



**WOKINGHAM
BOROUGH COUNCIL**

**WELLBEING BOARD
WORKING DOCUMENT
FOR BRIEFING MEETING**

DRAFT

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Wellbeing Board Governance

The Wokingham Borough Wellbeing Board meets every month; one month in public and then the next informally in a Project Steering Group. The Chairman is one of the councillor Board members, appointed at the first Board meeting of the municipal year. The Vice Chairman of the Board is also appointed at the first meeting of the Wokingham Borough Wellbeing Board of the municipal year and can be any other member of the Board.

The statutory minimum functions of the Board are as follows:

- lead the production of a Joint Strategic Needs Assessment which will identify the range of current and future health and wellbeing needs in the community;
- formulating and overseeing the delivery of a Wellbeing Strategy;
- encouraging integrated working between health, social care, and other providers;
- prepare and publish a local pharmaceutical needs assessment (an overview of local pharmaceutical needs, services and gaps in provision);

The Wokingham Borough Wellbeing Board shall schedule a minimum of 6 meetings a year.

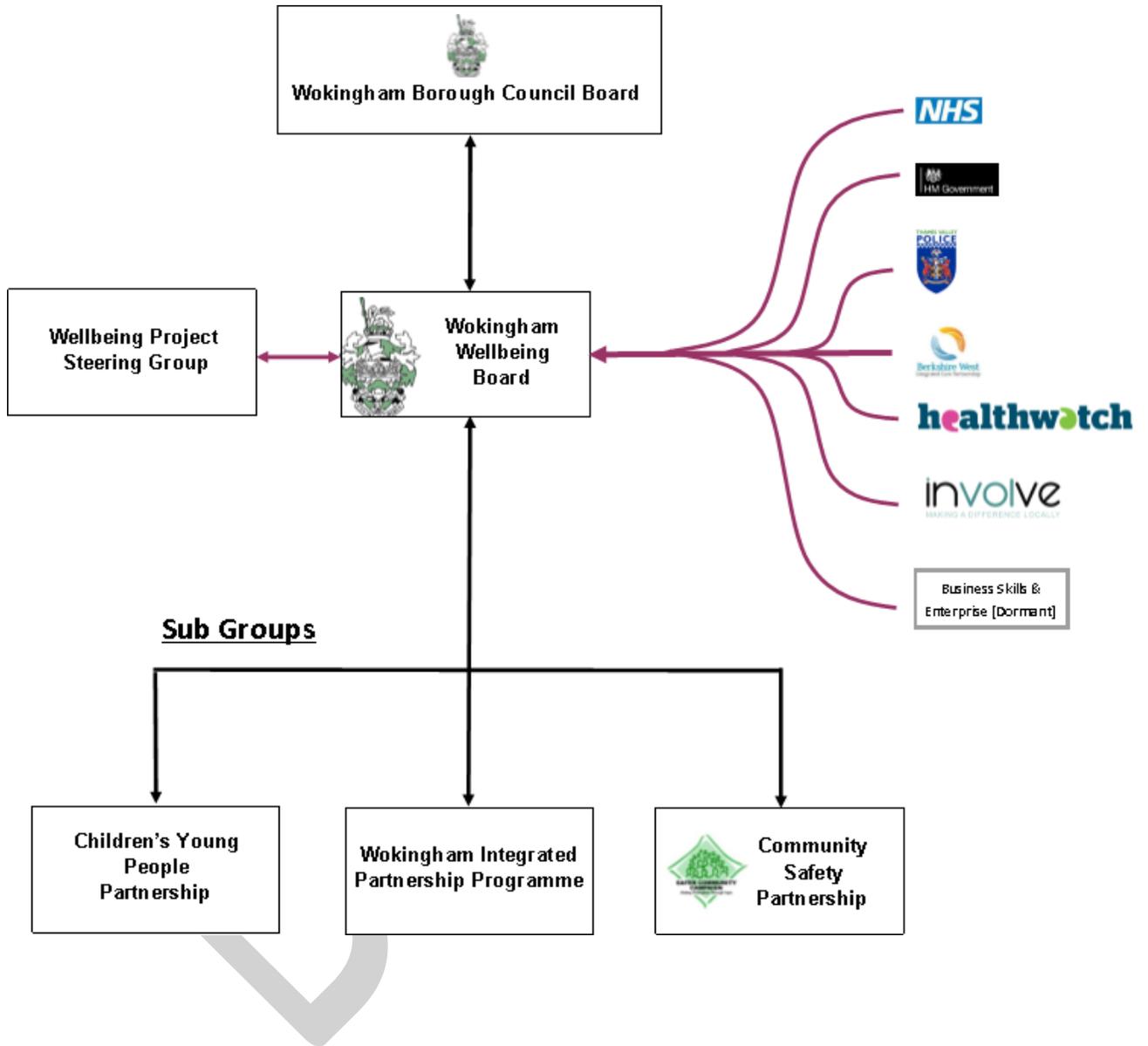
The priorities and programmes of the Wokingham Borough Wellbeing Board will be subject to scrutiny primarily by the Health Overview and Scrutiny Committee. The Board will provide an update to the Health Overview and Scrutiny Committee on a quarterly basis to enable it to fulfil its responsibilities of scrutiny.

