

HAMPSHIRE COUNTY COUNCIL**Report**

Committee/Panel:	Health and Wellbeing Board
Date:	23 February 2017
Title:	Report of the Health and Wellbeing Board Business Subgroup
Reference:	8154
Report From:	Director of Adults' Health and Care

Contact name: Graham Allen
 Email: Graham.allen@hants.gov.uk
 Telephone: 01962 847200

1. Summary

1.1 A Business Subgroup established to provide effective business planning and management in order to support the Health and Wellbeing Board (HWB) to fulfil its remit of advancing the health and care outcomes of the people of Hampshire. The purpose of this paper is to provide an update from the Business Subgroup and progress against the interim action plan presented at the Health and Wellbeing Board meeting held on 6 December 2016.

2. Detail**2.1 HWB Business Subgroup**

2.1.1 A Business Subgroup has been formulated. Chaired by the HWB Manager, the group comprises the chairs of the other HWB subgroups and a representative from the Hampshire County Council Communications Team. The subgroup met on 13 January and 3 February and has agreed terms of reference. In addition to managing the HWB's meeting programme, other key responsibilities include:

- a) A lead, coordinating role in the production and publication of the Health and Wellbeing Board business plan, annual report and future strategic plan.
- b) Management, coordination and implementation of the Board's work programme ensuring this is appropriately aligned to the Board's published priorities and objectives.
- c) A quality assurance role to ensure outcomes from work streams are monitored and that these contribute to the delivery the Boards strategic priorities and objectives.
- d) Development of effective links with other relevant strategic partnerships and plans, ensuring the activity of the Health and Wellbeing Board is appropriately aligned.

- e) Support the HWB with its communication function and stakeholder engagement.

2.2 HWB Business Plan 2017

- 2.2.1 A Business Plan for 2017 has been developed (see **Appendix A**). This picks up the themes from the review undertaken of the Board between May and September 2016. It focuses on putting in place the right structure and arrangements to enable the Board to achieve its objectives and priorities going forward.
- 2.2.2 The Business Plan incorporates links and relationships with other strategic forums and partnerships such as the District HWB Forum, Hampshire safeguarding boards, community safety partnerships, etc. as well as mapping of other plans and strategies supporting HWB objectives e.g. Public Health, Supportive Communities Programme, Ageing Well, Troubled families Programme, Sustainability Transformation Plans, etc.
- 2.2.3 The Business Plan also addresses the HWB's key deliverables including oversight of the development of the Joint Strategic Needs Assessment, development of the new Hampshire Health and Wellbeing Strategy 2018 onwards (including stakeholder involvement in this process) and the production of an annual report and reporting process.

2.3 Health and Wellbeing Board Priorities

- 2.3.1 Subgroups have been set up around each of the priorities in the Joint Health and Wellbeing Strategy and the key theme previously identified at HWB workshops. Subgroup chairs and Board sponsors have been identified for each priority and theme.
- 2.3.2 The Business Subgroup would like to recommend a change to the 'Healthy Communities' key theme which the District Forum will be leading on. At a previous workshop, the theme of 'Education and motivation to choose a healthy lifestyle' was proposed. However, following consultation with the District Forum and Public Health, the Business Subgroup has recommended that the theme is changed to one that encompasses the wider determinants and factors impacting on health and wellbeing. As this work stream will be led by the District Forum, it has been requested to formulate an appropriate theme.
- 2.3.3 Terms of reference and a work plan (linked to the business plan) will be developed by each subgroup. As part of this process, the subgroups have been asked to:
- Clarify links with other strategic partnerships, plans and programmes
 - Organise activities organised on a 'Watch, 'Sponsor', 'Do' model
 - Map current local resources which will support implementation
 - Identify relevant membership to ensure access to the required expertise

2.3.4 To support the work of the subgroups and to ensure alignment of activities, it has been agreed that a District representative and a member of the Public Health team will attend each of the subgroups.

2.3.5 The HWB priority themes will be as follows:

- Resilience for young people (Starting Well)
- Obesity and physical activity (Living Well)
- Social isolation (Ageing Well)
- Wider determinants of health and wellbeing (Healthy Communities)

2.3.5 The Business Subgroup will be exploring the possibility of holding a ‘stakeholder event’ to introduce the Board’s work programme and also to gain information about local activities and resources currently in place which could support the delivery of this.

