



Health and Wellbeing Board
25 April 2014
10.30 am

Item
2
Public

**MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING
HELD ON 28 MARCH 2014
10.30 AM - 1.40 PM**

Responsible Officer: Karen Nixon
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Present

Councillor Karen Calder (Leader)
Councillors Lee Chapman, Professor Rod Thomson, Stephen Chandler, Paul Tulley,
Jane Randall-Smith and Jackie Jeffrey

76 Apologies for Absence and Substitutes

76.1 Apologies for absence were received from Karen Bradshaw, Director of Children's Services; Dr Bill Gowans, Shropshire CCG; Ann Hartley, Portfolio Holder for Children's Services; Helen Herritty, Shropshire CCG; Dr Caron Morton, Accountable Officer, Shropshire CCG; Prof. Rod Thomson, Director of Public Health and Graham Urwin, NHS England.

76.2 A substitution was notified as follows:

Dr Julie Davies for Shropshire CCG

77 Disclosable Pecuniary Interests

77.1 There were none.

78 Better Care Fund: Governance Structure

78.1 The Board received two documents (copy attached to signed minutes) clearly showing the Better Care Fund Proposed Governance Structure and the Service Transformation Group including the Task and Finish groups coming under this (as at 1 April 2014). Members agreed that the 'Health and Wellbeing Executive' be renamed the 'Health and Wellbeing Delivery Group'.

78.2 It was noted that both documents were 'work in progress' and would undoubtedly change and evolve over time. The Plan on a Page of the Better Care Fund was welcomed.

78.3 It was suggested that in future a standing item on the Better Care Fund may be introduced onto the Health and Wellbeing Board's agenda. After some discussion it was agreed that 'Better Care Fund Performance' be put onto the H&WB agenda as a standing item.

78.4 It was agreed to develop a collective understanding and appropriate H&WB governance via a workshop. This would allow the Board to agree priorities and monitor performance.

78.5 **RESOLVED:**

- a) That the 'Health and Wellbeing Executive' be renamed the 'Health and Wellbeing Delivery Group'.
- b) That 'Better Care Fund Performance' be put onto future H&WB agenda's as a standing item.
- c) That appropriate governance of the Board be developed, incorporating the Better Care Fund and that priorities be agreed and performance monitored.

79 **Better Care Fund: Terms of Reference for 3 Sub Groups**

79.1 The Terms of Reference for each of the three sub groups were noted by the H&WB (copy attached to the signed minutes);

- The Better Care Fund Service Transformation Group
- The Better Care Fund Finance, Contracts and Performance Sub-Group
- The Health and Wellbeing Delivery Group

79.2 It was noted that the Chairs of each group were still to be confirmed, though it was acknowledged that they would probably be senior officers. It was also noted that there were many existing groups and it was agreed that they should be informed as soon as possible that they should now report to the Transformation Group; they may even need to refresh the membership and aims of each group

79.3 A discussion ensued about how to make the patient representative meaningful. It was agreed that Dr Julie Davies would to pass this on the PPEC and ask how this could be taken forward.

79.4 At page 7, terms of reference for The Better Care Fund Finance, Contracts and Performance Sub-Group, it was agreed to delete the last objective listed 'Coordinate the service transformation...'

79.5 **RESOLVED:** That subject to the foregoing, the terms of reference be approved.

80 **Better Care Fund Co-ordinator**

80.1 A job description (copy attached to signed minutes) for the post of Better Care Fund Manager was noted by Board Members. It was proposed to advertise this post internally within both Shropshire Council and the Shropshire CCG as a secondment opportunity initially. If this was not successful, then an interim post would be

created whilst a substantive recruitment process could be undertaken. This recruitment strategy was duly endorsed by the H&WB.

80.2 **RESOLVED:** That the recruitment strategy outlined above be endorsed by the H&WB.

81 Better Care Fund Plan

81.1 The final draft of the Better Care Fund Plan (copy attached to the signed minutes) had been prepared for final submission to NHS England on 4 April 2014.

81.2 It was noted that there were two areas within the submission that required more work;

- 7 day services to support discharge, and,
- 7 day working

81.3 It was agreed that this part of the submission should be revised and this was duly delegated to Stephen Chandler and Paul Tulley who were asked to be flexible in their language/wording. After some discussion it was agreed that the wording should be explicit and kept under review as further guidance came out.

81.4 The Chair requested more information about what was going to be decommissioned and the impact of this for JSR and the CCG.

81.5 **RESOLVED:** subject to the foregoing;

- a) That the final Better Care Fund Plan for submission to NHS England on 4 April 2014 be noted and agreed. In particular it was agreed that the section relating to 7 day services could be finalised once the Service Delivery and Improvement Plans had been received from provider organisations following the Extraordinary Health & Wellbeing Board meeting, but prior to 4 April submission date.
- b) That the Better Care Fund Outcomes and Finance spreadsheet be noted and agreed. In particular to note and agree the proposed local outcome measure.
- c) That the following be noted and agreed:
 - i. Better Care Fund Governance Structure
 - ii. Terms of Reference – Health and Wellbeing Delivery Group. In particular to agree the recently ratified Terms of Reference for the Health & Wellbeing Board to be updated to reflect the role of the Delivery Group
 - iii. Terms of Reference – Service Transformation Group
 - iv. Terms of Reference – Contracts and Performance Sub Group
 - v. Better Care Fund Manager Job Description
 - vi. Better Care Fund Plan on a Page
 - vii. Better Care Fund Assurance Framework

- d) That quarterly performance reporting be presented to the Health & Wellbeing Board with updates on progress of the Better Care Fund being a regular agenda item.

82 CCG 5 Year Plan

- 82.1 Paul Tulley introduced and amplified a report on the Draft Strategic Plan 2014/15 to 2018/19 (Version 4). It was noted that the long term vision was coming from the Future Fit programme, which was also appended to the report – Future Fit shaping healthcare together: Clinical Design Workstream, A Report of Output November 2013 to March 2014, (copy of both documents attached to the signed minutes).
- 82.2 At page 15 of the Draft Strategic Plan, paragraph 37, Workforce Issues, it was requested that the word ‘crisis’ be removed and replaced with something less emotive. It was also agreed that this section of the draft plan be cross referenced to page 24 of the Future Fit document, Paragraph 8.3, which had been approved by the Future Fit Programme Board and was now in the plan.
- 82.3 It was generally agreed that a glossary was required.
- 82.4 This Draft Strategic Plan document would come back to the H&WB in June 2014 in final draft for approval by the H&WB.
- 82.5 Dr Peter Clewes was present at the meeting to give a Powerpoint presentation on Future Fit with recognition that the 5 year plan would transform the NHS Future Fit clinical design. There were 3 slides (copy attached to the signed minutes). The first slide was clinician led and contained Acute/Episodic – Identifying Flows. Members noted that it was really important to understand patient flows at all levels and to put things in the right location. Research was currently going on in respect of the 111 service. Slide 2 was about integrated care records and slide 3 covered planned care.
- 82.6 The Chair commented that any feedback received on the draft submission would be welcome and that an assurance process would be good. It was agreed to circulate to Board members and a verbal update to be given if required.
- 82.7 **RESOLVED:** That the Draft Strategic Plan and Future Fit appendix, plus the presentation be noted

Signed (Chairman)

Date: