

MINUTES of the meeting of the **HEALTH AND WELLBEING BOARD** held at 1.00 pm on 7 September 2017 at The Chantries, Guildford Borough Council, Millmead House, Millmead, Guildford GU2 4BB.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 7 December 2017.

Elected Members:

- * Dr Andy Brooks (Co-Chairman)
 - * Mrs Helyn Clack (Co-Chairman)
 - Dr Russell Hills
 - * Mrs Clare Curran
 - Dr Elango Vijaykumar
 - Dr Charlotte Canniff
 - * Julie Fisher
 - Dr Andy Whitfield
 - Peter Gordon
 - * Helen Atkinson
 - John Jory
 - * David Munro
 - * Dr David Eyre-Brook
 - * Mr Mel Few
 - * Borough Councillor Paul Spooner
 - Borough Councillor Clive Smitheram
- *= in attendance

Substitutes:

Tom Kealey
Dr Howard Hoen

31/17 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Charlotte Canniff, Peter Gordon, Elango Vijaykumar, Clive Smitheram and John Jory.

Tom Kealey acted as a substitute for John Jory
Howard Cohen acted as substitute for Elango Vijaykumar

32/17 MINUTES OF PREVIOUS MEETING: 1 JUNE 2017 [Item 2]

The minutes were agreed as a true record of the meeting.

33/17 DECLARATIONS OF INTEREST [Item 3]

There were none.

34/17 QUESTIONS AND PETITIONS [Item 4]

a MEMBERS' QUESTIONS [Item 4a]

None were received.

35/17 PUBLIC QUESTIONS [Item 4b]

None were received.

36/17 PETITIONS [Item 4c]

There were none.

37/17 ACTIONS REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Andy Baird, Regulatory Committee Manager, Surrey County Council

Key points raised during the discussion:

1. The Board received an introduction to the Actions Tracker and were informed that there were three current outstanding actions which were outlined in the report.

Actions/ further information to be provided:

None.

RESOLVED:

The Health & Wellbeing Board monitored progress on the implementation of actions from previous meetings.

38/17 FORWARD PLAN [Item 6]

Declarations of interest:

None

Witnesses:

Andrew Baird, Regulatory Committee Manager, Surrey County Council

Key points raised during the discussion:

1. The Regulatory Committee Manager highlighted that the October Health and Wellbeing Board meeting contained a forward planning session and requested that Board Members suggest items to add to the Board's forward work programme for 2018. It was noted that an email would be circulated after the meeting asking Board Members to put forward potential items for discussion.

2. Members were informed that the Health and Wellbeing Board business meeting on 9 November 2017 clashed with a NHS conference which some members would be attending. After some discussion it was agreed to find a more convenient date for the Health and Wellbeing Board meeting in November.

Actions/ further information to be provided:

1. For Officers to schedule a new date for the Health and Wellbeing Board in November. (Action Ref: A16/17)

RESOLVED:

The Health & Wellbeing Board reviewed and agreed its forward work programme for the remainder of 2017.

39/17 BOARD BUSINESS [Item 7]

Declarations of interest:

None

Witnesses:

Victoria Heald, Health and Wellbeing Programme Manager, Surrey County Council
Andrew Baird, Regulatory Committee Manager, Surrey County Council

Key points raised during the discussion:

1. Members noted that Russell Hills had been appointed to replace Claire Fuller as Surrey Downs Clinical Commissioning Group's (CCG) representative on the Health and Wellbeing Board. Clive Smitheram and Paul Spooner had also been appointed to represent the District and Borough Councils along with John Jory on the Board.
2. Members were reminded that at the Health and Wellbeing Board meeting on 6 July 2017, the Board voted in favour of appointing a Member to the Board from among Surrey's large and important Voluntary, Community and Faith Sector (VCFS). It was agreed that Jason Gaskell / Michael Cannon would be appointed to represent Surrey Community Action which would speak on behalf on the entirety of the VCFS in the County.
3. The Board had previously agreed that each Transformation Partnership (STP) would appoint someone to represent them on the Board. Due to the large membership of the Board, it was agreed that STPs should be asked to appoint their representative from among the existing members on the Board. It was therefore agreed that the following members would act as representatives for each STP:
 - Frimley Health and Care STP – Andy Brooks
 - Surrey Heartlands STP – David Eyre-Brook, Charlotte Canniff and Russell Hills
 - Sussex and East Surrey – To be confirmed

It was noted that mechanisms would be developed to ensure that there is an effective and efficient flow of information between the Board and the STP governance bodies.