2.4 Subgroup Structure

2.4.1 A subgroup structure has been developed as outlined in the table below:

Health and Wellbeing Subgroup Structure

HWB Subgroup	Chair	Organisation	Board Sponsor
Business	Sue Lee	Health and Wellbeing Board	Cllr Liz Fairhurst
Co-production and Community Participation	Christine Holloway	Hampshire Healthwatch	Christine Holloway
Starting Well	TBC	NHS	Steve Crocker
Living Well	Sian Davies	Public Health, HCC	Sallie Bacon
Ageing Well	Shantha Dickinson	Hampshire Fire and Rescue	Graham Allen
Healthy Communities	Anne Crampton	District Council HWB Forum	Cllr Anne Crampton

2.5 Membership of the Health and Wellbeing Board

2.5.1 The Business Subgroup would like to review of the membership of the Health and Wellbeing to ensure all relevant sectors are represented. Potential gaps have been identified regarding Fire and Rescue, Youth Commission, business community, transport, environment, planning, etc. Consideration would need to be given as to whether some sectors would be more effectively involved at local level e.g. via the District HWB Forum or centrally, via the Health and Wellbeing Board.

2.5.2 It is recommended that a review is undertaken between now and June with a report back to the June 2017 Board.

3. Finance

3.1 As the Health and Wellbeing Board embeds the new structure and begins to implement the Business Plan, there will be resource implications in terms of the ongoing support of the Board. The Business Subgroup will be addressing this and it is proposed to bring a proposal to the next Board meeting outlining the requirements going forwards and associated costs.

4. Recommendations

4.1 The Board is asked to agree the following recommendations:

- a) To note the progress of the Business Subgroup.
- b) To agree the 2017 Business Plan including the proposed subgroup structure and the key priority themes identified.
- c) To hold a 'stakeholder event' to introduce the Board's work programme and also to gain information about local activities and resources currently in place which could support the delivery of this.
- d) To review membership of the Health and Wellbeing Board between now and the next Board in June to ensure all relevant organisations are represented.
- e) To develop a business case regarding the on-going support of the Health and Wellbeing Board.

Appendix A: Health and Wellbeing Board Business Plan 2017
Working together for a healthier Hampshire

No.	Objective	Actions required	Owner	How	By when
1.	Clear, effective governance of the Health and Wellbeing Board	Set up a Business subgroup - to comprise board manager (chair), 5 subgroup chairs.	HWB manager to chair	Identify potential chairs – monthly meeting initially	January 2017 – completed
		Set up subgroups each addressing one of the HWB published strategic priorities.	Business Subgroup	Meeting of the Business Subgroup	February 2017
		Identify a HWB sponsor for each published priority and chairs for each subgroup and (if different).	HWB chair	Report and decision at the February HWB meeting	23 rd February 2017
		Produce a business plan focussing on Board development and the delivery of the HWB published priorities.	Business Subgroup	Meeting of the Business Subgroup	February 2017
		Implement an annual topic based meeting programme.	Business Subgroup	Meeting of the Business Subgroup	June 2017
		Establish links with other strategic forums/partnerships - clarify communication and information sharing needs.	Business Subgroup	Briefings at other forums re the HWB and possible areas of mutual interest	April 2017
		Review the HWB Operating Framework against the LGA HWB Self Assessment tool.	Business Subgroup	Task and finish (TFG) group	May 2017

No.	Objective	Actions required	Owner	How	By when
1.	(Continued) Clear, effective governance of the Health and Wellbeing Board	Produce and publish an annual report in April 2018.	Business Subgroup	TFG – member agencies to provide submissions	May 2017
2.	Effective information and communication and improved visibility of the Board	Produce a HWB communication plan focusing on: <ul style="list-style-type: none"> - Visibility of HWB and its role - Publication/launch of the JNSA, Joint Health and Wellbeing Strategy, annual report - Support workgroups on specific themes 	Business Subgroup (Jane Vidler nominated to lead this work stream)	Task and finish group chaired by HWB manager	March 2017
		Establish a multi-agency HWB communication network – local authority, NHS, Districts, Healthwatch, VCS, etc.	Business Subgroup	Meetings every 6 months chaired by Jane Vidler HCC Comms.	May 2017
		Review and update the Health and Wellbeing Board web pages.	Business Subgroup	Task and finish group	May 2017
		Develop a Hampshire HWB branding and logo.	Business Subgroup	Meeting of the Business Subgroup	May 2017
		Development of local publicity material/products and roll out of	Business Subgroup	Task and finish group	July 2017

No.	Objective	Actions required	Owner	How	By when
2.	Continued Effective information and communication and improved visibility of the Board	Themed campaigns in 2017 linked subgroup priority themes (isolation, resilience, obesity)	Business Subgroup	Coordinated by the HWB comms network	Staged throughout 2017
		Publish a quarterly Stakeholder HWB Newsletter	Business Subgroup	Coordinated by Jane Vidler and HWB comms network	Quarterly
3.	Co-production and community participation in the work of the Health and Wellbeing Board	Establish a Community Participation and Co-production (CCP) Subgroup.	Business subgroup	Christine Holloway to chair	February 2017
		Produce a community participation and co-production plan.	CCP Subgroup	Work group meetings	March 2017
		Source and examine best practice re co-production and community participation in the work of HWBs	CCP Subgroup	Work group meetings	March –May 2017
		Make recommendations about appropriate approaches to be used as part of its development of the Hampshire JNSA and HWB strategy.	CCP Subgroup	Report to HWB	June 2017
		Map consultation mechanisms currently available across the health and social system – HWB to use these when undertaking specific consultation exercises.	CCP Subgroup	Work group meetings	On-going

