

**Draft Minutes of West Kent Health and Wellbeing Board Meeting**  
**20 June 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)
Alison Broom (AB)	Chief Executive, Maidstone Borough Council (MBC)
Roger Gough (RG)	Cabinet Member, Kent County Council (KCC), Vice Chair
Tony Jones (TJ)	GP Governing Body Member, NHS WK CCG
Andrew Roxburgh (AR)	GP Governing Body Member, NHS WK CCG
Gary Stevenson (GS)	Head of Street Scene, Tunbridge Wells Borough Council (TWBC)
Lynne Weatherly (Cllr LW)	Councillor, TWBC
Penny Graham (PG)	Healthwatch Kent

**IN ATTENDANCE:**

Sally Allen (SA)	Head of System-Wide Commissioning, NHS WK CCG
Alison Davis (AD)	Programme Co-ordinator, Youth Central CIC
Darren Lanes (DL)	Head of Leisure Services, Tonbridge & Malling Borough Council (TMBC)
Martin Guyton (MG)	Chief Executive Officer, TM Active
Karen Hardy (KH)	Specialist, KCC Public Health
Jo Hulks (JH)	Healthy Weight Team Manager, Kent Community Health Trust
Paul Kirrage (PK)	Kent Healthy Business Manager
Val Miller (VM)	Specialist, KCC Public Health
Susan Reynolds	Specialist Midwife, Maidstone & Tunbridge Wells Hospital Trust
Matt Roberts (MR)	Community Partnerships & Resilience Manager, MBC
Sarah Richards (SR)	Healthy Lifestyles Coordinator, TWBC
Shona Slingo-Bass (SSB)	Specialist Midwife, Maidstone & Tunbridge Wells Hospital Trust
Anthony	Licensing Manager, TMBC
Anton Tavernier-Gustave	Healthy Lifestyles Manager
Kelly Webb (KW)	Community Safety Manager, SDC
Yvonne Wilson (Minutes)	NHS WK CCG

<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p><b>Welcome and Introductions</b></p> <p>Dr Bob Bowes welcomed all present to the meeting, in particular those attending for the special Workshop Session on Healthy Weight and the item on addressing Alcohol-Related Harm.</p> <p>Apologies were received from Gail Arnold, Julie Beilby Penny Southern, Cllr Fay Gooch, Dr Caroline Jessel, Tristan Godfrey, Cllr Piers Montague, Dr Sanjay Singh and Reg Middleton. CI Dave Pate had also offered apologies as he was due to attend to present the report at item 7.</p> <p>Dr Bowes invited all present to introduce themselves prior to the item on Alcohol Related Harm as a number of Council Officers were attending specifically to offer their comments to the discussion.</p>	<p>Action</p>
<p>2.</p>	<p><b>Declaration of Disclosable Pecuniary Interests</b> There were none.</p>	
<p>3.</p>	<p><b>Minutes of the Previous Meeting – 18 April 2017</b> The minutes of the previous meeting were agreed as a true record.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>Election of Chair and Vice Chair</b></p> <p>Bob Bowes reported that the Board was required to elect a Chair and Vice Chair for the period to 1 April 2018.</p> <p>Cllr Lynne Weatherly nominated Bob Bowes as Chair, seconded by Tony Jones. There were no objections and Dr Bowes was duly accepted as the Board Chair until April 2018.</p> <p>Bob Bowes nominated Cllr Roger Gough as Vice Chair, this was seconded by Alison Broom. There were no objections and Cllr Roger Gough was duly accepted as the Board Vice Chair until April 2018.</p>	
<p>5.</p> <p>5.1</p> <p>5.1.1</p>	<p><b>Matters Arising</b></p> <p><b>Update: Progressing the Outcomes of the Falls Prevention Workshop HWB meeting 18 April</b></p> <p>Dr Bowes directed Board members to Appendix 2a, the notes of the Workshop Discussions attached to the minutes. Dr Bowes reported that the workshop notes and summary of the issues highlighted had been sent to commissioners of Falls Prevention services with a letter asking that the issues be reflected upon and taken into account whilst undertaking the commissioning of services. The service Commissioners were invited to attend the WK HWB meeting on 17</p>	

