

# DRAFT MINUTES

## Health and Wellbeing Board – Ninth Formal Meeting

Meeting held on Wednesday 15 July 2015 at 09:30am

Committee Room, Swale House, East Street, Sittingbourne, ME10 3HT

<b>Present</b>	<p>Cllr Ken Pugh (KP), <i>Cabinet Member for Health, SBC (Chair)</i></p> <p>Abdool Kara (AK), <i>Chief Executive, SBC</i></p> <p>Amber Christou, <i>Head of Service Housing and Health, SBC</i></p> <p>Cllr John Wright (JW), <i>Cabinet Member for Housing and Lead Member for Health, SBC</i></p> <p>Terry Hall (TH), <i>Public Health, KCC</i></p> <p>Tristan Godfrey (TG), <i>Policy Manager, KCC</i></p> <p>Becky Walker (BW), <i>Interim Strategic Housing and Health Manager, SBC Housing</i></p>	<p>Dr Fiona Armstrong (FA), <i>Chair, Swale CCG</i></p> <p>Bill Ronan (BR), <i>KCC</i></p> <p>Paula Parker (PP), <i>Commissioning Manager, KCC</i></p> <p>Chris White (CW), <i>Swale CVS</i></p> <p>Helen Stewart (HS), <i>Kent Healthwatch</i></p> <p>Julie Blackmore (JB), <i>Maidstone Mind</i></p> <p>Alan Heyes (AH), <i>Community Engagement Lead, Mental Health Matters</i></p>
<b>Apologies</b>	<p>Patricia Davies (PD), <i>Accountable Officer, Swale CCG</i></p> <p>Cllr Andrew Bowles (AB), <i>Leader, SBC</i></p> <p>Su Xavier (SX), <i>Swale CCG</i></p> <p>Penny Southern (PS), <i>Director Learning Disability and Mental Health, KCC</i></p> <p>Steve Furber (SF), <i>Vice-Chair, Swale Mental Health Action Group</i></p>	<p>Debbie Stock (DS), <i>Chief Operating Officer, Swale CCG</i></p> <p>Andrew Scott-Clark, <i>Director of Public Health, KCC</i></p>

NO	ITEM	ACTION
<b>1.</b>	<b>Introductions</b>	
1.1	KP welcomed attendees to the meeting.	
1.2	All attendees introduced themselves and apologies were noted.	
<b>2.</b>	<b>Minutes from Last Meeting</b>	
2.1	The minutes from the previous meeting were approved.	
2.2	Matters arising: <ul style="list-style-type: none"> <li>▪ P.4, 6.1: KFRS included on Forward Plan for November 2015 and Police have been invited.</li> <li>▪ 6.2: Invitation sent to KICA to present to the Board, awaiting reply.</li> </ul>	

# DRAFT MINUTES

<b>3.</b>	<b>Healthy &amp; Wellbeing Improvement Partnership Action Plan</b>	
3.1	<p>TH and AC introduced the Draft Health &amp; Wellbeing Improvement Partnership:</p> <ul style="list-style-type: none"> <li>▪ TH has been suggested as new vice chair and this needs to be formalised;</li> <li>▪ first reiteration of draft action plan has progressed. The Board were asked how they would like to develop the plan;</li> <li>▪ the six draft ambitions were agreed, although resources, outcomes and activities still open to suggestions;</li> <li>▪ two types of activity are suggested, that which is already happening with progress updates, and that which is we would like to make happen, which could be additional or substitute;</li> <li>▪ requirement to look at priorities and work into budget setting, but must ensure this is not just a monitoring plan;</li> <li>▪ the Total Resource Pilot is referenced in many of the actions, and health inequalities work is included throughout the Plan;</li> <li>▪ one purpose of the Plan is to escalate it to organisations and the Board with aim of increasing resources and re-prioritising actions etc;</li> <li>▪ request made for a discussion on Ambition 3 Mental Health, a running commentary to be provided by the Health &amp; Wellbeing Improvement Partnership Group (HWIP);</li> <li>▪ a Mental Health support worker is present at Swale House in Housing one afternoon per week;</li> <li>▪ request made to invite MHAG to HWIP; and</li> <li>▪ the sub groups that sit beneath the H&amp;WB were clarified. There are three sub-groups: the HWIP, Integrated Commissioning Group, and COG that have individual action plans, with the KCC H&amp;WB Group over-arching all.</li> </ul>	<p>TH/SX</p> <p>RW</p>
3.2	<p>Points made in the discussion included:</p> <ul style="list-style-type: none"> <li>▪ there are occasions when clients decline services and concern was raised over what help can be provided in these cases;</li> <li>▪ there are many lifestyle/prevention initiatives to decrease alcohol intake ,but uptake is voluntary unless under Mental Health Act;</li> <li>▪ Troubled Families provide an approach to offer help but this is not mandatory for families unless there are concerns around safeguarding, mental health or crime etc.; and</li> <li>▪ family change and influence are very important.</li> </ul>	
<b>4.</b>	<b>COG Update</b>	
4.1	<p>AC provided an update following the Kent Health and Wellbeing Strategy event on 17 June:</p> <ul style="list-style-type: none"> <li>▪ each District in Kent should have a COG in place by Sept 2015;</li> </ul>	


# DRAFT MINUTES

<p>4.2</p>	<ul style="list-style-type: none"> <li>▪ work around this is being led by Thom Wilson at KCC to set priorities across the county; and</li> <li>▪ Swale may not be ready for a COG by this date.</li> </ul> <p>Points made in the discussion included:</p> <ul style="list-style-type: none"> <li>▪ the Faversham COG is covered under Canterbury CCG, but as Children Services are delivered through a district footprint a Swale COG is required, although Swale will need to link in with the Canterbury COG;</li> <li>▪ the COG is outcome driven, and therefore it is important that the appropriate members are invited to attend;</li> <li>▪ the September 2015 deadline is ambitious – it is a complex task setting up the group with issues that require H&amp;WB steer. Good support from KCC is required to ensure the Swale COG is effective;</li> <li>▪ KCC will need to establish the COG with Swale representing on the group, and this will need to be fed back to KCC;</li> <li>▪ AC is attending the next CHWB meeting on 30 July and will circulate notes to AK; and</li> <li>▪ the chair of COG to be invited as member of H&amp;WB.</li> </ul>	<p><b>BR</b></p> <p><b>AC</b></p> <p><b>RW</b></p>
<p><b>5. Health &amp; Wellbeing Away Day Discussion</b></p>		
<p>5.1</p> <p>5.2</p>	<p>AC opened up the discussion on arranging an away day to enable the next stage of development of Swale’s H&amp;WB. It is a year on from the previous facilitated away day and it is thought that it would be useful to hold another event to review progress and enable the Board to move forward.</p> <p>Points made in the discussion included:</p> <ul style="list-style-type: none"> <li>▪ an annual away day is a good idea. Generate ideas through 1-2-1 conversations with the facilitator in advance, and bring these to the away day;</li> <li>▪ a steer from Kent Board would be helpful, and a KCC representative should be invited;</li> <li>▪ KCC are aware of issues for local HWBs with are common issues arising - a report is being compiled on this for the September KCC Board;</li> <li>▪ the recent LGA conference highlighted the differences across HWBs boards nationally, although the one strong thread identified is the need for a peer review process;</li> <li>▪ it is important that focused outcomes are delivered from the away day;</li> <li>▪ Mark Lemon is part of a regional group that looks at SE issues, and how we can support local clients;</li> <li>▪ it would be beneficial if this could be rolled out as training for officers, members, and chairs; and</li> <li>▪ the away day could be arranged on the afternoon of the September Swale H&amp;WB, or as early in October as possible.</li> </ul>	<p><b>AC/RW</b></p> <p><b>AC/RW</b></p>

# DRAFT MINUTES

<b>6.</b>	<b>Better Care Fund – verbal update</b>	
6.1	<p>TG advised that as the BCF is now at the implementation stage he is not so involved. A report is due out this week and a copy should be sent out soon. The Board were asked how they would like to receive future updates:</p> <ul style="list-style-type: none"> <li>▪ BCF is currently monitored through the Executive Programme Board, and is also monitored in Medway, although focus on this is now reducing;</li> <li>▪ unclear if BCF should now remain as a standing item as it is in motion;</li> <li>▪ continue to require updates as these are key to adult health and the health economy; and</li> <li>▪ suggestion that is an occasional item with a paper sent to other Boards and circulated to Swale's H&amp;WB.</li> </ul>	<b>TG</b>
6.2	<p>Points made in the discussion included:</p> <ul style="list-style-type: none"> <li>▪ would be useful for other regular updates - Integration Pioneer and Social Care Act;</li> <li>▪ other items now also require monitoring, e.g. the Vanguard Programme;</li> <li>▪ Care Act implementation and integration should be included as new standing items instead of BCF; and</li> <li>▪ the new standing items should be noted on the Forward Plan.</li> </ul>	<b>DS/PP</b> <b>RW</b>
<b>7.</b>	<b>Kent Health &amp; Wellbeing Board</b>	
7.1	<p>There was a short discussion on the Kent H&amp;WB agenda. There was agreement that the proposal to establishment a task and finish group to consider strategic workforce issues was much needed.</p>	
<b>8.</b>	<b>Partners Update / AOB – verbal update</b>	
8.1	<p><b>KCC Commissioning</b></p> <ul style="list-style-type: none"> <li>▪ There is a new commissioning framework available on the Kent Gov website.</li> <li>▪ Part 1 of the Care Act has been implemented and was intensive. Phase 2 preparation is in place.</li> <li>▪ There is a change in the cap in care costs and an increase in capital threshold, resulting in self-funders also needing a full assessment.</li> <li>▪ There is a commissioned independent advocacy service on website.</li> <li>▪ Transformation programme for adults with LD is due to be implemented - there are five projects and one is a rehabilitation and enablement. Also looking at how Ashford, Dartford, Swanley and Swale can be more efficient working together.</li> <li>▪ The acute demand work/return home work is now in the next phase. Ashford is complete, Darent Valley and Medway outcomes are important. Require visible view of services.</li> <li>▪ Work underway around the voluntary sector outcomes and LD services. Providers, contracts and the future is more about independent living.</li> </ul>	

