

To: Members of the Oxfordshire Health & Wellbeing Board

Notice of a Meeting of the Oxfordshire Health & Wellbeing Board

Thursday, 13 March 2014 at 2.00 pm

County Hall, New Road, Oxford



Peter G. Clark
County Solicitor

March 2014

Contact Officer: **Julie Dean, Tel: (01865) 815322**
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Membership

Chairman – Councillor Ian Hudspeth
Vice Chairman - Dr Joe McManners

Board Members:

Councillor Mark Booty (West Oxfordshire District Council)	Chairman of the Health Improvement Partnership Board
Councillor Mrs Judith Heathcoat (Oxfordshire County Council)	Chairman of the Adult Health & Social Care Partnership Board
Councillor Hilary Hibbert-Biles	Member of Health Improvement Partnership Board
John Jackson	Director for Social & Community Services
Dr Mary Keenan	Chairman of the Children & Young People's Partnership Board
Jim Leivers	Director for Children, Education & Families
Vacancy	Vice Chairman of the Adult Health & Social Care Partnership Board
Dr Jonathan McWilliam	Director of Public Health
Matthew Tait	Area Director, Thames Valley NHS Commissioning Board
Councillor Melinda Tilley (Oxfordshire County Council)	Vice Chairman of the Children & Young People's Partnership Board
Councillor Ed Turner (Oxford City Council)	Vice Chairman of the Health Improvement Partnership Board
Larry Sanders	Chairman of Healthwatch Oxfordshire

In Attendance: Joanna Simons, Chief Executive
Ian Wilson, Interim Chief Executive, OCCG

Notes: • **Date of next meeting: 17 July 2014**

County Hall, New Road, Oxford, OX1 1ND

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Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. **Welcome by Chairman, Councillor Ian Hudspeth**
2. **Apologies for Absence and Temporary Appointments**
3. **Declarations of Interest - see guidance note opposite**
4. **Petitions and Public Address**
5. **Note of Decisions of Last Meeting (Pages 1 - 10)**

To approve the Note of Decisions of the meeting held on 21 November 2013 (HBW5) and to receive information arising from them.

6. **Terms of Reference**

2:05

Board Member(s) responsible: All Members of the Health & Wellbeing Board
Person giving report: Peter Clark, Head of Law & Culture, OCC

There is a requirement to amend the OCC Constitution (Health & Wellbeing Membership) to reflect changes within the Oxfordshire Clinical Commissioning Group. These changes are such that the former Chief Executive role will be split into two separate roles ie. the Chief Executive and the Clinical Chair, to reflect the challenges facing health services in Oxfordshire.

Following an election for Clinical Chair, Dr Joe McManners has been appointed as the OCCG's new Clinical Chair. Dr McManners is currently a member of the Oxfordshire Health & Wellbeing Board by virtue of his office as Vice Chairman of the Adult Health & Social Care Partnership Board.

Dr Stephen Richards has formally resigned from his role as Accountable Officer (Chief Executive Officer) of the OCCG and the Board are advised that Ian Wilson, as Interim Chief Executive, will be taking on the role of Accountable Officer to the OCCG temporarily, whilst a permanent officer is recruited.

The OCCG Governing Body have notified us that Dr McManners will take on the Vice-Chairmanship of the Health & Wellbeing Board and the Interim Chief Executive will join Joanna Simons in the role of 'In Attendance' to the Board.

Action Required: in order to reflect the above changes the Board are RECOMMENDED:

(a) to agree that the current wording of the Terms of Reference for the

Board to be amended from (amendments underlined):

'Meetings of the Board will be chaired by the Leader of the Council and the Vice-Chairman will be the Chief Executive of the Clinical Commissioning Group' to:

'Meetings of the Board will be chaired by the Leader of the Council and the Vice-Chairman will be 'either the Chief Executive of the Oxfordshire Clinical Commissioning Group or its Clinical Chair as notified to the Monitoring Officer of Oxfordshire County Council'

- (b) that a nomination be sought from the OCCG for a GP representative to join the Adult Health & Social Care Partnership Board; and***
- (c) to thank Dr Stephen Richards for the considerable part he has played in developing the partnership aspect to clinical commissioning within the County via the Shadow and the statutory Health & Wellbeing Board and for all his valuable hard work and dedication to this.***

7. Joint Strategic Needs Assessment (Pages 11 - 48)

2:05

Person(s) responsible: Members of the Health & Wellbeing Board
Person giving report: Director of Public Health

To consider a report (**HWB7**) on trends in local data which impact on health and wellbeing. It includes recommendations for updating the Joint Health & Wellbeing Strategy.