<p>5.1.2</p> <p>5.1.3</p>	<p>October to report formally to the Board on actions taken to address the concerns and outcomes from the Falls Prevention Workshop.</p> <p>Letters had been sent to the following:</p> <ul style="list-style-type: none"> <li>- KCC, Director of Public Health</li> <li>- Andrew Ireland, KCC, Corporate Director for Adult Social Care and Health</li> <li>- Barbara Cooper, KCC, Corporate Director for Environment</li> <li>- Dr Andrew Cameron, Clinical Lead for Frailty and Medical Commissioning</li> <li>- Rachel Parris, Commissioning Lead – Frailty &amp; Medical Commissioning, HS WK CCG</li> </ul> <p>Dr Bowes explained that a group of officers from a range of agencies had met following the Falls Workshop to share information about current and future provision of the falls pathway in West Kent. Dr Bowes remarked that clarity was required around future KCC commissioning. Karen Hardy, KCC Public Health Specialist advised the meeting that Alison Duggall the Deputy Director for Public Health had been identified as the KCC strategic lead for Falls. Dr Bowes agreed to also send a letter to Alison Duggall.</p>	<p>Yvonne Wilson/Dr Bob Bowes</p>
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p><b>Kent Health &amp; Wellbeing Board Feedback</b></p> <p>Cllr Roger Gough reported on key business discussed at the recent Kent HWB meeting.</p> <p>Cllr Gough had stepped down as HWB to be replaced by Cllr Peter Oakford (KCC Deputy Leader). Dr Bob Bowes was re-elected and remains as Vice Chair of Kent HWB.</p> <p>Cllr Gough shared the highlights of the discussion on the proposed expenditure of additional funding for social care following the decision announced in the Chancellor's Budget Statement in March 2017. Cllr Gough reported that decisions had been taken to address certain 'market stresses' and structural measures to tackle Delayed Transfers Of Care.</p> <p>Cllr Gough informed the Board that a review of the Better Care Fund had been carried out. Extra resources for social care had been allocated by central government for the period up to 2019 – 2020.</p> <p>Cllr Gough reported on the presentation 'Your Life, Your Wellbeing' which set out the progress on a pilot in East Kent aligning health and social care. KCC were looking to the potential for rolling out the model across the County.</p>	

<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Alcohol Task &amp; Finish Group</b> A Proposal to the Board for a Sustainable Approach to Tackling Local Challenges</p> <p>Karen Hardy, Public Health Specialist introduced the report by briefly outlining the background context for the setting up of the Alcohol Related Harm Task &amp; Finish Group which included a 'summit' in October 2015 and the development of a multi-agency Alcohol Misuse Action Plan to guide delivery of a range of interventions to address the problems across West Kent. Ms Hardy explained that Cl Pate had written to identified stakeholders to secure their commitment to deliver interventions set out in the Action Plan with a positive response received.</p> <p>Ms Hardy explained that the Task Group had met over the last 18 months and agreed the priorities for West Kent, but that Public Health arrangements were currently under review as part of the Devolution discussions taking place between KCC and local councils. It was now felt that Community Safety Partnerships were best placed to take the lead role in co-ordinating future activities and monitoring progress.</p> <p>Ms Hardy explained that a brand new Kent Drug &amp; Alcohol Strategy was due to be approved and recommended that the West Kent Alcohol Misuse Action Plan be updated to reflect local issues, the Kent-wide Strategy's five themes and be managed by the West Kent Community Safety Partnerships. Ms Hardy further recommended that an officer representing the Community Safety Partnerships be identified to ensure a reporting relationship to the WK HWB.</p> <p>Dr Bowes invited comments on the proposals outlined to the Board. The following issues and questions were highlighted in the discussion:</p> <ul style="list-style-type: none"> <li>• The accompanying Action Plan remained incomplete with gaps in the detail expressing the identification of measures of success for the actions described and timetable for delivery</li> <li>• Some Community Safety Unit Managers had not seen an updated version of the Action Plan (KW)</li> <li>• That at the summit in 2015, it was acknowledged that a range of organisations had different opportunities to intervene to support people experiencing difficulties with their alcohol use and the Board should ensure early intervention was being offered to prevent escalating problems (TJ)</li> <li>• Making Every Contact Count (MECC) was an integral part of all NHS Contracts and joint work was required with providers to look at ways help staff deliver brief interventions (BB)</li> <li>• Some of the Action Plan Targets are out of date and the document needs to be re-freshed (e.g., Alcohol required Zones no longer in place) (TMBC)</li> <li>• Suggestion that Outcomes Based Accountability Training</li> </ul>	<p>Action: BB/WKCCG</p>
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<p>7.5</p> <p>7.5.1</p> <p>7.5.2</p> <p>7.5.3</p> <p>7.5.4</p>	<p>might be a useful skill/discipline for the Task Groups to assist in target setting and outcomes (MR)</p> <p><b>The Board agreed the following:</b></p> <p>That the Action Plan should be updated and remain focussed on local priorities managed by the West Kent Community Safety Partnerships, with clear ambitions, target measures and outcomes identified.</p> <p>The Draft Kent Alcohol and Drug Strategy Themes are included in and aligned fully with the West Kent Action Plan .</p> <p>The four Community Safety Partnership Managers to work together with KH to update the Action Plan and feed back to the WK HWB.</p> <p>That an officer representing the four Community Safety Partnerships be identified to feed back on progress to the WK HWB.</p>	<p>x4 Community Safety Partnership Managers (CSPs)</p> <p>TBC</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Board Workshop Session</b> Tackling Obesity: Towards a Whole Systems Approach to Healthy Weight Management, From Current State to Ideal Status</p> <p>The HWB Healthy Weight Champion, Cllr Lynne Weatherly introduced the Workshop Session and expressed her delight in the Task &amp; Finish Group being given an opportunity to engage with a wider group of people/organisations beyond those represented on the Board about this important issue. Cllr Weather explained that there was a strong desire to ensure the Draft Strategic Action Plan truly reflects the contributions that the organisations and interest groups attending the Workshop can undoubtedly make, this will ensure the Board has a right to be confident there's the greatest benefit to residents across West Kent.</p> <p>Cllr Weatherly explained that the Task Group approach has been to identify high level priorities reflecting what research and evidence indicates are the most effective ways to reduce obesity. The Task Group fully acknowledged this as a very complex issue and is seeking the help of stakeholders to further develop and implement actions that will help deliver on the agreed priorities. Cllr Weatherly emphasised that it wants to make sure the Board is able to influence investment in activities and programmes that build on the strengths of individuals and communities and the relationships in our local communities. Cllr Weatherly also stressed the importance of ensuring activities suggested in the Action Plan are focused where there is the greatest capacity to benefit.</p> <p>Cllr Weatherly stated that she was particularly pleased to be able to welcome Specialist Midwives, Leisure Service Providers, Voluntary sector agencies, the West Kent Healthy Business Adviser and trainee</p>	<p>BB/WKCCG</p>