The following Partnership Groups will implement elements of the work programme of the Wokingham Borough Wellbeing Board:

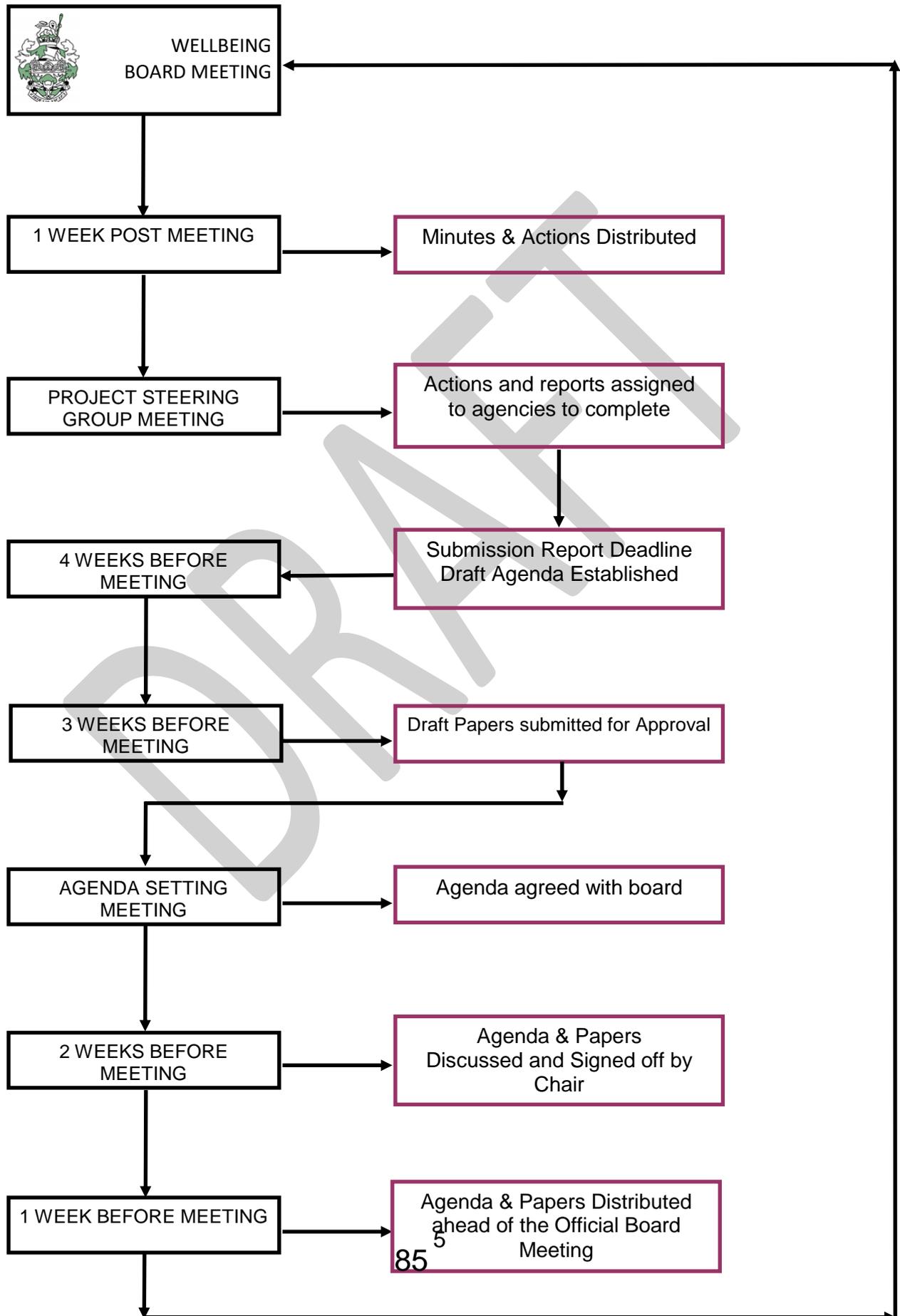
- a) Children and Young People Partnership
- b) Community Safety Partnership
- c) Wokingham Integrated Partnership
- d) Business, Skills and Enterprise Partnership (currently inactive)