The Board is RECOMMENDED that:

- (a) the findings highlighted in this report are used in the process of updating and revising the Joint Health & Wellbeing Strategy (JHWBS);***
- (b) the outcomes achieved in 2013-14 and set out in the performance report (agenda item 9) are also taken into consideration in affirming and setting a concise set of outcome measures for 2014-15; and***
- (c) a revised draft Joint Health & Wellbeing Strategy for 2014-15 is brought to the next meeting of the Health & Wellbeing Board on 17 July 2014 for discussion and adoption.***

8. **Pharmaceutical Needs Assessment for Oxfordshire** (Pages 49 - 52)

Board Member(s) responsible: All Members of the Board
Person giving report: Director of Public Health

A report is attached (**HWB8**) advising the Board on work in progress in relation to the production of a Pharmaceutical Needs Assessment for Oxfordshire on behalf of the Health & Wellbeing Board.

The Board is RECOMMENDED to:

- (a) **agree to the process set out in this paper and delegate authority to the Director of Public Health, in consultation with the Chairman and Vice Chairman of the Health and Wellbeing Board, subject to financial and legal approvals, to procure and manage the service of a contractor to produce a Pharmaceutical Needs Assessment for Oxfordshire on behalf of the Health and Wellbeing Board; and**
- (b) **consider a progress report on this work at the July 2014 meeting.**

9. **Performance Report** (Pages 53 - 78)

2:20

Board Members responsible: Members of the Health & Wellbeing Board
Person giving reports: Director of Public Health

There will be a review of current performance (**HWB9**) against all the outcomes for 2012 – 13 set out in the Health & Wellbeing Strategy.

Performance for each Partnership Board will be presented in turn:

- Children & Young People Partnership Board (Jim Leivers and Dr Mary Keenan)
- Adult Health & Social Care Partnership Board (John Jackson and Cllr Mrs Judith Heathcoat);
- Health Improvement Partnership Board (Dr Jonathan McWilliam and Cllr Mark Booty).

10. **Oxfordshire Clinical Commissioning Group 5 Year Plan** (Pages 79 - 154)

2:40

Board Member responsible: Clinical Chair, OCCG
Persons giving report: Interim Chief Executive Officer, OCCG and Clinical Chair, OCCG

To agree the Oxfordshire Clinical Commissioning Group 5 Year Plan prior to its submission to NHS England by 4 April 2014. A presentation will be given on the draft Strategic Plan (**HWB10**) and the Board will receive information on outcome based commissioning.

The Board is RECOMMENDED to agree the Oxfordshire Clinical Commissioning Group Strategic Plan.

11. Better Care Fund Plan (Pages 155 - 184)

3:05

Board Members responsible: Director for Social & Community Services, OCC and Clinical Chair, OCCG

Persons giving report: Director for Social & Community Services and Clinical Chair, OCCG

To seek agreement from the Health & Wellbeing Board on the proposed use of the Better Care Fund in Oxfordshire (**HWB11**), prior to submission to NHS England (as an integral part of the Oxfordshire Clinical Commissioning Group's Strategic and Operational Plans) by 4 April 2014.

The Board is RECOMMENDED to:

- (a) agree the Better Care Fund Plan for Oxfordshire for submission to NHS England by 4th April 2014, subject to subject to the inclusion of any necessary changes which may be required following consideration by County Council Cabinet and Clinical Commissioning Group Governing Body as agreed by Chairman and Vice Chairman of the Health and Wellbeing Board;***
- (b) in so doing, to agree the use of the Health Transfer to Social Care Funding in 2014/15 as set out in the financial template, and for this to form the basis of a section 256 agreement following legal review by the County Council and NHS England and as agreed by the Director for Social & Community Services following consultation with the Cabinet Member for Adult Services; and***
- (c) to receive an updated plan in March 2015 prior to implementation, reflecting performance in 2014/15 and any emerging pressures and priorities.***

12. Local Information Steering Group (Pages 185 - 186)

3:30

Board Member responsible: Clinical Chair, OCCG
Person giving report: Dr Paul Park, OCCG

To consider a proposal to set up a multi-agency group to enable collaboration on Information Management and Technology (**HWB12**).

The Board is RECOMMENDED to endorse the proposal.

13. Local Healthwatch (Pages 187 - 192)

3:40

Board Member responsible: Larry Sanders, Chair of Healthwatch, Oxfordshire,
Board Member giving report: Larry Sanders, Chair of Healthwatch, Oxfordshire

Larry Sanders will give an update (**HWB13**) on recent developments. Issues raised will include:

- The mortality gaps for people with mental health problems and/or learning disabilities
- Monitoring the combined effects of Social Care cuts, NHS efficiency savings and benefits changes
- Care data.

14. Reports from Partnership Boards

3:50

Oral reports on activities since the last meeting in November will be presented by:

- The Chair of the Children & Young People Partnership Board, Dr Mary Keenan
- The Chairman of the Adult Health & Social Care Partnership Board, Cllr Mrs Judith Heathcoat
- The Chairman of the Health Improvement Partnership Board, Cllr Mark Booty

Action Required: To receive updates from each Partnership Board.

15. PAPERS FOR INFORMATION ONLY

- Summary of communications received by the Chairman of the Board from November 2013 to February 2014 by the Chairman of the Board and how it was responded to (attached).