

**MINUTES** of the meeting of the **HEALTH AND WELLBEING BOARD** held at 1.00 pm on 13 September 2018 at County Hall, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 6 December 2018.

**Elected Members:**

\*Present

- \* Helen Atkinson
- Dr Peter Bibawy
- Dr Andy Brooks
- \* Dr Charlotte Canniff
- \* Mrs Clare Curran
- Mr Mel Few
- \* Dave Hill
- \* Jason Gaskell
- Dr Russell Hills
- Dr Sian Jones
- \* District Councillor Vivienne Michael
- David Munro
- \* Mr Tim Oliver (Co-Chairman)
- \* Kate Scribbins
- \* Borough Councillor Paul Spooner
- \* Dr Elango Vijaykumar (Co-Chairman)

**In attendance**

Zully Duff-Grant, Chairman of the Health, Integration and Commissioning Select Committee.

**31/18 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Dr Andrew Brooks, Dave Hill, Dr Russell Hills, Dr Peter Bibawy, Dr Sian Jones, David Munro and Councillor Mel Few.

Nicola Airey substituted for Dr Andy Brooks, Mark Barratt substituted for Dave Hill, Lorna Hart substituted for Dr Russell Hills and Lisa Herrington substituted for David Munro.

**32/18 MINUTES OF PREVIOUS MEETING: 7 JUNE 2018 [Item 2]**

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

**33/18 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**34/18 QUESTIONS AND PETITIONS [Item 4]**

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

There were none.

**34/18 PUBLIC QUESTIONS [Item 4b]**

There were none.

**34/18 PETITIONS [Item 4c]**

There were none.

**35/18 BOARD BUSINESS [Item 5]**

**Declarations of interest:**

None

**Witnesses:**

Sharmina Ullah, Democratic Services Assistant

**Key points raised during the discussion:**

1. It was noted that the CEX group would be considering an appointment for an officer representative on the Health and Wellbeing Board (HWB) at its meeting on 14 September 2018 to replace Tom Kealey who had left Reigate and Banstead Borough Council.
2. It was further noted that the Conservative Group would also be meeting on 14 September 2018 and would be nominating a new Mental Health Champion.
3. Members were advised that these new appointments would be confirmed at the next HWB meeting on 6 December 2018.
4. The Chairman informed members that the Board's next business meeting was scheduled to take place on 4 October 2018 and would allow for an opportunity to revisit the Board's role and function.
5. The Chairman referred to the Board's terms of reference and highlighted that membership was not restrictive and the Board may appoint further representation as it thinks appropriate and asked the Board to consider extending membership to include representation from care providers.

**Actions/ further information to be provided:**

Democratic Services Officer to circulate a copy of the Board's terms of reference to members ahead of the next business meeting on 4 October 2018.

**RESOLVED:**

The Board were updated on key issues relevant to its area of work, membership and terms of reference.

**36/18 FORWARD PLAN [Item 6]****Declarations of interest:**

None

**Witnesses:**

Sharmina Ullah, Democratic Services Assistant

**Key points raised during the discussion:**

1. It was noted that the priority status update report on improving adult's health and wellbeing had been deferred to the Board's meeting on 6 December 2018.
2. The Chairman advised members that the next informal meeting on 4 October would centre on forward planning. This meeting was an opportunity to think about the areas the Board needed to focus on and how best to engage the whole system in securing the best health and wellbeing outcomes for the people the Board serves.
3. The Chairman welcomed members to share any comments or ideas regarding the forward work plan session on 4 October 2018 outside of the meeting.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board reviewed and noted the forward work programme.

**37/18 ACTION REVIEW [Item 7]****Declarations of interest:**

None

**Witnesses:**

Sharmina Ullah, Democratic Services Assistant

**Key points raised during the discussion:**

1. It was noted that the Board were scheduled to receive an update on progress and next steps of the integrated models of care and this would be provided as part of the improving older adults health and wellbeing priority update in December 2018.
2. It was further noted that a presentation on young carers was on the agenda and action A5/18 could be marked complete.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board reviewed and noted its actions tracker.

