

**By:** Roger Gough, Cabinet Member for Education and Health Reform

**To:** Health and Wellbeing Board, 27 January 2016

**Subject:** **Draft Kent Health and Wellbeing Board Work Programme**

**Classification:** Unrestricted

**Summary:**

The Board agreed in September 2015 that a Forward Work Programme should be developed. This would then be shared with the local boards. The Board has developed a wider strategic role, and the Agendas need to reflect this. This report sets out a suggested outline Forward Work Programme along with a proposal as to how to better focus the work of the Board by defining its key areas of activity. A suggestion is also made about how to improve coordination in the production of future Agendas.

**Recommendation(s):**

Members of the Kent Health and Wellbeing Board are asked to:

- (a) Agree to the production of an annual board work programme in line with the approach set out in this report:
- (b) Suggest amendments to the Forward Work Programme prior to the final agreement at the meeting of 16 March 2016 and to have this then communicated to the Local Health and Wellbeing Boards;
- (c) Agree to the Forward Work Programme being a standing item on future Agendas;
- (d) Nominate, where appropriate, a lead officer to assist in the coordination of future Agendas.

**1. Introduction**

(a) At its meeting of 16 September 2015, the Board agreed that 'An outline work programme for the Health and Wellbeing Board be produced for the start of each year to enable local boards to plan their activity accordingly.'

(b) The format and content of this outline work programme has been discussed in a number of meetings since September and this report suggests a way forward.

**2. Key Areas**

(a) Health and Wellbeing Boards have a limited number of statutory duties but most have taken on a wider strategic role. Health and Wellbeing Boards are also increasingly seen as part of the internal governance and accountability arrangements for local health and care systems with an expectation that they will be involved in the development and sign-off of policies and strategies across a wide range of areas and of different scale and scope.

(b) To accommodate this, it may be useful to identify 5 key areas into which the agenda items could be categorised. These areas would form the basis of the Forward Work

Programme and would assist the agenda planning process in that should an item be suggested for inclusion on an agenda which did not come under one of the defined areas, there would have to be a stronger case made for its inclusion. The aim would be to keep the work of the Board more focused and will help make it clear why a particular item is on the agenda and what is expected of the Board.

(c) There would be no change to the format of the Agenda, and the agenda planning process would help determine the most appropriate ordering for items for any given meeting.

(d) What follows is a set of suggested divisions, with examples of what sorts of items will be included under the different headings.

(e) Area 1 – Assuring Outcomes for Kent

- The practice of devoting part of a meeting to reviewing progress against one of the 5 outcomes of the Joint Health and Wellbeing Strategy has been viewed as one worth continuing. This will be supported by the assurance framework report to being focused on producing data to help the Board understand progress against the outcome.
- Review of commissioning plans.
- Winter planning and resilience.
- Quality.

(f) Area 2 – Core Documents

- JSNA refresh (underway).
- JHWS revision (from late 2016 onwards)
- PNA (next revision due 2018)

(g) Area 3 – Promotion of Integration

- Strategic barriers and enablers – workforce, sustainability, technology and so on.
- Integration Pioneer reports and Better Care Fund.
- Progress of the Five Year Forward View (including NHS England request for Sustainability and Transformation Plans, July 2016) – Vanguards, New Care Models etc.
- Relationship with providers and VCS.

(h) Area 4 – Notifications

- Other important issues or policy documents which the HWB will wish to become informed about and respond to. More for short and medium term planning. Recent examples, Local Digital Roadmaps, One Public Estate Initiative.

(i) Area 5 – Reports to the Board

- Health Watch Annual Report.
- HWB Annual Report.
- Mental Health Concordat.

- Local commissioning/policy developments, e.g. Emotional Wellbeing Strategy for Children, Young People and Young Adults, Accommodation Strategy, Growth and Infrastructure Framework.
- Local Board Minutes.
- Children's Health and Wellbeing Board minutes
- Annual report of the KSCB

### **3. NHS Planning Guidance**

(a) In late December, the NHS Planning Guidance was produced, as was an update on Better Care Fund Planning Guidance. Key dates are included here to assist forward planning and to ensure the best fit with the Board's Work Programme is achieved. Further information on these is contained in the papers for an earlier agenda item for today's meeting.

(b) Sustainability and Transformation Plans:

- 29 January 2016 – Localities to submit proposals for the STP 'footprints', i.e. what their geographical coverage will be.
- End of June 2016 – Submission of STPs.
- July 2016 – Formal assessment of STPs.

(c) Better Care Fund local plans:

- 8 February 2016 – First Draft.
- Mid-March 2016 – Refresh.
- Mid-late April 2016 – Final submission, including sign-off by the Health and Wellbeing Board.

(d) In addition to incorporating the development of the above plans into the Forward Work Programme of the Board, the Board will need to consider whether any additional formal Board events (rather than formal meetings) are required. For example, in the development stage of the original Better Care Fund plans, a stakeholder event was held to engage providers and others. However, since this time, there have been other fora established (such as the Executive Programme Board in North Kent) that bring providers and commissioners together.

### **4. Supporting the Board's Work Programme**

(a) Further down this report, there is a suggested Forward Work Programme for the Board. This is intended to be indicative only. Items are categorised under the relevant 'Area' as set out above, but this would not necessarily be the order in which the items were taken at the meeting.

(b) The timetable for some items is set externally in response to the requirements of national or local bodies. Other items will be able to be moved and other items will arise and need to be included. Agenda planning meetings will continue, although consideration will be given as to how to make them as effective as possible.

(c) To enable the production of the Agendas to be as efficient as possible, it is proposed that a 'virtual secretariat' be established. There will be a named officer(s) beneath AO/Corporate Director level who can be empowered within each statutory organisation to

ensure that papers for the Agendas are produced in a timely fashion and in a way that will best enable the Board to conduct its business. Organisations may wish to nominate the same person for more than one CCG. Along with the CCGs and Health Watch Kent, Social Care and Public Health within KCC will each name an officer to take on this role. This will be coordinated by KCC Policy Team.

## **5. Suggested Forward Work Programme**

(a) Following discussion at this meeting, and amendments incorporated into the Forward Work Programme, it is anticipated that the proposed changes will begin in the new municipal year, beginning with the meeting of 25 May 2016.

(b) The Forward Work Programme will remain as a standing item, to note, on each Board Agenda, incorporating any amendments made since the previous meeting. An example of the format to be included in the Agenda, containing the suggested work programme, is attached as an appendix.

(c) The attached work programme incorporates suggestions made at previous Board meetings as well as those made at Agenda setting meetings alongside items mentioned above. Not all of these are time-critical and are included for reference. The attempt has been made to group these together with the Agenda when the most relevant outcome of the Joint Health and Wellbeing Strategy is being reviewed.

(d) The Board has a duty to review commissioning plans and determine if they are aligned with the Joint Health and Wellbeing Strategy. This is an annual event, usually focussing on the March meeting. To make this a more productive aspect of the Board's work, there have been discussions about starting this process of reviewing the plans earlier in the year. One possible way forward would be to incorporate the review of commissioning plans into the review of the JHWS outcomes with commissioners being asked how their plans (in whatever stage of development) do, or will aim at, improving said outcome.

### **5. Recommendation(s)**

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(d) Nominate, where appropriate, a lead officer to assist in the coordination of future Agendas.

## **Background Documents**

None.

## **Contact Details**

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