4. Information was given on Surrey's Tobacco Control Strategy which had seen some significant developments over the past three months with a number of initiatives being launched to reduce the burden of preventative disease which arises from smoking and to tackle challenges caused by the sale of illicit tobacco. A briefing was circulated to all Board Members outlining some of these initiatives and is attached to these minutes as Annex 1.
5. The Board were informed that NHS England had launched a consultation on developing national guidance for CCGs in an effort to align local prescribing practices. Specifically, NHS England had identified 18 medicines which were routinely prescribed for patients that were either clinically ineffective, unsafe, not cost effective or where a clinically proven alternative is available. The guidance, developed in consultation with an expert working group, aimed to standardise the approach across CCG areas for prescribing these medicines. It was agreed to recirculate national guidance for CCGs on aligning local prescribing practices to the Board.
6. Members noted that Surrey County Council's Public Health Team had produced a Place-Based Health Profiles for Surrey which would be available from September 2017. These Health Profiles combine the high level data provided by the Joint Strategic Needs Assessment (JSNA) with detailed evidence from localised geographical areas to provide detailed insights and evidence into the health of the population within specific CCG areas. The Health Profiles had been produced since 2013 but for the first time included an electronic dashboard to enable health and social care commissioners and providers to utilise the available evidence as effectively as possible. The Board would receive a comprehensive overview of Place-Based Health Profiles at its informal meeting in October.
7. The Board were informed that Epsom and St Helier University NHS Trust were about to begin an engagement process relating to the planned changes to services. Members of the Board supported the engagement and were asked to encourage residents to feed into the consultation. A Member of the Board raised concern that the geographical area of the consultation had missed vital parts of the community, in particular, the Southeast of the County including Reigate & Banstead, north Mole Valley communities of Bookham and Fetcham and Tandridge localities. The Board agreed to send a letter to the Chief Executive of Epsom & St. Helier University Hospitals NHS Trust to communicate these concerns.
8. The Co-Chairs of the Health & Wellbeing Board had received a letter from members of the Stanwell, Ashford, Staines, Shepperton, Egham (SASSE) GP Locality Work expressing some concerns about the reconfiguration of the sexual health services contract. Members noted that the co-chairs responded to the letter highlighting that the scrutiny of such services is the responsibility of the Adults and Health Select Committee and referred the author to the Chairman of the committee.
9. A Member of the Board suggested it would be beneficial for letters that were sent and received by the Health and Wellbeing Board to be

circulate to Board Members for their information which the Board agreed.

10. A resident suggested that VCFS organisations that feed into the services at Epsom & St Helier should also be consulted during the engagement process of the planned changes to services. Members of the Board stated that the engagement process could be further discussed at the Health and Wellbeing forwarded planning session in October.

Actions/ further information to be provided:

1. Officers to email Members reminding them to submit agenda item ideas for the Health & Wellbeing Board Forward Planning Meeting in October (Actions Ref: A14/17)
2. Officers to recirculate national guidance for CCGs on aligning local prescribing practices (Action Ref: A15/17)
3. County Councillor for Guildford North to receive an electronic version of the public consultation flyer produced by Epsom & St Helier University Hospitals NHS Trust (Action Ref: A17/17)
4. The Co-Chairs of the Health & Wellbeing Board to send a letter to the Chief Executive of Epsom & St Helier University Hospitals NHS Trust requesting that the geographical scope of communications around the consultation be extended. (Action Ref: A18/17)
5. Board Members to be sent copies of the letters received by the Co-Chairs and the responses provided to these letters. (Action Ref: A19/17)

40/17 SURREY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT [Item 12]

The Board agreed for this item to be brought forward on the agenda

Declarations of interest:

None

Witnesses:

Elaine Coleridge Smith, Independent Chair, Surrey Safeguarding Children Board

Key points raised during the discussion:

1. Officers introduced the report and outlined that the Surrey Safeguarding Children Board (SSCB) was an independent body constituted of all organisations which safeguarding children in Surrey. Further information around the work of the board was given where it was highlighted that the SSCB undertook Serious Case Reviews as well as collecting and analysing information about child deaths in order to share what was learned. Members received a short walk through which outlined various work undertaken by the SSCB as well as

highlighting areas of concern. The Health and Wellbeing Board received a list of five recommendations where they were asked to use their influence in order to action them.