The Partnership Groups are responsible for the implementation of designated programmes within the Health and Wellbeing Strategy. The Partnership Groups report periodically to the Wokingham Borough Wellbeing Board on the aspects of their work programme which are within the Wellbeing Strategy. The Partnership Groups agree their programmes of work, monitor progress and review performance in their respective areas.

Wellbeing Board Structure



Draft structure for meetings process



Proposed Dates for Wokingham Borough Wellbeing Board

<u>PROJECT STEERING GROUP</u>	<u>AGENDA SETTING MEETING</u>	<u>REPORTS CIRCULATED TO CHAIRMAN</u>	<u>FINAL REPORTS PROVIDED TO DEMOCRATIC SERVICES</u>	<u>PUBLICATION OF AGENDA</u>	<u>DATE OF MEETING</u>
24 June	13 July	27 July	3 August	5 August	13 August
26 August	7 September	21 September	28 September	30 September	8 October
22 October	9 November	23 November	30 November	2 December	10 December
21 December	11 January	25 January	1 February	3 February	11 February
25 February	8 March	22 March	29 March	31 March	8 April

Wellbeing Board Refresh Report

Summary – Overview

The (Health and) Wellbeing Board took part in a Peer Review in 2016 which looked at the structure and governance of the Wellbeing Board. The recommendation from that review established the principles for the board. Two years after that review a refresh report was conducted to ensure the board remained focus on the principles and the two refresh reports are presented here. The board establish that the following points would remain and stay the focus of the Wellbeing Board:

- The priorities of the board should underpin all work streams of the board and all decisions should link back to these priorities.
- The agenda for the board, forward plan and projects should also underpin the delivery of the priorities.
- Agenda items should be for decision making purposes as opposed to items that are for note only. Items that are for information or noting should be circulated outside of the meeting for comment and transparency and if required referred to the board for decision making.
- Sub-groups, project boards, stakeholders and partners should have clearly defined expectations, goals and targets set by the Board. Together with a clear reporting timeline.
- Business Skills & Enterprise Sub-group is no longer required.
- A forward programme be established and agreed to map the direction of travel to assist the board to achieve its priorities.
- Increased greater public engagement/attendance through greater publicity and a more vibrant meetings should be developed.
- Further suggestions that may for ongoing development include:
 - LGA to provide tailored training around best practice
 - Site visits to other H&W Boards
 - Review resourcing capacity to support the facilitation, co-ordination and policy issues in respect of the Board.