No.	Objective	Actions required	Owner	How	By when
3.	Continued Co-production and community participation in the work of the Health and Wellbeing Board	Identify and collect relevant data and service user, CVS and Healthwatch feedback to inform the development of the HWB Strategy.	CCP Subgroup	Collection and analysis of relevant data and feedback	
		Organise HWB stakeholder events to support the development of the JHWB strategy.	CCP Subgroup	Stakeholder events	July-Oct 2017
4.	Delivery of the Health and Wellbeing Board's strategic priorities	Subgroup chairs/business group to identify the membership of work groups – to ensure access to relevant expertise.	Business subgroup	Meeting of Business Subgroup	March 2017
		Public health & district reps to attend all of the work groups - to ensure alignment of respective work streams.	Public Health District Forum	Work group meetings	On-going
		Agree the priority theme the subgroup will focus on in 2017.	Business subgroup & work group chairs	Meeting of Business Subgroup	March 2017
		Terms of reference, key actions and work plan to be produced.	Work group chairs	Initial meeting of the work group	TBC
		Identify key outcomes and success criteria.	Work group chairs	Initial meeting of the work group	TBC
		Identify required data sources. data collection and reporting arrangements.	Work groups chairs	Initial meeting of the work group	TBC

No.	Objective	Action	Owner	How	When
4.	Continued Delivery of the Health and Wellbeing Board's strategic priorities	Hold an event to introduce the HWB work programme and gain information from partners of local activities/resources in place to support delivery of this.	Business Subgroup	Audit, collation and mapping of local activity/resources. Multi-agency engagement event	June 2017
		Work groups to sponsor Public Health to undertake in depth review & analysis linked to priority themes.	Work group chairs	Work group meetings	On-going
5.	Refresh of the Hampshire Joint Strategic Needs Assessment	Briefing of the HWB.	Public Health (Sallie Bacon)	Presentation at the HWB.	23 rd February 2017
		Development of the first draft of the 2017 JSNA - a web based resource with supporting database of evidence structured in line with HWB priorities.	Public Health (Sallie Bacon)	Task and finish group	May 2017
		Production of a communication and launch plan.	Public Health (Sallie Bacon)	Task and finish group	May 2017
		Final publication including briefing of the HWB	Public Health (Sallie Bacon)	Business subgroup and Public Health	June 2017
6.	Development of a Joint Health and Wellbeing Board Strategy 2018 onwards	Review of progress against the Strategy and agreement of priorities going forward.	Business Subgroup	Multi-agency event – (future focus, how to embed the new strategy, success criteria?)	September 2017

No.	Objective	Action	Owner	How	When
6.	Continued Development of a Joint Health and Wellbeing Board Strategy 2018 onwards	Gathering of feedback and views about the content and focus of the new Strategy.	CCP Subgroup	Stakeholder events	July–Oct 2017
		Production of a draft 2018 HWB Strategy and a communication and launch plan.	Business and CCP Subgroups	Task and finish group	December 2017
		Final draft of the 2018 Strategy and communication plan to the HWB for ratification.	Business Subgroup	Workshop at the HWB meeting	March 2018
7.	A well informed and up to date Health and Wellbeing Board	Produce a regular bulletin of national and local developments - circulate to HWB members in advance of Board meetings.	HWB manager	Quarterly bulletin of local and national developments linked to the work of the HWB	On-going
		HWB members to circulate the Bulletin within their organisation and any networks they are linked to.	HWB members		
		Local developments and initiatives to be promoted on the HWB website	HCC Communications team (Jane Vidler) HWB manager		
8.	Development of sustainable board support arrangements going forwards	Produce a costed business case regarding the future support arrangements of the HWB from June 2017 onwards.	Business Subgroup	Options paper to the Business Subgroup – agreement of recommendations to take to the next HWB.	Discussion and decision at the June HWB meeting

CORPORATE OR LEGAL INFORMATION:

Links to the Corporate Strategy

Hampshire safer and more secure for all:	No
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	Yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	No
Corporate Improvement plan link number (if appropriate):	

Other Significant Links

Links to previous Member decisions:		
<u>Title</u> Update: Review of the Health and Wellbeing Board	<u>Reference</u> 7967	<u>Date</u> 6 December 2016
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

This report does not propose any decision therefore an impact assessment has not been undertaken.

2. Impact on Crime and Disorder:

2.1. No impact anticipated.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption? No impact anticipated.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? No impact anticipated.