2. Members of the Board sought clarification on the work being done to safeguard children that were placed out of county. It was stated that this was not something that the SSCB was able to work on first hand but rather ensure that there was sufficient scrutiny in place.
3. A discussion was had relating to the work being done with children struggling with drug/alcohol abuse. It was noted that this was also relevant to the Surrey Safeguarding Adults Board (SSAB) so the SSCB and SSAB would work collaboratively on this issue.
4. The Board noted the work being done with missing children and said it was positive that this was being seen as a priority due to it being a significant drain on police resources.
5. The Board agreed to note and approve the Surrey Safeguarding Children Board Annual Report. The additional recommendations outlined in the report were not formally agreed due to their inability to be actioned appropriately.

Actions/ further information to be provided:

None.

RESOLVED:

The Health and Wellbeing Board agreed to note the Surrey Safeguarding Children Board Annual Report.

41/17 SURREY BETTER CARE FUND 2017-19 [Item 8]

Declarations of interest:

None

Witnesses:

Andre Lotz, Project Manager, Surrey County Council

Key points raised during the discussion:

1. Officers introduced the item and informed members that upon signing off the Better Care Fund (BCF) at the meeting, it would be submitted to NHS England on 11 September 2017. Members were presented with a presentation outlining the gross contributions into the BCF for 2017/18 & 2018/19 and were further informed that the BCF proposal met national requirements. Members were given further details of the BCF proposal which were outlined in the report.
2. Members sought clarification on whether Surrey County Council would retain any of the Disability Facilities Grant or whether this will all be distributed to district & borough councils. Officers were unable to answer the questions but agreed to circulate a response after the meeting.

Actions/ further information to be provided:

1. Officers to provide confirmation on whether SCC will circulate the entirety of its Disability Facilities Grant to district & borough councils (Action Ref: A21/17)

RESOLVED:

It was agreed that the Health and Wellbeing Board approves the Surrey Better Care Fund Plan 2017-19, enabling its submission to NHS England (NHSE) and the Department of Communities and Local Government (DCLG).

The Plan includes:

- i. Surrey BCF Narrative plan
- ii. Surrey BCF Plan Template
- iii. Surrey BCF Delayed Transfers of Care trajectory plan
- iv. Surrey BCF Local narrative plans
- v. Surrey BCF Local High Impact Change model action plans
- vi. Surrey BCF Risk Log
- vii. Surrey BCF South East Association of Directors of Adult Social Services (ADASS) Summary for assurance process

42/17 SUSTAINABILITY AND TRANSFORMATION PARTNERSHIPS AND DEVOLUTION IN SURREY [Item 9]

Declarations of interest:

None

Witnesses:

Dr Andy Brooks, Frimley Health and Care STP
Dr David Eyre-Brook, Surrey Heartlands STP
Dr Howard Cohen, GP, Sussex and East Surrey STP

Key points raised during the discussion:

Strategic Transformation Partnerships

Frimley Health and Care

1. Officers have a presentation to members outlining the key progress of the STP and its future developments. It was explained that public engagement was a vital step in its growth as well as developing a competent workforce. To aid the workforce progression it was noted that a leadership programme would be introduced in order to support STP partners to innovate and make real 'on the ground' changes to improve joined up services.
2. Members were given details of the Frimley Accountable Care System which would be used to ensure the delivery and governance of the priorities agreed across all partners. A specific focus would also be undertaken regarding providing a place-based, person-centred approach to the delivery of Health and Care. It was also highlighted that the Kings Fund organisation would have some input during the development of the STP.