Wellbeing Board Refresh Report

14 June 2018

TITLE Health & Wellbeing Board – Refresh

FOR CONSIDERATION BY Health and Wellbeing Board on 14 June 2018

WARD None Specific

DIRECTOR/ KEY OFFICER Graham Ebers, Director Corporate Services, Darrell Gale, Interim Strategic Director of Public Health Berkshire, Katie Summers, NHS Wokingham CCG

Health and Wellbeing Strategy priority/priorities most progressed through the report	This report is intended to progress all 4 of the key priorities
Key outcomes achieved against the Strategy priority/priorities	Refresh of; Governance, partnership working, alignment of Business cycles and approach to advance all 4 key priorities

Reason for consideration by Health and Wellbeing Board	The Board's views and their support is considered to be critical to a successful refresh
What (if any) public engagement has been carried out?	None
State the financial implications of the decision	None specifically

<p>RECOMMENDATION</p> <p>The Health and Wellbeing (H&W) Board are asked to note and support the actions to refresh the H&W Board Agenda.</p>
<p>SUMMARY OF REPORT</p> <p>The Health and Wellbeing Board considered a paper to 'refresh' its activities and operations on, 5 April, 14 December and 8 February. This report provides an update on progress and actions to advance the key themes of: 'Governance', 'Partnership working' and 'other considerations'. The Health and Wellbeing Board are asked to note and support the actions to refresh the H&W Board Agenda and consider some related proposals.</p>

Background

The Health and Wellbeing Board has considered proposals to refresh its 'agenda' since 14 December. These considerations have been in relation to Governance, Partnership working and Other issues seen to be relevant to improving the effectiveness and the board and enhancing its community engagement (as set out below).

Governance

It is suggested that an enhanced vibrancy and enhanced focus could be added to the Health and Wellbeing Board agenda through:

- (i) more focused and time limited agenda items;
- (ii) agenda items clearly linked to one of the 4 key priorities within the Health and Wellbeing Strategy with clearly stated intended outcomes;
- (iii) review of Terms of Reference of Health and Wellbeing Board;
- (iv) greater public engagement/attendance through greater publicity and a more vibrant meeting (e.g. including short presentations from 'external' organisations);
- (v) a longer term forward programme linked to delivering the 4 key priorities and visible to other partnership groups for awareness and contribution;
- (vi) seeking to achieve an equitable consideration of all 4 key priorities through the Board Member Updates which include a cover sheet with intended outcomes against priorities;
- (vii) review Health & Wellbeing performance dashboard based on best practice of other authorities.

Partnership Working

It is considered that an enhanced collective contribution toward the 4 key priorities could be achieved by:

- (i) a stronger alignment of our respective business cycles;
- (ii) renewed discussions with the sub groups of Health and Wellbeing Board around actions to achieve the 4 key priorities;
- (iii) review of the attendance/representation at Health & Wellbeing Board;
- (iv) visibility and input from 'external' organisations delivering on the Agenda (with a protocol for their contribution at the meeting).

Other

Further suggestions that may help with an ongoing 'refresh' include:

- (i) LGA to provide tailored training around best practice
- (ii) Site visits to other H&W Boards
- (iii) Review resourcing capacity to support the facilitation, co-ordination and policy issues in respect of the Board.

Analysis of Issues

Key developments following the H&W Board meeting of 5 April are set out in bold below:

Health & Wellbeing Board Support

The Director of People's Services is seeking to create a resource that supports both the Health & Wellbeing Board and the Children's and Young People Strategic Partnership (approximately 0.5 FTE each). **Appointment to this post has now been made.**

Training

The Local Government Association (LGA) has been approached (by the Strategic Interim Director of Public Health Berkshire) to facilitate training, following a skills audit. **The LGA Self-assessment process "Stepping up to the place: Facilitated integration workshop" has started now with LGA representatives making scoping calls with key leaders, and the half-day workshop itself will be held on the afternoon of 2 July 2018. At the workshop further development needs will be identified and members will commit to future action. At the post event review further support will be discussed in the context of our 2020 integration strategy.**

Sites of Best Practice

The LGA were approached regarding a site of best practice and their advice was that it would be more productive to focus on the training suggested above. An appropriate site may flow from this training, but there is no suggested site at this stage.

Integration

There are 8 Integrated Care Systems across the country, 1 of which is Berkshire West (made up of West Berkshire, Reading and Wokingham). It is important that the H&W Board are sufficiently engaged in this work as the consequences are potentially significant for all partners. **A Berkshire West wide workshop, including the Health and Wellbeing Boards of West Berkshire and Reading Councils, is being planned by Julie Hotchkiss and Dr Cathy Winfield, and a facilitator recommended by the LGA. The date will most likely will be in September.**

A further significant integration consideration is that of the Health and Social Care Strategy. A best practice model of integration should be based on the collective amalgamation or 'joining up' of front line staff, systems & processes, and leadership & management. The draft programme for the integrated strategy was reported in April. Full integration is scheduled to be achieved by 31st March 2020.

