

## INFORMAL SHADOW OXFORDSHIRE HEALTH & WELLBEING BOARD

**OUTCOMES** of the meeting held on Thursday, 24 November 2011 commencing at 11.00 am and finishing at 12.25 pm

**Present:**

**Board Members:** Councillor Keith R. Mitchell CBE – in the Chair

Dr Stephen Richards (Vice-Chairman)  
District Councillor Mark Booty  
Councillor Val Smith  
Dr Jonathan McWilliam  
Sue Butterworth  
Councillor Arash Fatemian  
John Jackson  
Councillor Louise Chapman  
Dr Mary Keenan  
Jim Leivers

**Officers:**

Whole of meeting            Joanna Simons, Peter Clark and Julie Dean (Oxfordshire County Council).

Part of meeting            Matthew Tait (Buckinghamshire & Oxfordshire NHS Cluster).

*These notes indicate the outcomes of this meeting and those responsible for taking the agreed action. For background documentation please refer to the agenda and supporting papers available on the Council's web site ([www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)).*

*If you have a query please contact Julie Dean Tel: (01865) 81532 (Email: [julie.dean@oxfordshire.gov.uk](mailto:julie.dean@oxfordshire.gov.uk))*

	ACTION
<b>1 Welcome by the Chairman, Councillor Keith R. Mitchell CBE</b>	
<b>2 Apologies for Absence and Temporary Appointments</b>	
An apology was received from Dr. Joe McManners, Vice Chairman, Adult Health & Social Care Board	

<b>3 Declarations of Interest - see guidance note opposite</b>	
There were no Declarations of Interests from Board members.	
<b>4 Petitions and Public Address</b>	
Cllr Peter Skolar, Chairman of the Oxfordshire Joint Health Overview & Scrutiny Committee, addressed the Board wishing it well for the future and urging it to keep in mind the advantageous position it holds, in light of its standing, to promote the integration of the different agencies involved, in order that unnecessary logistical problems could be avoided.	
<b>5 Draft Terms of Reference for the Board</b>	
<p>Peter Clark, County Solicitor &amp; Monitoring Officer presented the Board with draft Terms of Reference for consideration (HWB5).</p> <p>The draft Terms of Reference for the Health &amp; Wellbeing Board were <b>AGREED</b> subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- <b>Responsibilities</b> – third bullet point becomes the second and vice versa;</li> <li>- <b>Membership</b> – clarification that the Chairman of the Public Involvement Board be the Chairman of HealthWatch;</li> <li>- <b>Governance</b> – the Health &amp; Wellbeing Board to meet three times per year. The sub-Boards to determine the frequency of their meetings etc; and</li> <li>- the implicit reference to integration to be made explicit within the overall text of the Terms of Reference.</li> </ul>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Peter Clark/Glenn Watson</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>
<b>6 Setting the Scene</b>	
<p>The Board noted a presentation and paper given by Dr Jonathan McWilliam, Director of Public Health (HWB6) that aimed to set the scene for the work of Oxfordshire's Health and Wellbeing Board. It painted a high-level picture of the task before the Board and gave an overview of the possible priorities for discussion.</p> <p>A copy of the presentation is attached.</p>	<p>)</p> <p>)</p> <p>All to note</p> <p>)</p> <p>)</p>

<p><b>7 General Principles</b></p>	
<p>John Jackson, Director for Social and Community Services, presented a paper (HWB7), which set out an envisaged structure for the Oxfordshire Health and Wellbeing apparatus. A draft Statement of General Principles for the work of the Board was also presented.</p> <p>Following a question and answer session, the Board noted the paper and <b>AGREED</b> the Statement of General Principles for the Work of the Health &amp; Wellbeing Board..</p>	<p>All to note.</p>
<p><b>8 The Role of the other Boards</b></p>	
<p>The Board <b>NOTED</b> the presentations given by Councillor Mark Booty, Chairman of the Health Improvement Board; Cllr Arash Fatemian, Chairman of the Adult Health &amp; Social Care Board; and Cllr Louise Chapman, Chairman of the Children &amp; Young People’s Board on the vision, the context, the proposed membership, the direction of travel and priorities of their respective Boards (HWB8 (a),(b) &amp; (c).</p>	<p>) ) ) All to note ) ) )</p>
<p><b>9 Development of the Public Involvement Board</b></p>	
<p>Sue Butterworth, the future Chair of the Public Involvement Board, outlined the progress and plans for the commissioning of Oxfordshire’s HealthWatch; and plans for developing the Public Involvement Board within the proposed Health &amp; Wellbeing Board arrangements (HWB9).</p> <p>The Board <b>NOTED</b> the report and thanked Sue Butterworth for her presentations.</p>	<p>All to note</p>
<p><b>10 Towards a Joint Health and Wellbeing Strategy</b></p>	
<p>The Board <b>NOTED</b> a short verbal summary given by John Jackson on the steps that would now be taken towards the production of a draft Joint Health &amp; Well Being Strategy, for consideration at the next meeting. Further consultation on its development was to take place with key stakeholders. It was envisaged that the Strategy would be short and accessible which would be conducive to good engagement from the public. Plans were in place for the draft Strategy to be the subject of discussion at the first meetings of the respective Boards.</p>	<p>) ) ) ) All to note ) ) ) )</p>

<b>11 Next Steps</b>	
<p>The Board <b>NOTED</b> a verbal summary by Jonathan McWilliam of the next steps to be taken:</p> <ul style="list-style-type: none"> <li>• The Partnership Boards would agree their draft Terms of Reference for submission to the Health &amp; Wellbeing Board for approval;</li> <li>• They would finalise their outcomes/priority work plans which would feed into the draft formal Strategy for approval at the next meeting of the Health &amp; Wellbeing Board;</li> <li>• Throughout the above process, the Public Involvement Board would be shaping up some firm proposals for public participation to submit to the March meeting;</li> </ul> <p>The Board <b>AGREED</b> that there would be three meetings a year on dates to be determined shortly.</p>	
<b>12 Close of meeting</b>	
The meeting closed at 12.25 pm.	
<b>13 The following papers had been included for information only</b>	
<p><b>HWB13a</b> Health and Wellbeing – information on relevant legislation  <b>HBW13b</b> Performance Framework for Public Health  <b>HWB13c</b> Outcome Framework for Adult Health and Social Care  <b>HWB13d</b> Outcome Framework for Children and Young People</p>	

..... in the Chair

Date of signing .....