Surrey Heartlands

3. Members were briefed on the areas which the Surrey Heartlands STP covered and the three CCGs that were contained within it. Members noted that a single accountable officer had been appointed from each CCG within the STP and would be delegated the powers previously held by NHS England.
4. Further details were provided on the place-based accountable care system within the STP and how this would affect the commissioning of services

Sussex and East Surrey

5. Details were given of the four local Councils within the STP which had agreed place-based programmes to ensure that residents could get the care they need as close to home as possible. It was noted that there was also good progression of joint commissioning within the STP.
6. The STP's priorities were listed to the Board which included emergency care and enhancing GP input with patients.
7. Officers informed the Board that GPs within East Surrey CCG would soon be voting on if or not the CCG would be dissolved and absorbed by Surrey Downs CCG, therefore under the remit of Surrey Heartlands STP
8. Members of the Board commented on the STP's progression and highlighted the benefits of district and borough involvement going forward.

Actions/ further information to be provided:

None.

43/17 SURREY JOINT STRATEGIC NEEDS ASSESSMENT AND JOINT HEALTH AND WELLBEING STRATEGY [Item 10]

Declarations of interest:

None

Witnesses:

Victoria Heald, Health and Wellbeing Programme Manager, Surrey County Council

Shannon Katiyo, Public Health Registrar, Surrey County Council

Key points raised during the discussion:

1. Officers informed members that this item was brought to the Board in order to agree on the areas of focus identified through the 2017 Joint Strategic Needs Assessment (JSNA) process, and that this would inform the refreshed Joint Health and Wellbeing Strategy (JHWS). Members were also asked to make a decision on the point at which to engage with stakeholders in refreshing the JHWS.
2. A brief outline of the JSNA process was given to Members where the five different priorities were highlighted and explained.

3. Members were provided with two options relating to engagement. These two options were:
 - a. Undertake engagement on the updated priority areas by working with priority leads and surveying stakeholders, including the public. This would be completed in March 2018
 - b. Update the strategy based on the above priorities with no further engagement (acknowledging the engagement with public and stakeholders that has already been undertaken as sufficient). This would be completed in December 2017
4. Members sought clarification on which stakeholders would be further engaged where it was confirmed that it would be the lead officers of each of the priorities within the JHWS. Some members saw that further engagement would be unnecessary where others found it could be a benefit by identifying a more specific focus.
5. Members agreed to proceed with option a, outlined in point three with the aim of completing by the earlier time of December 2017.
6. A member of the public was invited to speak by the Chairman. It was questioned why the sexual health services contract had not been outlined as a priority within the JHWS. The Board reassured the resident that sexual health was a priority within Public Health but had not been included in the JHWS due to it being a standard function, rather than a specific priority.
7. A member of the public was invited to speak by the Chairman. They stressed the need to be inclusive when the Board was sharing information and ensure that information is published in other mediums other than online. This was said to be due to a number of residents having difficulties accessing internet facilities. The Board reassured the resident that officers will be taking this into consideration and would be working with Districts/Boroughs to support this.

Actions/ further information to be provided:

1. Health & Wellbeing Communications Sub-Group to consider how hard copies of the new Joint Health & Wellbeing Strategy to be made available for those without access to a computer (Action Ref: A22/17)
2. Health & Wellbeing Board to undertake an abridged consultation on the Joint Health & Wellbeing Strategy to be completed by December 2017. (Action Ref: A23/17)

RESOLVED:

It was agreed that the Health and Wellbeing Board:

- i. agree on the areas of focus identified through the 2017 Joint Strategic Needs Assessment (JSNA) process and subsequent discussions, which will inform a refreshed Joint Health and Wellbeing Strategy (JHWS); and
- ii. decides the point at which to engage with stakeholders in refreshing the Joint Health & Wellbeing Strategy.

44/17 IMPROVING CHILDREN'S HEALTH AND WELLBEING - PRIORITY STATUS UPDATE [Item 11]

Declarations of interest:

None

Witnesses:

Julie Fisher, Deputy Chief Executive and Strategic Director for Children, Schools and Families, Surrey County Council

Diane McCormack, Director of Commissioning, Guildford & Waverley CCG

Key points raised during the discussion:

1. Officers provided members with an update to the 'Improving Children's health and wellbeing' priority of the JHWS. Details were given of the Surrey Children and Young People's Partnership Board's work in developing a Safer Surrey based work force induction for all staff that are in contact with children and families Members. It was noted that this was being sponsored by the Surrey and Borders Partnership NHS Foundation Trust. An update to the ongoing work within Early Help and the Multi-Agency Safeguarding Hub (MASH) was given where members noted that the number of contacts by the Police to the MASH had risen by 50% between June - July 2017.
2. A discussion was had around the benefits of schools providing Early Help (EH) as it was stated that they have the ability to identify concerns as they see children on a day to day basis.
3. Further discussion was had regarding the increase of contacts by the Police to the MASH in June – July 2017. It was stated that it was a good source of intelligence for the Police as it was a way of keeping a record of abuse.
4. Members saw it would be beneficial for the Board to receive a case study on the workings of the MASH in order to get a better understanding. It was agreed that this would be presented to the Board at a future meeting.
5. Officers requested that an item relating to the commissioning of Children and Adolescents Mental Health Service (CAMHS) be brought to the Board which members agreed.
6. Members were informed of the work of the 'Young People's Haven' in Surrey and suggested that a case study also be brought to the Board to inform members of the services it provides.
7. A member raised concern that only 55.4% of looked after children had a dental check within the past year. It was said that this was something that needed rapid improvement as it was their responsibility to ensure looked after children were receiving adequate care.

Actions/ further information to be provided:

1. Board to receive a case study on the Multi-Agency Safeguarding Hub at a future meeting (Action Ref: A24/17)
2. An item on the refreshed CAMHS Transformation Plan to be included on the Forward Plan (Action Ref: A25/17)

3. For a case study to be brought to the Board regarding the 'Young People's Haven' in Surrey in order to inform members of the services it provides (Action Ref: A27/17)

RESOLVED:

It was agreed that the Health and Wellbeing Board:

1. notes that progress has been made against the 'improving children's health and wellbeing' priority within the Joint Health and Wellbeing Strategy;
2. notes the Surrey Children and Young People's Partnership actions underpinning our main priority areas of work; and
3. receive a further update for the 'improving children's health and wellbeing' priority in six months' time.

45/17 PUBLIC ENGAGEMENT SESSION [Item 13]

Key points raised during the discussion:

1. A local resident sought confirmation that that Central and North West London's deficit would not impact negatively on the provision of sexual health services in Surrey. The Board agreed to provide a written response to the resident after the meeting.

Actions/ further information to be provided:

1. Co-Chairs to provide a written response to member of the public on what assurances the Board can give that CNWL's deficit will not impact negatively on the provision of sexual health services in Surrey. (Action Ref: A26/17)

46/17 DATE OF THE NEXT MEETING [Item 14]

The Board noted that its next meeting would be held on 5 October 2017.

Meeting ended at: 3.45 pm

Chairman

Surrey Health & Wellbeing Board

Update on the Surrey Tobacco Control Strategy

It's been a busy summer for Public Health and the Smokefree Surrey Alliance implementing the Surrey Tobacco Control Strategy:

June 2017: SCC launches countdown to Smokefree workplace

In June, Surrey County Council launched a one year countdown to implementing total smokefree grounds, removing all on site designated smoking areas. Some sites have already gone smokefree. We would like to support local NHS partners who have taken steps to become smokefree, as well as support boroughs and districts councils and commercial businesses to undertake the same steps.

July 2017: Smokefree Homes campaign

The smokefree homes campaign encourages families to keep their homes totally smokefree, via an online quiz to help residents to test their knowledge on secondhand smoke. Promoted via social media and through partners such as Children's Centres, just under 400 people undertook the quiz throughout the month. The online quiz is still available via the Healthy Surrey website.

August 2017: Illicit Tobacco Roadshow

Specially trained sniffer dogs join trading standards, Public Health and Quit 51 (stop smoking service in Surrey) in Redhill, Woking, Staines and Guildford as part of a crackdown on illegal tobacco. The roadshow aimed to raise awareness of the dangers of illegal tobacco and cigarettes. Illegal tobacco is often link to organised crime, carry no health warnings and can encourage young people to take up the habit because of its low prices. Over the four day roadshow, the team referred local residents to Quit 51 and gathered intelligence from residents on where illicit tobacco is being sold in Surrey.

Coming up:

- September and October: Stoptober is back – the 28 day stop smoking challenge
- October: Smokefree sites learning event - workshop to support organisations wanting to implement smokefree grounds

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