**38/18 SURREY SAFEGUARDING ADULTS BOARD ANNUAL REPORT [Item 8]****Declarations of interest:**

None

**Witnesses:**

Amy McLeod, Surrey Safeguarding Adults Board Manager

**Key points raised during the discussion:**

1. The Surrey Safeguarding Adults Board Manager introduced the report, highlighting key points for the period 2017/18.
2. It was noted that the previous year was challenging for the Surrey Safeguarding Adults Board (SSAB) due to the absence of a Board Manager which hampered the Board's ability to fulfil objectives.
3. It was highlighted that the conversion rate of those with safeguarding concerns had improved from 22% in 2016/17 to 46% in 2017/18.
4. Members were informed that discussions with a high number of individuals (or carers) in relation to the objectives of 'making safeguarding personal' suggested that outcomes were sustained and continued at a high level.
5. To promote collaborative work, it was noted that the SSAB had working arrangements with the Surrey Safeguarding Children's Board and Surrey CYP (Children and Young People).
6. The Board were reminded that it was a statutory responsibility of the SSAB to undertake safeguarding adult reviews. It was highlighted that the SSAB received 6 notification of cases during 2017/18.
7. The Surrey Safeguarding Adults Board Manager highlighted that the SSAB's current and continued work was to raise awareness to support delivering objectives for next year.
8. Members noted the SSAB's underspend for 2017/18 which was mainly due to staff vacancies and reduced training spend

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board;

- a) Considered the content of the SSAB annual report in relation to the Health and Wellbeing strategic priorities.
- b) Would notify the SSAB of any areas of concern in relation to how the SSAB works to keep adults with care and support free from abuse and neglect.
- c) Confirmed that the SSAB strategic plan for 18/19 was not at odds with the work of the Health and Wellbeing Board.

**39/18 CASE STUDY: SUPPORTING YOUNG CARERS IN HEALTH 2017/18 [Item 9]**

**Declarations of interest:**

None

**Witnesses:**

Michelle Harper, Surrey Young Carers Manager  
Ron Critcher, Policy Officer Carers

**Key points raised during the discussion:**

1. The Board received a PowerPoint presentation on Surrey's Young Carers, attached as Annex 1.
2. Member raised concerns with GP's not recognising young carers and the need to introduce a change of culture to tackle this. The Director of Planning and Delivery for Surrey Heath CCG assured the Board that productive work was being carried out in identifying young carers which involved asking frontline key questions.
3. Members suggested that training should be extended to receptionists and pharmacies to support identifying young carers.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board noted the presentation.

**40/18 SUSTAINABILITY AND TRANSFORMATION PARTNERSHIPS UPDATE [Item 10]**

**Declarations of interest:**

None

**Witnesses:**

Dr Elango Vijyakumar, Sussex and East Surrey STP

Nicola Airey, Frimley Health ICS  
Dr Charlotte Caniff, Surrey Heartlands ICS

**Key points raised during the discussion:**

1. The Board received PowerPoint presentations (attached as Annex 2) from the Sussex and East Surrey Sustainability and Transformation Partnership (STP), Frimley Health Integrated Care System (ICS) and Surrey Heartlands ICS providing an update regarding partnership work undertaken since the last meeting on 7 June 2018.
2. Members highlighted the missed opportunities with the local planning process and suggested finding new ways to promote communication to support this. The Chairman suggested for an item to be added to the agenda for the forward planning session on 4 October 2018 to allow a more in depth discussion.
3. A member of the public raised concerns with the lack of clear, coordinated principles across the STP/ICS's and asked the Board to consider this going forward.
4. The Executive Director of Public Health for Surrey County Council and Heartlands expressed disappointment by the lack of prevention work within the Sussex and East Surrey STP.
5. It was noted that the voluntary sector were keen to have conversations at senior level to promote ways of working in partnership.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board noted the updates provided by Sussex and East Surrey STP, Frimley Health ISC and Surrey heartlands ICS.

