

SHADOW HEALTH AND WELLBEING BOARD

WEDNESDAY, 13 MARCH 2013

Note of Meeting

Present: Councillor Roderick Bluh (Leader, Swindon Borough Council), Gavin Jones (Chief Executive, Swindon Borough Council), John Gilbert (Group Director, Children & Adults Services), Dr Jose Ortega (Director of Public Health), Kathleen Aitken (LINK representative (Manager of Swindon MIND), Julia Davison (NHS Commissioning Board), Tony Ranzetta (Clinical Commissioning Group), Cherry Jones (Deputy Director of Public Health) and Councillor Ray Ballman.

Apologies: Councillor Brian Mattock and James Griffin.

1.	Welcome and Introduction	
	Councillor Bluh welcomed everyone to the meeting and explained that this would be his last meeting as he would be standing down as Leader of the Council in April. He added that this would also be the last meeting for Kathleen Aitken and Dr Jose Ortega and he thanked them for their input into the development of the Health and Wellbeing Board. He also thanked Moira Shields for her work in clerking the Shadow Board.	
2.	Minutes of the Previous Meeting and Matters Arising	
	<p>The minutes of the meeting held on 9th January 2013 were agreed as an accurate record.</p> <p><u>Matters arising</u></p> <p>National Consultation on National Specialised Commissioning (Min 9) – PB to consider response to the national consultation on specialised consultation following further discussion with JO. PB/JO will review policies and agree a response on behalf of the Clinical Commissioning Group.</p>	PB/JO
3.	Joint Strategic Needs Assessment Update (JSNA)	
	Dr Jose Ortega (Joint Director of Public Health) reported on the Joint Strategic Needs Assessment (JSNA) work plan for 2013 and explained that clarity around the intended population would be fully explained for each area of work. The Learning Disabilities (adult) bulletin had now been signed off by the steering group and was available on the website. Clarification around the next steps and a revision date were also included within the bulletin. Members of the Shadow Board agreed that as this had an impact upon a significant number of people, future bulletins needed to contain information on what actions were to be undertaken, by whom and by when. It was agreed that all JSNA bulletins would be signed off by members of the Health and Wellbeing Board before being published.	
4.	Clinical Commissioning Group (CCG) Plans - update	

	<p>Tony Ranzetta (Clinical Commissioning Group) presented the draft NHS Swindon Clinical Commissioning Plan for 2013/14 that identified local clinical priorities such as self-care and prevention and explained that the objective was to shift the balance to localised support. The detailed plan would be presented to the governing body on 27th March 2013 and a consultation process would be run over Easter to mid-May. It was agreed that a presentation outlining the details of the plan be given to members of the Board during April before being submitted to the first meeting of the Health and Wellbeing Board in May 2013.</p>	TR
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5.	Health and Wellbeing Strategy Development	
	<p>Cherry Jones (Deputy Director of Public Health) presented the Health and Wellbeing vision and explained that formal consultation with stakeholders was currently underway with a view to launching in June 2013. Members of the Shadow Board agreed that the vision mirrored the ambitions of the Board and it was agreed that each organisation should link their commissioning plans to the vision in order to identify any gaps and to ensure that there is a connection between the vision and delivery.</p> <p>The Chair commented that consideration should be given to the wellbeing elements of the Board and how links could be made between localisation, neighbourhood planning and the work of the Health and Wellbeing Board. Some discussion took place around the work of the One Swindon Board and the Health and Wellbeing Board and the need to ensure there was no duplication in their activities and that organisations' were enabled to develop a culture in which the wellbeing of individuals was considered alongside their health needs.</p>	

6.	Swindon Healthwatch - update	
	<p>Mark Feeny (Contract and Commissioning Officer) explained that the local Healthwatch would take over the work of the Local Involvement Network (LINK) from April 2013. This would be a national, legally constituted body with local representation and, following a tendering exercise, the agreed provider for Swindon was chosen as Parkwood. The contract would be with Swindon Healthwatch (a social enterprise) and Parkwood would be the parent company. The local representative had not yet been appointed.</p>	

7.	Establishing the Health and Wellbeing Board as a Committee of the Council	
	<p>Cherry Jones (Deputy Director of Public Health) introduced the proposed terms of reference for the Health and Wellbeing Board. She explained that a report would be considered by Cabinet on March 20th to approve the appointment of the Health and Wellbeing Board as a Committee of the Council and to endorse the draft terms of reference for submission to full Council.</p> <p>With regards to the membership of the Board, it was agreed that Tony Ranzetta (Accountable Officer) would be the Clinical Commissioning Group (CCG) representative and that a request be made that an additional clinical</p>	

	member be appointed from the CCG. John Gilbert (Board Director, Commissioning) stated that it would be useful to include within the terms of reference a statement regarding the Health and Wellbeing Board receiving regular updates from the Safeguarding Boards. Cherry agreed to amend the terms of reference and circulate to members of the Board. She also agreed to speak to David Wray regarding the development of a fair and equitable process for nominating and appointing representatives to the Health and Wellbeing Board.	CJ
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8.	Board Development	
	It was agreed that a Board Development session would be held in April to consider commissioning plans and how these contribute towards the vision. It was also agreed that all commissioners should be invited to this development session.	ALL

9.	Board Risk Register	
	Members of the Shadow Board agreed that the risks associated with the development of the Health and Wellbeing Board were no longer valid and could now be closed down and that any future risks identified would be submitted to the Board for their consideration.	

10.	Future meetings at the Civic Offices - (2nd Wed every 2 months)									
	<p>Future meetings of the Health and Wellbeing Board would be held on:-</p> <table><tr><td>8th May 2013</td><td>2 – 4pm</td></tr><tr><td>10th July 2013</td><td>2 – 4pm</td></tr><tr><td>11th September 2013</td><td>2 – 4pm</td></tr><tr><td>13th November 2013</td><td>2 – 4pm</td></tr></table> <p>Members of the Shadow Board also agreed that it would be useful to hold alternate meetings at community venues.</p>	8 th May 2013	2 – 4pm	10 th July 2013	2 – 4pm	11 th September 2013	2 – 4pm	13 th November 2013	2 – 4pm	
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