Public Engagement/Branding

Health & Wellbeing Board support, as previously referenced, will help with this on an ongoing basis (website presence etc), however it is recognised that promotion is rather fruitless without a 'product' worth promoting. Some of this relates to how well the Health & Wellbeing Board works collectively, engaging with its partnership community, however much also relates to the deliverables and achievements of the Health & Wellbeing Board. It was agreed to seek achievements from the sub groups of the Health & Wellbeing Board.

The Community Safety Partnership list of key achievements were reported in April. **The Better Care Fund Programme annual performance that is overseen by the Sub Group WISP is reported elsewhere in this agenda.**

Effective promotion and engagement should include both targeted and universal events. Within this approach it is proposed that a 'Big Tent' event is run annually which can incorporate a range of relevant service providers. A combined Health & Wellbeing Board events calendar will also help to ensure opportunities are maximised and duplication avoided. The Sub Groups are therefore requested to report their respective events calendars to the Health & Wellbeing Board.

Dashboard of Key Indicators & Data for planning/outcomes

It is considered to more productive for Health & Wellbeing Board to have discussions around a small suite of meaningful indicators (ideally on 1 page), as opposed to pages of detail. If members of the Board required further detail, this could be provided outside of the meeting, or a particular area could be spotlighted at a future Board meeting.

Building on discussions from the April Health & Wellbeing Board meeting, work has been undertaken to further develop the proposed indicators and gather the baseline data required to enable the Board to set targets where it chooses. A detailed report is presented later in the Agenda.

A project is currently underway to review our Joint Strategic Needs Assessment (JSNA) data sets. This project involves input from different services across the Council and from our key partners. JSNA data will be reported to the H&W Board and will provide information regarding trends, unmet needs and progress against measures taken to address. The timetable for the JSNA project is shown below:

Mid November 2017 – Completion of Borough Profile draft

Early January 2018 – Completion of Starting Well (maternity and 0-4 year olds) draft

Mid March 2018 – Completion of Developing Well (children and young adults) draft

Late April 2018 – Completion of Living and Working Well (adult population) draft

Late May 2018 – Completion of Ageing Well (older population) and People and Places drafts

Late June 2018 – Reviewing all chapters, adding outstanding information. Get JSNA document ready for sign off

Early August 2018 – Uploading all chapters with latest data online

The draft JSNA chapters are being presented as a separate item in this agenda, seeking input from Board members.

Health & Wellbeing Board Key Priorities

To enhance our governance it is suggested that each of the Health & Wellbeing Board key priorities are allocated to a Councillor Member of the H&W Board and an appropriate officer. This is intended to improve accountability and deliverability. It is proposed that the key priorities are allocated as follows: **Enabling and empowering resilient communities (Charlotte Haitham Taylor/Graham Ebers); Promoting & Supporting good mental health (David Hare/Martin Sloan); Reducing Health inequalities in our Borough (Pauline Helliar-Symons/Darrell Gale); Delivering person centred integrated services (Richard Dolinski/Martin Sloan/Katie Summers).**

Other

Following the progression of the integrated Health and Social Care strategy and the appointment of the much needed support to the Board, other issues around the themes of Governance and Partnership Working can be taken forward. This will lead to a complete Action Plan that is reported back to every Board meeting and informs the Forward Programme of future agenda items. Specific issues yet to address, includes the mapping of all sub groups and task groups (how they align to the business of the H&W Board) and establishing a new terms of reference for the Health & Wellbeing Board aligned to its 4 key priorities (including a review of membership).