**41/18 PRIORITY STATUS UPDATE: IMPROVING CHILDREN'S HEALTH AND WELLBEING [Item 11]**

**Declarations of interest:**

None

**Witnesses:**

Mark Barratt, Interim Director of Quality Assurance, CSF Commissioning and Prevention  
Diane McCormack, Associate Director for Children & Learning Disabilities, NHS Surrey wide

**Key points raised during the discussion:**

1. The Board received a presentation (attached as Annex 3) outlining general updates across the Children's Service, providing the Board with key headlines in health, SEND, looked after children, mental health and wellbeing, the Child and Adolescent Mental Health Services (CAMHS) interim plan and the Mental Health and Wellbeing Strategy.
2. Members commented on the report and asked that officers focus on the whole of Surrey and not just 'Surrey Heartlands' to promote efficiency across the service.
3. Members further suggested that future reports from the Children's Service should provide more context to allow readers to analyse the data, providing an assurance that as a system, delivery of outcomes was being fulfilled. The Executive Director of Public Health indicated that Tableau was a platform that presented this data and could be shared with the Board at a future date.
4. Despite the report demonstrating improvements in process, Members recommended as a Board going forward to work collectively to support and drive change.

**Actions/ further information to be provided:**

The Board to receive tableau data on targets and outcomes relating to performance in Children's Service.

**RESOLVED:**

The Board;

- a) Took note of the strategic and intensive changes taking place in the Surrey County Council Children, Families and Learning Directorate that aims to improve outcomes for children across the system.
- b) Reviewed the Children and Young People's Mental Health Paper and support recommendations.
- c) Noted the ongoing challenges being faced by the directorate and its partners including initial health assessments and dental checks for looked after children and the transformation required for SEND services.
- d) Agreed to receive a further update for the 'improving children's health and wellbeing' priority against the new set of outcomes, in six months' time.

**42/18 PRIORITY STATUS UPDATE: CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH AND WELLBEING IN SURREY [Item 12]**

**Declarations of interest:**

None

**Witnesses:**

Mark Barratt, Interim Director of Quality Assurance, CSF Commissioning and Prevention

Diane McCormack, Associate Director for Children & Learning Disabilities, NHS Surrey wide

**Key points raised during the discussion:**

1. The Chairman made the following introductory comments;
  - Demand for some mental health services has significantly increased during the last two years and in particular children and young people requiring diagnosis of ADHD (attention deficit hyperactivity disorder) and ASD (autism spectrum disorder). Surrey County Council has been working in partnership with NHS Clinical Commissioning Group leaders and Surrey and Borders Partnership to address the lengthy waits that have developed and were on target to see all children and young people on the waiting list for CAMHS services by 5 October 2018.
  - The work to ensure that services were sustainable going forward so children and young people were able to receive timely treatment required a whole system approach involving health, social care, education, and the voluntary sector.
  - An independent review of services, commissioned by Surrey County Council, CCGs and Surrey and Borders Partnership, had been undertaken this summer which found that CAMHS services were strong in parts such as the crisis, urgent, hope and eating disorders services, however overall capacity was too low for the number of referrals.
  - There would be a meeting today to discuss the findings of the review and to start planning the way forward together.
  - Surrey and Borders Partnership would continue to provide CAMHS Services during the course of their contract and it was acknowledged the significant work that has taken place this summer to address the numbers of children and young people waiting for assessment
2. The Interim Director of Quality and Assurance, CSF Commissioning and Prevention informed the Board that the service were in week 12 of the CAMHS Interim Plan which was due to end on 21 September 2018. It was highlighted that waiting lists/referrals had shown improvements and five workstreams had been developed to address these issues.
3. Members were pleased to see children and young people at the front and centre of engagement in relation to the Children and Young People's Mental Health Charter and queried whether engagement was extended to children and young people who struggled to access the service. The Associate Director for Children & Learning Disabilities, assured the Board that engagement levels were far-reaching. It was explained that going

forward the Joint Children and Young People's Mental Health and Wellbeing Strategy would include schools.