# DRAFT MINUTES

	<ul style="list-style-type: none"> <li>Project Swale (sustain, research, evaluate project) is looking at working more effectively with Medway Hospital and the community hospitals, and who returns home.</li> <li>Emergency Planning, heatwave notices have been sent out, also to CCG Communications Team.</li> </ul>	
8.2	<p><b>Swale CVS</b></p> <ul style="list-style-type: none"> <li>Several upcoming events for young people planned for over the summer, particularly on the Island.</li> <li>Big Local is successful in gaining further funding, and will be continuing on east of the Island, MHAG are attending.</li> <li>Telephoning befriending funds now in place on top of visiting and lunch clubs.</li> </ul>	
8.3	<p><b>Public Health</b></p> <ul style="list-style-type: none"> <li>Apologies to be noted for TH's absence at September meeting.</li> <li>Kent Nature Partnership is a natural way to wellbeing in green and blue open spaces.</li> <li>Six to eight weeks ago £200 million cuts announced to Public Health grant budgets - KCC looking at £ £4.25 million cuts/7% contract value. Current in-year budget cut, which may impact on Q4. New funding not available.</li> <li>Public Health Consultation document pending.</li> </ul>	
8.4	<p><b>MHAG</b></p> <ul style="list-style-type: none"> <li>There is a project running for men's Mental Health and football (KCC Public Health).</li> <li>Wellbeing cafes are still open, though the Sheppey café is quiet with low take up and may close.</li> <li>Sittingbourne Wellbeing café is still running, but requires further funding - trying to widen remit.</li> <li>Increase in use of Helpline in Swale.</li> </ul>	
8.5	<p><b>Healthwatch</b></p> <p>Link from annual report: <a href="http://www.healthwatchkent.co.uk/annual-review-2015">http://www.healthwatchkent.co.uk/annual-review-2015</a></p>  <p>healthwatch_kent_a nnual_review_2015.p</p> <ul style="list-style-type: none"> <li>Report on KCC H&amp;WB around Integration Work force and finance, with a Task &amp; Finish Group already set up.</li> <li>Red Bus week was in June, with feedback available soon.</li> <li>Swale event 'Think Local Act Personal' ensuring that commissioners and providers give what people want. This will be disseminated across Kent.</li> </ul>	

# DRAFT MINUTES

8.6	<p>Healthwatch and CCG looking to put regular meetings in place.</p> <p><b>KCC</b></p> <ul style="list-style-type: none"> <li>▪ Reviews underway:           <ol style="list-style-type: none"> <li>1. local H&amp;WBs;</li> <li>2. CCG level officers group has attendance issues, looking at other ways to share information/ meeting arrangements;</li> <li>3. A JSNA Kent event is scheduled for later in 2015</li> <li>4. Ways to keep updated with reviews, pilots, vanguards across Kent</li> <li>5. A workforce Task &amp; Finish Group has been organised with Health and Education England looking. Attendance agreed from all eight CCGs and major providers. A draft report is due March 2016.</li> </ol> </li> </ul>	
8.7	<p><b>Swale CCG</b></p> <ul style="list-style-type: none"> <li>▪ Urgent care redesign across Dartford, Gravesend, Swanley and Medway. Model for Swale produced in full consultation, with options appraisal being developed, considering an at home or community based service. An urgent care centre place is also being considered - this may be based in one hospital, financial aspects to this (due Nov 2016).</li> <li>▪ Adult community services tender process is looking to change services across next year, currently at PQQ stage, hope to be in place by April 2016.</li> <li>▪ Ambulance waits decreasing, but still higher than targets. There is concern that targets are decreasing with the Quality and Safety Team looking at a plan with Medway Hospital.</li> <li>▪ Paramedic practice pilot in Swale September 2015, based on Thanet model of an urgent home visiting service.</li> <li>▪ New health and social care qualification available to those without qualifications as a stepping stone, with Math and English included, going live in September 2015.</li> </ul>	
8.8	<p><b>Swale BC</b></p> <ul style="list-style-type: none"> <li>▪ Overview and Scrutiny paper delivered, detail to be taken forward with MHAG and HWIP.</li> <li>▪ All agree that in the future the H&amp;WB will start at 10am for two hours, with CCG meeting held in advance at 9-10am.</li> <li>▪ KP has met the new MFT chair and has been invited to visit Medway hospital, and will invite the MFT Chair to attend SBC.</li> <li>▪ Meeting around COG establishment to be arranged by KCC, to invite AK, BR, AC, and RW.</li> </ul>	<p><b>AC/RW AH/JB</b></p> <p><b>KP</b></p> <p><b>BR</b></p>

**Next meeting date: Wednesday 16 September 2015\***

**Time: 10.00 - 12.00pm**

**Location: Committee Room, Swale Borough Council**

# DRAFT MINUTES

\*This meeting will be in public

Future Meetings Dates (all 10.00 - 12.00pm at Swale House):

18 November 2015