	<p>GPs. Cllr Weatherly introduced the four 'presentations' which she explained were designed to help provide background and context about the scale of the challenge in West Kent, giving a better understanding of how the national and Kent-branded One You initiative can also help local ambitions around promoting steps to Healthy Weight and more active lifestyles. Val Miller, KCC Public Health Specialist and Sally Allen, Head of System-Wide Commissioning (NHS WK CCG) delivered the presentations.</p>	
8.4	<p>The following issues and observations were raised in discussion:</p> <ul style="list-style-type: none"> <li>• Draft Action Plan says nothing about being active and measures to promote encouraging people to move more (MG)</li> <li>• Case Studies about successful experiences of people being able to change their lives in a 'commercial' environment – helping open doors PHE study showed 1:6 premature deaths, lack of physical activity plays a part</li> <li>• Question about GPs recording weight; what may happen in the consultation when GPs mention weight issues; further analysis of the published data on GP recording of obesity (TJ, AR, BB)</li> <li>• One You – more than a campaign</li> <li>• Concern that interventions may not be reaching BME groups; young people</li> <li>• Need to recognise different agendas when dealing with weight management</li> <li>• One You already invited to CCG AGM and will hopefully be sharing experience of the approach in a GP surgery to encourage practices to take up the challenge of boosting awareness</li> <li>• New organisations in the voluntary sector struggle to get started, be seen as legitimate, effective and are an 'unknown quantity' despite seeking to reach out to engage young women. New charity working with young women – founder has personal experience of being very obese but now a healthier weight so considers there's value in being able to share understanding of some of the issues (AD) Offer of a stall at CCG AGM (TJ)</li> <li>• Action Plan required for MECC (SA)</li> <li>• Need to ensure link up with the self-care agenda</li> </ul>	<p>Action: TJ WKCCG, AD</p>
8.5	<p>Cllr Weatherly encouraged attendees to fully participate in the important part of the agenda, the time for all to get involved in conversation about tackling obesity and promoting healthy weight.</p>	
8.6	<p>It was agreed to have the notes from the Workshop Session written up into an Appendix for review by the Task Group and further consideration by the Board at a future meeting.</p>	<p>YW, Task Group, WK HWB</p>

<p><b>9.</b></p> <p>9.1</p>	<p><b>Any Other Business – Future Agenda Items</b></p> <p>It was resolved that the Board will consider the following issues at the August meeting:</p> <ul style="list-style-type: none"> <li>• Community Asset Mapping Workshop Session</li> <li>• Self-Care, Self - Management – Workshop Session</li> </ul>	<p>Chair/Yvonne Wilson</p>
<p>10.</p>	<p><b>Date of Next Meeting</b>  <b>15 August 2017 - Tonbridge &amp; Malling Borough Council Offices,</b>  <b>Gibson Drive, Kings Hill, West Malling, ME19 4LZ</b></p>	<p>All</p>
<p>11.</p>	<p><b><u>West Kent Health &amp; Wellbeing Board Meetings 2017 - 2018:</u></b></p> <ul style="list-style-type: none"> <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>	<p>All</p>
	<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>	