4. Members reiterated that parts of the CAMHS contract had performed well and consideration should be placed in the message being portrayed to children and young people.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Board;

- a) Noted progress to date on addressing performance issues through the CAMHS Interim Plan.
- b) Noted emerging conclusions from the Joint Independent review which will inform future commissioning options.
- c) Provided strategic oversight and approval of the emerging principles for the Joint Children and Young People's Mental Health and Wellbeing Strategy, including the Children and Young People's mental Health Charter, which will be presented to the Health and Wellbeing Board in December for approval.

**43/18 A COMMITMENT STATEMENT TO SHARE: IMPROVING THE HEALTH AND WELLBEING OF SURREY PEOPLE [Item 13]**

**Declarations of interest:**

None

**Witnesses:**

Helen Atkinson, Executive Director, Public Health – SCC and Heartlands

**Key points raised during the discussion:**

1. The Board were presented with a commitment statement that described the ambition of Surrey health and care providers and commissioning organisations to develop personal and Population Health Intelligence that considers the wider determinants of health

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Health and Wellbeing Board noted the report.

**44/18 SURREY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT [Item 14]****Declarations of interest:**

None

**Witnesses:**

Amanda Quincey, Partnership Support Manager

**Key points raised during the discussion:**

1. The Partnership Support Manager advised Members that the Surrey Safeguarding Children Board (SSCB) Annual Report would be signed off at the Full Board on 24 September 2018.
2. It was noted that the appointment of a new Chairman on the SSCB allowed the Board the opportunity to have a refreshed and renewed focus to improve safeguarding in Surrey with a commitment to improving outcomes for children.
3. It was highlighted as part of the re-focussing, the Board had approved changes to its sub groups and as a result there was little on the forward plan.
4. Members noted the SSCB's ongoing work linked with the Improvement Board, tasked to undertake key pieces of work to understand more about areas of concern.
5. The Partnership Support Manager talked through the SSCB's priorities and advised how this would be delivered across the next eighteen months. The Board noted the business plan to support this which would be managed and monitored through the SSCB Business Group.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Health and Wellbeing Board;

- a) Considered the content of the Surrey Safeguarding Children Board Annual Report in relation to the Health and Wellbeing strategic priorities.
- b) Notified the SSCB of any areas of concern in relation to how the SSCB works to ensure that agencies work together to safeguard children.
- c) Confirmed that the SSCB strategic plan for 201/19 is not at odds with the work of the Health and Wellbeing Board.

**45/18 HEALTHWATCH SURREY ANNUAL REPORT [Item 15]****Declarations of interest:**

None

**Witnesses:**

Kate Scribbins, Chief Executive, Healthwatch Surrey

**Key points raised during the discussion:**

1. It was noted that Healthwatch Surrey was a local independent champion for service users, families and carers across health and social services.
2. The Board received a PowerPoint presentation (attached as Annex 4) on the work carried out by Healthwatch Surrey during the period 2017/18.
3. The Chief Executive of Healthwatch Surrey informed the Board that the role of Healthwatch Surrey involved providing information and signposting advice about local services. Furthermore Healthwatch Surrey was a critical friend to system partners, sharing information and contributed to all five Health and Wellbeing Board strategic priorities.
4. It was highlighted that Healthwatch Surrey were also responsible for providing NHS complaints advocacy services.
5. The Chief Executive stated that Healthwatch Surrey had ambitions to spread ambassador roles more widely across Surrey and endorse ambassador roles within the Frimley Health ICS and Sussex and East Surrey STP.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Health and Wellbeing Board;

- a) Noted and endorsed the Annual Report.
- b) Would promote this Annual Report and the role and services of Healthwatch within their organisations.
- c) Would promote the engagement of local people and service users, and the involvement of patients as partners in service development, as widely as possible across the system as integration and change develops.
- d) To maximise all opportunities to make best use of Healthwatch's insight and expertise in engaging with local people, so that the whole system benefits from hearing more, and sharing what we hear.

**46/18 DATE OF THE NEXT MEETING [Item 16]**

The Board noted that its next meeting would be held on 6 December 2018.

Meeting ended at: 3.31 pm

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**Chairman**