

**Draft Minutes of West Kent Health and Wellbeing Board Meeting**  
**18 April 2017 16.00 -18.00**  
**Tonbridge & Malling Borough Council, Gibson Drive, Kings Hill,**  
**West Malling, Kent, ME19 4LZ**

**PRESENT:**

Dr Bob Bowes (BB)	Chair, NHS West Kent Clinical Commissioning Group Governing Body (NHS WK CCG)
Adam Wickings (AW)	Joint Chief Operating Officer, NHS WKCCG
Alison Broom (AB)	Chief Executive, Maidstone Borough Council (MBC)
Lesley Bowles (LB)	Chief Officer Communities & Business, Sevenoaks District Council (SDC)
Tristan Godfrey (TG)	Policy & Relationship Adviser (Health), Kent County Council (KCC)
Gary Stevenson (GS)	Head of Street Scene, Tunbridge Wells Borough Council (TWBC)
Lynne Weatherly (Cllr LW)	Councillor, TWBC
Jane Heeley (JH)	Tonbridge & Malling Borough Council (TMBC)
Piers Montague (Cllr PM)	Councillor, TMBC
Penny Graham (PG)	Healthwatch Kent
Fay Gooch (Cllr FG)	Councillor, Deputy Leader, MBC

**IN ATTENDANCE:**

Karen Hardy (KH)	Specialist, KCC Public Health
Sarah Warren	Good Neighbours, Tunbridge Wells
Matt Roberts	Community Partnerships & Resilience Manager, MBC
Karen Sharp	Head of Public Health Commissioning, KCC
Sarah Ward	Health & Housing Officer, MBC
Helen Wolstenholme	TWBC
Yvonne Wilson (Minutes)	NHS WK CCG
Satnam Kaur	Chief Housing Officer, TMBC
Linda Hibbs	Private Sector Housing Manager, TWBC
Donna Crozier	Family Mosaic Housing Service
Gillian Shepherd – Coates	Age UK in West Kent
Janice Greenwood	Private Sector Housing Manager, TWBC
Emma Hanson	Head of Strategic Commissioning, Adult Community Support, KCC
Danny Hewis	Deputy CEO, Involve, Kent
Louise Fleet	Public Health Falls Prevention Instructor, Involve, Kent
Jenny Wilders	IMAGO
Linda Newby	Case Manager/Occupational Therapist, Adult Community Team, KCC
Alison Jankowski	Clinical Manager, Therapy, Assisted Discharge Service, Maidstone & Tunbridge Wells BHS Trust

Natalie Rennie	Frailty and Medical Commissioning Manager, HNS WK CCG
Dr George Noble	Community Geriatrician, Kent Community Health Foundation Trust (KCHFT)
Ken Scott	Older Person's Activist
Jane Miller	County Manager, Occupational Therapy and Reablement, KCC
Dr Chris Burke	GP Registrar, CLIC
GP Trainee	CLIC

1.	<b>Welcome and Introductions</b>	Action
1.1	Dr Bob Bowes welcomed all present to the meeting, in particular those attending for the special Workshop Session on Falls Prevention.	
1.2	Apologies were received from Gail Arnold, Julie Beilby (Substitute - Jane Heeley), Cllr Pat Bosley, Penny Southern, Cllr Roger Gough, Cllr Fran Wilson, Dr Caroline Jessel, Dr Tony Jones, Dr Andrew Roxburgh, Dr Sanjay Singh and Reg Middleton.	
1.3	Dr Bob Bowes extended thanks to Malti Varshney (Public Health Consultant) who had taken up a new role at NHS England and Mark Lemon who had recently retired from his role at KCC for their contributions to the work of the Health and Wellbeing Board.	
1.4	Dr Bowes welcomed the following new members to the Board: <ul style="list-style-type: none"> <li>• Tristan Godfrey Policy &amp; Relationships Adviser, KCC</li> <li>• Cllr Fay Gooch (Deputy Leader of MBC) attending on behalf of Fran Wilson who now formally takes a seat on the board in place of Cllr Annabel Blackmore</li> <li>• Adam Wickings, NHS WK CCG Joint Chief Operating Officer</li> <li>• Cllr Piers Montague, Tonbridge &amp; Malling Borough Council who now formally takes a seat on the board in place of Cllr Maria Heslop.</li> </ul>	YW
2.	<b>Declaration of Disclosable Pecuniary Interests</b> There were none.	
3.	<b>Minutes of the Previous Meeting – 20 December 2016</b> The minutes of the previous meeting were agreed as a true record.	
4.	<b>Matters Arising</b>	
4.1	<b>Update: Implementing the Health and Wellbeing Board Annual Report Recommendations</b>	
4.1.1	Board Development Event 21 February 2017	Yvonne Wilson/Dr Bob