Partner Implications

It is important that all relevant partners feel engaged with and contribute to both the 'refresh' and the new ways of working.
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Reasons for considering the report in Part 2

None

List of Background Papers

Peer Review

Contact Graham Ebers	Service Corporate Services
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Telephone No 0118 974 6557	Email graham.ebers@wokingham.gov.uk
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Date 4 June 2018	Version No. 0119 974 6557
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Wellbeing Board Refresh Report

9 August 2018

TITLE Health and Wellbeing Board Refresh

FOR CONSIDERATION BY Health and Wellbeing Board on Thursday, 9 August 2018

WARD None Specific;

DIRECTOR/ KEY OFFICER Julie Hotchkiss, Interim Consultant in Public Health

Health and Wellbeing Strategy priority/priorities most progressed through the report	All priorities within the Strategy are being addressed.
Key outcomes achieved against the Strategy priority/priorities	Proposals on how to achieve a clearer focus on how the Board can promote delivery of action to further the priorities will be presented.

Reason for consideration by Health and Wellbeing Board	Following a successful development day, officers have considered the learning and are now presenting these proposals on the way forward. The Board's views and support are sought.
What (if any) public engagement has been carried out?	None to date.
State the financial implications of the decision	None

RECOMMENDATION

The Health and Wellbeing Board is asked to comment on the proposal and agree the approach to developing the proposed strategy and the establishment of mechanisms for its delivery.

SUMMARY OF REPORT

The Health and Wellbeing Board has been through a process of 'refreshing' its activities and operations since 2017. This report provides an update on progress following recent developments to improve the functioning of the Board as a system leader. The Health and Wellbeing Board is asked to note and support the actions to refresh the H&W Board Agenda and consider some related proposals.

Background

The Health and Wellbeing Board has considered proposals to refresh how it operated since 14 December 2017. A detailed report of progress was presented at the June Board meeting. Following on from that update this report captures new developments that have taken place in July.

Analysis of Issues

System Leadership

The Local Government Association (LGA) ran a *Facilitated integration workshop* called “*Stepping up to the place*” for Board Members on 2 July 2018. The facilitator, John Bewick, took members through the self-reflection process, adding independent observations based on his knowledge of the wider system and experience of observing the work of many Health and Wellbeing Boards across the country.

Strong commitment to the Board was expressed, evidenced by how well the Workshop was attended by existing Board members. However, it was acknowledged that if the Board is to function as a system leader and driver for action in Wokingham membership would need to expand bring some other key partners on board. Potential partners suggested were the local health providers (NHS Trusts) and planners.

It was felt that the wellbeing aspect of the Board had been less developed, and that there had been less of a focus on preventing ill health. Other gaps were in involvement of the voluntary sector and over-emphasis on adult health at the expense of the children’s agenda. It was suggested that being able to influence the place agenda, particularly with the new housing and infrastructure development presented an ideal opportunity for place-based work in Wokingham.

Overall the need for tighter strategic objectives which would then allow more direct translation into action for specific agencies was agreed, and a small officer group was given responsibility to take the findings away and bring proposals back to the next Health and Wellbeing Board. The presentation to accompany this report will explore the ideas discussed and come up with proposals for the Board’s consideration.

Leadership with the Health and Wellbeing Board

The Chair (Councillor Dolinski) attended the 2 day residential course for Health and Wellbeing Board Chairs held in Warwick. He was able to see many examples of good practice from other local authorities.

Health and Wellbeing performance dashboard

When the new, more focussed Strategy and Action plan are agreed, the indicators proposed at the previous Board meeting will be refined and the new dashboard presented.

Health and Wellbeing Board Support worker

Charlotte Seymour is now in post and spends half of her time on supporting the Health and Wellbeing Board.

Joint Strategic Needs Assessment (JSNA)

Following presentation of the draft chapters of the JSNA at the previous meeting and call for input from Board members and other stakeholders, a request was received from the Place and Community Partnership to extend the deadline for input, to allow for greater involvement of the community and voluntary sector. This was agreed and comments will be accepted up to mid- September and the intelligence gleaned from this and other stakeholder consultation will be incorporated into the final JSNA.

Partner Implications

A consideration of expanding Board membership to some key partner organisations is underway.
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Reasons for considering the report in Part 2

N/A

List of Background Papers

None.

Contact Julie Hotchkiss	Service
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Telephone No Tel: 0118 974 6628	Email julie.hotchkiss@wokingham.gov.uk
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