

To: Members of the Shadow Health Improvement Board

## ***Notice of a Meeting of the Shadow Health Improvement Board***

**Wednesday, 12 September 2012 at 2.00 pm**

**Town Hall, Oxford**



Peter G. Clark  
County Solicitor

September 2012

Contact Officer: **James Martin, Policy & Partnership Officer**  
Tel: (01865) 323344

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### **Membership**

Chairman – District Councillor Mark Booty  
Vice Chairman - Councillor Val Smith

*Board Members:*

Cllr Iain Brown	Oxfordshire County Council
Ian Davies	Cherwell & South Northants District Council
Peter von Eichstorff	Clinical Commissioning Group
Dave Etheridge	Chief Fire Officer & Head of Community Safety
Anita Higham	Public Involvement Network
Dr Jonathan McWilliam	Director of Public Health
Jackie Wilderspin	Assistant Director for Public Health

**Notes:**

- **Date of next meeting: 23 January 2013**

## 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](mailto: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, District Councillor Mark Booty**
2. **Apologies for Absence and Temporary Appointments**
3. **Declaration of Interest - see guidance note opposite**
4. **Petitions and Public Address**
5. **Note of Decision of Last Meeting (Pages 1 - 26)**

**2:10**  
**10 mins**

To approve the Note of Decisions of the meeting held on 9 May 2012 (**HIB5**) and to receive information arising from them.

A discussion on the recently published JHWS including the overarching themes

The consultation report can be found via the following link to the Talking Health website:

<https://consult.oxfordshirepct.nhs.uk/consult.ti/hwb.strategy/consultationHome>

6. **The role of PIN (Pages 27 - 28)**

**2:20**  
**10mins**

Person(s) Responsible: Members of the Health Improvement Board  
Report presented by: Anita Higham, Public Involvement Network

Anita Higham will present a paper on the role of PIN and its engagement with partnership boards

***Action Required: To note the contents of a paper setting out the functions of the PIN and role of the representative on this board (previously circulated)***

## **7. Performance monitoring (Pages 29 - 34)**

**2:30**  
**10 mins**

Person(s) Responsible: Members of the Health Improvement Board  
Report presented by: Jonathan McWilliam, Director of Public Health, NHS Oxfordshire

A report of the current progress against the targets of the HIB and including details of the on-going surveillance of the basket of indicators

## **8. A report from the HIB workshop and process for action planning (Pages 35 - 44)**

**2:40**  
**20 mins**

Person(s) Responsible: Members of the Health Improvement Board  
Report presented by: Jackie Wilderspin, Assistant Director of Public Health, NHS Oxfordshire

A review of the HIB workshop that took place in July including next steps

## **9. Priorities within the housing agenda for HIB (Pages 45 - 56)**

**3:00**  
**30 mins**

Person(s) Responsible: Members of the Health Improvement Board  
Report presented by: Ian Davies, Director Community and Environment  
Cherwell District Council and South Northants Council

A discussion on the housing priorities that the HIB may want to focus on including associated targets

## **10. Trading Standards enforcement action (Pages 57 - 64)**

**3:30**  
**20 mins**

Person(s) Responsible: Dave Etheridge, Chief Fire Officer and Head of Community Services  
Report presented by: Richard Webb , Acting Head of Trading Standards and Community safety, OCC

A paper detailing Trading Standards enforcement action with regard to illegal sales and other health related activity

## **11. Forward Plan (Pages 65 - 66)**

**3:50**

**10 mins**

Person(s) Responsible; Members of the Health Improvement Board

Oral discussion led by: Jonathan McWilliam, Director of Public Health, NHS Oxfordshire

A discussion on the topic of the HIB workshop in November and March