<p>4.1,2</p>	<p>Dr Bowes reported on the recent whole Board Development Event to review its effectiveness and consider ways of strengthening the impact and influence of the Board. Members were directed to the report of the event prepared by John Simmons the event facilitator. Attached as an Appendix t the minutes. Dr Bowes explained that going the meetings will have a different format:</p> <ul style="list-style-type: none"> <li>• fewer agenda items</li> <li>• more time to fully consider topics of concern</li> <li>• invitation to participate extended to a broader range of partners (including providers of services) who can add value to the Board's deliberations</li> <li>• 'workshop style' session</li> <li>• less focus on the West Kent Board operating in the same way as the Kent Board</li> <li>• greater emphasis on delivering outcomes</li> </ul> <p>Assurance Framework Report</p> <p>Dr Bowes drew members' attention to the short briefing ( see Appendix providing further details on how the decisions on the Assurance Framework considered at the 20 December meeting were being progressed.</p>	<p>Bowes</p>
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p>	<p><b>Kent Health &amp; Wellbeing Board Feedback</b></p> <p>Dr Bowes provided the following feedback from the issues considered at the 22 March meeting of the Kent Health &amp; Wellbeing Board:</p> <p>Health &amp; Wellbeing Strategy</p> <p>A new Health &amp; Wellbeing Strategy was being produced, format is a radical departure from previous strategies. Commissioners on the Kent Board have issued a challenge for a strategy that has the capability to more effectively support commissioning decision making within the context of current health and social care planning, including the Sustainability and Transformation Plan. Dr Bowes reported on the position taken at the Kent Board, that Health and social care commissioners believe the current Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy do not provide them with sufficiently detailed direction they need to inform their commissioning decisions and that the new approach would go a considerable way to remedying this.</p> <p>Work was underway to develop the analytical and modelling</p>	

<p>5.2.3</p> <p>5.3</p> <p>5.3.1</p> <p>5.4</p>	<p>capability across the health and social care system to support development of a JSNA Plus. This work will develop into a set of tools that enhance the work taking place in the STP to give commissioners a mutually agreed evidence base through which to test different commissioning scenarios and make more informed and targeted decisions.</p> <p>The strategy and presentation of dynamic systems modelling had been well received at the Health and Wellbeing Board which gave its approval for Phase 2 of the Dynamic System Modelling Project to be taken forward. KCC Public Health department will organise workshops for key analytics staff to become familiar with the software that underpins the model. Dr Bowes explained that this work will be followed by a workshop with commissioners to begin to test out the model and explore the questions commissioners are grappling with in their planning and decision making.</p> <p><b>Joint Strategic Needs Assessment (JSNA) Plus</b></p> <p>Dr Bowes reported that the refresh of Kent Joint Strategic Needs Assessment chapter summaries was completed in late 2016 and early 2017. Key issues highlighted in the JSNA worthy of mention, included:</p> <ul style="list-style-type: none"> <li>• increased migration into Kent,</li> <li>• ageing population</li> <li>• inequities in health and care service access, leading to health inequalities</li> </ul> <p><b>Review of Commissioning Plans</b></p> <p>Dr Bowes informed the WK HWB that the Kent HWB had reviewed the commissioning plans of the member in the light of the STP Local Care work stream, and that the issue of how extra funding for social care can be used to ease pressure on the acute sector was also discussed, and is likely to go back to June Kent HWB meeting for further consideration..</p>	
<p>6.</p> <p>6.1</p>	<p><b>Board Workshop Session Frail and Elderly People</b></p> <p>See Minutes Appendix for details of the discussion and conclusions.</p>	
<p>7.</p> <p>7.1</p>	<p><b>Sustainability &amp; Transformation Plan (STP): Challenges &amp; Prospects</b></p> <p>Dr Bowes updated the meeting on the recent developments with implementation of the Kent &amp; Medway Sustainability and</p>	

