCG areas contained in 7 separate annexes. The Kent Health and Wellbeing Board would be required to approve the section 75 at its meeting in March 2015. Mr Middleton noted that this was the first step towards greater integration of services and would therefore look different in years 2 and 3.

Steve Inett asked where the monthly dataset would be reviewed and how it would be evaluated to ensure that the process was working. Mr Middleton responded that it would be generated at a local level and reviewed by the Health and Wellbeing Board. Mr Inett noted that the majority of the data collected was quantitative and he offered to speak with patients in order to inform this data with some qualitative feedback. The Chair responded that the dataset was nationally mandated, but agreed that it would be useful to have this additional local information.

Dr Jones commented that a significant amount of the interface of services happened around care homes and therefore the Health and Wellbeing Board should have a role in discussing residential care home provision.

Mr Middleton commented that benefits had already been seen from the exchange of information between officers of KCC and the CCGs. The next step was to identify opportunities to make further progress.

A discussion followed about whether there would be a role for the voluntary sector moving forward. Mr Middleton responded that the Better Care Fund provided scope to manage the provision of services differently and elements of the fund allowed for investment in the voluntary sector. Gail Arnold added that agreement would be needed on how the voluntary sector would be represented. Dr Jones suggested that the Citizens Advice Bureau in Maidstone and Age UK were two elements of the voluntary sector that should be represented.

Cllr Alison Cook remarked that the voluntary sector was expected to provide professionalism on behalf of the professionals and often the bidding process did not allow sufficient time for staff to be appropriately trained before the next round of bidding commenced. The Chair added that there was a difference between those providers who provided a good service and those providers who were good at bidding for contracts.

The Chair asked Mr Middleton to provide the first performance report at the next meeting of the Health and Wellbeing board in March 2015 as this would provide a baseline for the new financial year. **Action: Reg Middleton**

5. SCOPING OF WEIGHT MANAGEMENT AND OBESITY

Jane Heeley introduced this item and noted the paper articulated the key priorities around “Healthy Weight” and the areas to hold commissioners to account for improving obesity rates in the West Kent area. Ms Heeley noted the proposal was to set up a task and finish group with four key aims:

- To undertake a critical analysis of strategic plans of all partners to identify any gaps in the provision of relevant services and gaps in the integration of those services;
- To develop an understanding of why these gaps exist and make recommendations to address them;
- To propose a process for co-ordinating the wide range of stakeholders involved in this area; and
- To make recommendations for addressing any “quick wins”.

Ms Heeley gave an update on how the recommendations from the Childhood Obesity Task and Finish Group had been developed since it presented its final report in April 2014. Ms Heeley noted that the services for children and young people were currently not sufficiently wide to address all age groups and referral rates to some commissioned services were very poor. Health professionals often found it difficult to engage with patients about their weight and training would therefore be a key focus of the task and finish group.

Dr Tony Jones agreed with the point about holding difficult conversations with patients and noted that his practice was looking to use protected learning time to address this issue. Dr Jones also noted that his practice was organising a cyclathon and this was perhaps something that GPs and Members of the Council could promote within the population.

In response to a question from Roger Gough, Ms Heeley commented that the role of planning, housing and other district services would be included within the scope of this work.

Malti Varshney commented that there would need to be some co-ordination of communications and agreement on the branding. It was suggested that a private corporate communications company with a corporate social responsibility remit could be engaged for this project. It was also suggested that the branding could be linked to Change 4 Life. Ms Varshney agreed to discuss this with the Chair and to report back to the meeting. **Action: Bob Bowes and Malti Varshney**

RESOLVED: The Health and Wellbeing Board agreed the following:

- the proposed aims and scope of the Task and Finish Group as outlined in the paper;

- that the operational membership of this group comprised initially the lead consultant in Public Health and Public Health Specialist for Healthy Weight, District lead for Healthy Weight and CCG lead for healthy weight; and
 - Cllr Lynne Weatherly was appointed to the Group as designated authority from the Board to progress recommendations.
6. DELIVERY OF INTEGRATED PROVISION DEFINING EXPECTATION AND DELIVERY AS A BOARD

The Chair opened the discussion by stating that the paper contained recommendations for the introduction of a System Leadership Forum for commissioners and providers in West Kent. The purpose of the forum was to provide a vehicle to operationalise commissioning ideas and to provide a sense check between commissioners and providers.

Mr Inett commented that, as these meetings would not be held in public, it would be useful to understand the key issues discussed to avoid any duplication of effort.

Cllr Gough asked what the role of the System Leadership Forum would be in relation to the Better Care Fund. The Chair responded that the role of the Health and Wellbeing Board was to set the overall strategic direction and the role of the System Leadership Forum would be to operationalise the strategy, which would include the Better Care Fund.

Mr Benson commented that a better understanding was needed of the breadth of the services being commissioned both CCG-wide and county-wide.

Dr Jones commented that the role of the Urgent Care Board was very similar, although with a narrower focus. Dr Jones also added that this type of group would benefit from the insight that comes from people on the ground.

The following comments were made on the paper:

- NHS England had a role in checking that plans were aligned and it was not clear whether the System Leadership Forum would also have a role in this.
- The figure on page 7 of the paper should include the Kent Health and Wellbeing Board as well as the West Kent Health and Wellbeing Board.
- The paper should have a stronger focus on reducing inequality and should be emphasised more strongly in the paper.
- The role of local authorities was not clear.

The Chair agreed to update the paper to reflect the comments made. **Action: Dr Bob Bowes**

7. PROGRESS ON CHILDREN'S OPERATIONAL GROUP FOR WEST KENT

Tristan Godfrey gave an explanation of the background of Children's Operational Groups and the options for relationships with other bodies.

Cllr Roger Gough commented that the multi-district model operating in Dartford, Gravesham and Swanley seemed to function well, with co-ordinated reporting to the CCG-based Health and Wellbeing Board.

William Benson commented that it was not clear whether a Children's Operational Group existed in Tunbridge Wells. Hayley Brooks from Sevenoaks agreed to work with all districts to understand what gaps there were in the arrangements and work with Mr. Benson to develop an overview of the relationship between the different bodies and make recommendations for the Children's Operational Group, Children's Health Wellbeing Board and Local Health and Wellbeing Board. Ms Brooks and Mr Benson agreed to report back to the March West Kent Health and Wellbeing Board. **Action: Hayley Brooks/William Benson**

A discussion followed about the age range that the COGs covered and it was agreed that it should be up to 25 years old. The Health and Wellbeing Board agreed that this should be consistent across the districts in West Kent.

8. LEADS FOR TASK AND FINISH GROUPS

Malti Varshney commented that she thought that it would be useful to have Member leads alongside the officer leads for Task and Finish Groups. The Health and Wellbeing Board agreed the principle and agreed that Cllr Lynne Weatherly would be the member lead for the Obesity and Healthy Weight Task and Finish Group.

9. ANY OTHER BUSINESS AND DATE OF NEXT MEETING

Incentive Schemes

The Chair asked whether it would be useful to share with the Health and Wellbeing Board the incentive schemes that CCGs were offering to providers in order to try and steer behaviour. In the discussion that followed, it was agreed that it would be useful for the 2015/16 CQUINs to be reported to the May meeting of the West Kent HWB, which would allow the board to understand the current position with a view to influencing the 2016/17 CQUINs. **Action: Gail Arnold/Reg Middleton**

The date of the next meeting is on Tuesday 17th March 2015 at Sevenoaks District Council Offices, Argyle Road, Sevenoaks Kent TN13 1HG.