

**MINUTES** of the meeting of the **HEALTH AND WELLBEING BOARD** held at 1.00 pm on 4 September 2014 at Old Council Chamber, Reigate & Banstead BC, Town Hall, Castlefield Road, Reigate, RH2 0SH.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 2 October 2014.

**Elected Members:**

- \* Mr Michael Gosling (Co-Chairman)
- \* Dr Andy Brooks (Co-Chairman)
- Dr Joe McGilligan
- \* Dr David Eyre-Brook
- \* Dr Claire Fuller
- Dr Andy Whitfield
- \* Dr Liz Lawn
- \* Mrs Mary Angell
- \* Councillor James Friend
- \* Mr Mel Few
- \* Peter Gordon
- Chief Constable Lynne Owens
- \* Helen Atkinson
- Nick Wilson
- Councillor John Kingsbury
- \* John Jory
- \* Dave Sargeant

**In attendance**

Sarah McBride, Director of Delivery, North East Hampshire and Farnham CCG

Fiona Harris, Head of Public Health (Area Team) NHS England

Dr Patrick Kerr, East Surrey CCG

**45/14 APOLOGIES FOR ABSENCE [Item 1]**

Apologies had been received from Andy Whitfield, Pennie Ford, Councillor John Kingsbury, Lynne Owens and Nick Wilson

Sarah McBride substituted for Andy Whitfield. Fiona Harris substituted for Pennie Ford and Patrick Kerr substituted for Joe McGilligan.

**46/14 MINUTES OF PREVIOUS MEETING: 5 JUNE 2014 [Item 2]**

The Chairman explained that any actions from the meeting would be recorded in the minutes with the initials of the individual responsible for taking these forward.

**Resolved:**

- That the minutes of the Health and Wellbeing Board held on 5 June 2014 be agreed as a correct record of the meeting.

**47/14 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**48/14 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**(a) MEMBERS' QUESTIONS [Item 4a]**

There were none.

**49/14 PUBLIC QUESTIONS [Item 4b]**

There were none.

**50/14 PETITIONS [Item 4c]**

There were none.

**51/14 FORWARD WORK PROGRAMME [Item 5]****Key points raised during the discussion:**

- The Chairman explained that some of the items scheduled for September's meeting had been rescheduled for October. An item on Surreys Crisis Care Concordat would be brought to the October meeting with an update item on promoting emotional wellbeing and

mental health being taken to the November health and wellbeing board meeting.

- A new item on the Better Care Fund and Integrated Whole Systems would also be taken to the October meeting.
- The Chairman explained that Cllr Joan Spiers had stepped down as a member of the board but thanked her for all her hard work during her time on the board.
- Councillor John Kingsbury had been nominated by District and Borough leaders to replace Councillor Joan Spiers as a member of the Board. Cllr Kingsbury who is the leader of Woking Borough Council was endorsed as a new member of the Health and Wellbeing Board.
- The Chairman explained that 'The Good Governance Institute' and 'Diabetes UK' had developed guidance for Health and Wellbeing Boards as system leaders on diabetes care and prevention. A survey would be undertaken by Public Health to understand what the board's priorities are in order to publish some more comprehensive guidance in relation to long-term conditions.

**Resolved:**

**The Health and Wellbeing Board,**

- Endorsed Cllr John Kingsbury as a new member of the Health and Wellbeing Board.

**52/14 COMMISSIONING INTENTIONS & CYCLES [Item 6]**

**Witnesses:**

Representatives of each CCG and the county council took it in turns to present the item.

**Key points raised during the discussion:**

1. A presentation sharing the commissioning planning timeframes and key commissioning priorities / intentions of each of the Clinical Commissioning Groups and Surrey County Council was presented.
2. A comment was raised around ensuring there were effective partnership working arrangements in place between the CCGs and the district and boroughs. A representative of the CCG's explained that a lot of work had been undertaken to ensure enough engagement had taken place with local boroughs.
3. The Board recognised that more could be done in relation to prevention.
4. In relation to substance misuse, a partnership group which discusses prevention had been set up. Dr Joe McGilligan represented the Health and Wellbeing board on this group. The Chairman explained that a great amount of work on prevention had been done and could be shared with the board in a future meeting.
5. Members of the Board commented on the benefits of integrating commissioning intentions and cycles. The Chief Executive of Reigate

and Banstead borough council stated that there was an opportunity to promote commissioning intentions and cycles to the district and boroughs and get their support with the delivery of these plans. The Chief Executive of Reigate and Banstead BC agreed to write to district and boroughs on this matter.

6. A member of the board commented on the need to ensure best working practices were shared as each CCG plan gets underway.

**Resolved:**

**The Health and Wellbeing Board,**

- Noted the presentation given by the representatives of the Clinical Commissioning Groups and Surrey County Council.
- Considered and discussed opportunities, gaps or challenges that had been identified in the presentation.

**Actions/Next Steps:**

The Chief Executive of Reigate and Banstead borough council to write to the district and boroughs and get their support with the delivery of commissioning intentions and plans.