7.2	<p>Transformation Plan (STP) explaining that the 'Case For Change' document had been published. Dr Bowes identified the challenges for system leaders:</p> <ul style="list-style-type: none"> <li>• Stronger focus on prevention was required, to deliver population-wide interventions – further consideration should be given by the Board as to how it could get involved in helping develop good cross-sector partnerships</li> <li>• Recognition that long-term sustainable change was not possible with just a reliance on transforming acute sector services, changes were required across the health and social care system and in particular the development of local care (out of hospital) to deliver better care for more people is essential to this.</li> </ul> <p>AB asked whether WKCCG would now take steps to consider how local district and borough councils could be involved in the STP process, particularly as local authorities clearly had a positive role to play. Dr Bowes confirmed that steps would be taken to enable council partners to be involved in STP operational delivery matters.</p>	BB/WKCCG
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p>	<p><b>Health Improvement Model: Local Authority Devolution</b></p> <p>Lesley Bowles (SDC) and Karen Sharp (KCC) delivered a joint presentation outlining the objectives underpinning the proposed changes for Public Health provision across West Kent. Ms Bowles explained that a West Kent Improvement Board had been set up in response to the Government's devolution agenda. Membership of the Integration Board included Leaders of the four Councils with meetings also attended by the three Chief Executives and KCC Officers. Ms Bowles reported that the individual sovereignty of the four councils would be retained and the purpose of the Integration Board was to:</p> <ul style="list-style-type: none"> <li>• Save money by taking out waste and duplication and</li> <li>• Develop structures that enable services to be co-commissioned, delegated or devolved</li> </ul> <p>Ms Bowles outlined the prospects for the West Kent Deal, which including a 'Ten Point Plan' for Enhancing the range of support on offer:</p> <ul style="list-style-type: none"> <li>• Hub model for integrated public health (preventative services)</li> <li>• Debt and housing advice extended to include healthy lifestyle referrals</li> <li>• Communication tools/campaigns</li> <li>• Making every contact count</li> <li>• Partnerships with GPs</li> <li>• Focus on Healthy Workplaces</li> <li>• Access new funding opportunities</li> </ul>	

<p>8.3</p> <p>8.4</p> <p>8.5</p>	<ul style="list-style-type: none"> <li>• Strengthen and promote the environment as a vehicle for health improvement (open spaces, leisure and active travel)</li> <li>• Policy review</li> <li>• Asset Mapping</li> </ul> <p>Ms Sharp explained the new pathway for Kent which has a clear vision for motivating change, supporting people to change and to maintain positive outcomes. Ms Sharp identified the advantages of the new model and outlined a range of developments across the three councils and prospects for joining up with other agendas.</p> <p>There was limited opportunity for depth discussion, though it was agreed that the work carried out so far, had not yet included a conversation with 'health' where there were a number of potential opportunities for collaboration, some of these were highlighted in the presentation, for example – links with the housing devolution agenda; offering support for healthy lifestyles from a range of locations which could be aligned to new GP Clusters. Dr Bowes thanked Ms Bowles and Ms Sharp for the informative presentation.</p> <p>It was agreed to identify key individuals in the health system who can facilitate discussion with Officers devising the strategy and implementation of the devolution agenda to consider:</p> <ul style="list-style-type: none"> <li>• Housing Devolution</li> <li>• Healthy lifestyles programme offer – premises/locality links with the Local Care Agenda</li> <li>• Alignment between West Kent Devolution and Local Care agenda</li> </ul> <p>ACTION: BB; LB; AB; KS; Gail Arnold, YW</p>	
<p>9.</p> <p>11.1</p>	<p><b>Any Other Business – Future Agenda Items</b></p> <p>It was resolved that the Board will consider the following issues. The items suggested on the meeting agenda were agreed to be brought forward onto the Work Programme for the Health and Wellbeing Board.:</p> <p>Alcohol Related Harm : Task &amp; Finish Group</p> <ul style="list-style-type: none"> <li>- A Proposal to the Board for a Sustainable Approach to Tackling Local Challenges June 2017</li> </ul> <p>Tackling Obesity – Workshop Session June 2017</p> <p>Community Asset Mapping Workshop Session - August 2017</p> <p>Self-Care, Self - Management – Workshop Session August 2017</p> <p>North Kent Pilot Children's Commissioning Model - Workshop Session October 2017</p>	<p>Chair/Yvonne Wilson</p>

12.	<p><b>Date of Next Meeting</b></p> <p><b>20 June 2017 - Tonbridge &amp; Malling Borough Council Offices, Gibson Drive, Kings Hill, West Malling, ME19 4LZ</b></p>	All
13.	<p><b><u>West Kent Health &amp; Wellbeing Board Meetings 2017 - 2018:</u></b></p> <ul style="list-style-type: none"> <li>• <b>15 August 2017</b></li> <li>• <b>17 October 2017</b></li> <li>• <b>19 December 2017 TBC</b></li> <li>• <b>20 February 2018</b></li> <li>• <b>17 April 2018</b></li> </ul>	All
	<p>For any matters relating to the West Kent Health &amp; Wellbeing Board, please contact: Yvonne Wilson, Health &amp; Wellbeing Partnerships Officer NHS West Kent CCG Email: <a href="mailto:yvonne.wilson10@nhs.net">yvonne.wilson10@nhs.net</a> Tel: 01732 375251</p>	