*John Jory*

**53/14 BETTER CARE FUND UPDATE [Item 7]**

**Witnesses:**

Dave Sargeant, Strategic Director for Adult Social Care

**Key points raised during the discussion:**

1. The BCF update note (Annex 1) was presented by the Strategic Director for Adult Social Care.
2. The Strategic Director for Adult Social Care explained that work on the BCF had driven partners to think about local better care plans more strategically. Better care plans would need to be resubmitted in late September with formal sign off (by the H&W Board) in early October.
3. It was explained that, given the national deadlines and the ongoing work being undertaken to develop and finalise the better care fund plan for Surrey, there would be a tight turnaround in terms of sign-off of the plan – it was proposed that the better care fund plan would be circulated to the board for comment before submission in late September.
4. The metrics around BCF planning were queried with the board asking for a simpler version to be made available for the public. It was recognised that the metrics within Surrey would differ and that each CCG would have area specific rates they would aim to reduce.
5. A member of the board queried the difficulties that would be encountered when trying to reduce emergency admissions by 3.5%.

The Director for Public Health explained that work was already being done locally to reduce non elective admissions. CCG's carried a risk if this reduction was not met.

6. The Chairman of Healthwatch Surrey asked for a briefing on the BCF plan before submission of the plan in late September.
7. It was queried whether or not a draft copy of the BCF plans could be sent to members of the board. The Strategic Director for Adult Social Care explained that working documents were available but officers wanted to take a closer look into health and social care investment before sending out any plans.
8. It was explained that there had been a national pause on the BCF from April to July 2014. This had meant that additional work had to be done to ensure the plans were ready for submission in September.

**Resolved:**

**The Health and Wellbeing Board,**

- Noted the progress being made to develop Surrey's Better Care Fund plans
- Agreed the next steps for Surrey's Better Care Fund plan and agreed to receive a copy of the BCF plan for comment in September and formal sign off in October.

**Actions/Next Steps:**

For a copy of the better care fund plan to be circulated to the board for comment before submission in September.

*Dave  
Sargeant*

For the Chairman of Healthwatch Surrey to receive a briefing on the BCF plans before submission in September.

*Helen  
Atkinson*

**54/14 AUTISM SELF ASSESSMENT [Item 8]**

**Witnesses:**

Jo Poynter, Senior Manager in Commissioning, Adult Social Care

**Key points raised during the discussion:**

1. The board were given details of the Local Autism Self Assessment Framework which informs the Surrey Autism Strategy and the JSNA (presentation attached as Annex 1). The Health and Wellbeing Board were asked to oversee and monitor the outcomes. An update was also given on progress of Surrey's local action plan for Winterbourne View, following national guidance from the DH and LGA that Health and Wellbeing Boards have assurance that appropriate services are in place to meet the needs of any local people with learning disabilities.
2. With regards to the self assessment framework, it was explained that the service had details of how many children were diagnosed with

autism and also had a projection of autism numbers for the next 20 years.

3. The Senior Manager in Commissioning explained that the framework for self assessment started from 18+. A diagnostic service was in place to ensure services for people with autism were signposted.
4. Some members of the board felt there was disconnect between the work being done by the children and the adult's autism teams. The Director for Adult Social Care stated that the children and adults autism teams were actively working .
5. With regards to the Winterbourne update, the Senior Manager in Commissioning explained that bespoke services would have to be delivered for some of the individuals involved. Although the timeline has passed, work would be done to ensure that everybody leaving hospital would have a discharge plan and date arranged.

**Resolved:**

**The Health and Wellbeing Board,**

- Agreed to support the continued work of the Autism Partnership Board and action plan going forward.

**Actions/Next Steps:**

None

**55/14 HEALTHWATCH SURREY [Item 9]**

**Witnesses:**

Peter Gordon, Chairman, Healthwatch Surrey

Mike Rich, Chief Executive, Healthwatch Surrey

**Key points raised during the discussion:**

1. A presentation was given to the board on the Healthwatch Surrey Annual Report along with first year's activities and outcomes, plus headline objectives and plans for 2014/15 were also discussed.
2. A member of the board asked how data from hard to reach groups was collated. The Chief Executive for Healthwatch Surrey explained that records of where information was obtained from was recorded. Records showed that Healthwatch Surrey were underperforming on engagement with young people but were looking at innovative ways to increase engagement.
3. Healthwatch Surrey collated feedback on a quarterly basis but found that there needed to be an increase in follow ups.
4. The board agreed that sharing data between Healthwatch Surrey and CCG's would be beneficial and would allow for single data collection in the future.

5. A member of the board asked what was being done to engage with mental health patients. The Chief Executive of Healthwatch Surrey explained that this had now become a focus, feedback from the Citizens Advice Bureau (CAB) showed that 75% of the people accessing Healthwatch services through the CAB had a mental health issue. A project team would be put together in 2014/15 to look at this issue in detail.

**Resolved:**

**The Health and Wellbeing Board,**

- Commented and endorsed Healthwatch Surreys first year performance and achievements to date
- Supported the plans and activities for the current year.

**Actions/Next Steps:**

None

**56/14 PUBLIC ENGAGEMENT SESSION [Item ]**

**Key points raised during the discussion:**

1. A member of the public reiterated the importance of partnership working across district and boroughs. The resident asked for an action arising from Item 6 , asking district and boroughs for their support with the Better Care Fund to be followed. It was also noted that there should be more joint working between public health, adult social care and CCG's on the prevention agenda; especially with the introduction of the Care Act 2014.
2. A member of the public asked what training was being given to school staff on mental health related issues. The Chairman stated that a great amount of training on mental health was being done with school staff. A member of the board stated that everybody should have the skills to deal with mental health issues and should be able to confidently signpost anyone affected.

Meeting ended at: 3.45pm

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**Chairman**

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