

**Hillingdon Shadow Health and Well-Being Board**  
**Draft Minutes of the Board Meeting held on 19<sup>th</sup> February 2013**  
**Committee Room 5, Civic Centre**

Members of the Board present at the meeting:

Cllr Ray Puddifoot	Leader of the Council, Chairman of the Board
Cllr Philip Corthorne	Cabinet Member, Social Services, Health and Housing, Vice-Chairman of the Board
Cllr David Simmonds	Deputy Leader of the Council, Cabinet Member for Education and Children's Services
Cllr Douglas Mills	Cabinet Member for Community, Commerce and Regeneration
Dr Tom Davies	Vice-Chairman of the Clinical Commissioning Group
Linda Sanders	Corporate Director, Social Care & Health
Dr Ellis Friedman	Joint Director of Public Health
Graham Hawkes	Hillingdon LINK representative
Joan Veysey	Head of Non-Acute Commissioning, NHS Hillingdon
Catherine Knights	Central and North West London NHS Foundation Trust

Minutes: Dan Kennedy

	<b>Action</b>
<b>ITEM 1 - APOLOGIES</b>	
Apologies were noted from:	
<ul style="list-style-type: none"> <li>• Dr Ian Goodman, Chairman of Hillingdon Clinical Commissioning Group</li> <li>• Ceri Jacob, Chief Operating Officer, Clinical Commissioning Group. Joan Veysey attended on behalf of Ceri Jacob.</li> <li>• Trevor Begg, Hillingdon LINK.</li> <li>• Shane Degaris, Chief Executive, Hillingdon Hospitals NHS Foundation Trust</li> <li>• Robyn Doran, Director of Operations and Partnerships, Central and North West London NHS Foundation Trust.</li> </ul>	
Catherine Knights attended for part of the meeting.	

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<p><b>ITEM 2 - DRAFT MINUTES OF THE LAST MEETING ON 18<sup>th</sup> OCTOBER 2012 AND MATTERS ARISING</b></p>	
<p>The minutes of the meeting were agreed.</p> <p>No matters were arising.</p>	
<p><b>ITEM 7a – CLINICAL COMMISSIONING GROUP AUTHORISATION PROCESS - UPDATE</b></p>	
<p>Councillor Puddifoot re-ordered the items of the agenda as unavoidably Dr Davies had to leave the Board meeting before 4pm for an afternoon GP surgery. The Board agreed to consider item 7a and item 7b on the agenda.</p> <p>Dr Tom Davies presented the item.</p> <p><b>The Board agreed the recommendation:</b></p> <ul style="list-style-type: none"> <li>The Health and Wellbeing Board is asked to note the contents of the NHS Commissioning Board Report of the Hillingdon CCG site visit for authorisation and the NHS Commissioning Board decision making process for authorisation.</li> </ul> <p><b>Reasons for recommendation:</b> To update the Board.</p> <p><b>Discussion:</b> Dr Tom Davies presented to the Board an update about the authorisation process for the Hillingdon Clinical Commissioning Group (HCCG). The purpose of the authorisation is to satisfy that the HCCG is fit for purpose to operate from 1 April 2013. The site visit took place on 18<sup>th</sup> December 2012 and HCCG governing body members were in attendance. This involved a rigorous process of presentations, discussion, questioning and plenary with representatives from the NHS Commissioning Board. The authorisation process was a useful and a valuable exercise. The results from the site visit have been moderated and led to five areas being classed as ‘red’ which related to the financial position of the CCG. This was expected.</p> <p>Final discussion / considerations of the authorisation are currently taking place but it is expected the HCCG will be fully operational from 1 April 2013 as planned.</p> <p>Members of the Board noted the report for information.</p> <p>Councillor Puddifoot confirmed his confidence in the HCCG and commended the preparation undertaken by the Clinical Commissioning Group to secure an impressive rating overall from the authorisation process.</p>	

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<p><b>ITEM 7b – HILLINGDON CLINICAL COMMISSIONING GROUP – OPERATING PLAN</b></p>	
<p>Dr Tom Davies and Joan Veysey presented the item.</p> <p><b>The Board agreed the recommendations:</b></p> <ul style="list-style-type: none"> <li>• The Health and Wellbeing Board is asked to agree the three local priority areas identified by the Hillingdon CCG (HCCG) as reflecting needs identified in the Joint Strategic Needs Assessment (JSNA) and the draft Health and Wellbeing Strategy</li> <li>• The Health and Wellbeing Board is asked to comment on the Operating Plan as a work in progress and agree how the final version should be shared given non-alignment of submission dates and Health and Wellbeing Board meeting dates.</li> </ul> <p><b>Reasons for recommendation:</b> Health and Wellbeing Boards have an explicit responsibility to comment on commissioning across health, public health and social care to ensure local needs as identified through the JSNA and the joint health and wellbeing strategy are met.</p> <p><b>Discussion:</b> Joan Veysey presented to the Board the draft HCCG operating plan which will be finalised shortly. The plan is a requirement for the Hillingdon Clinical Commissioning Group. Joan Veysey drew the attention of the Board to three local priority areas proposed in the operating plan:</p> <ul style="list-style-type: none"> <li>• Increase in the number of people supported to die in their preferred place of death</li> <li>• Reducing emergency admissions from care homes</li> <li>• Reducing the number of days of the average length of stay for people aged 65+ admitted as a result of a fall.</li> </ul> <p>Councillor Puddifoot asked for further information about the priority to reduce emergency admissions into hospital from care homes. Dr Tom Davies commented that there are some unnecessary admissions from care homes to hospital which could be avoided with training and support provided to staff working in care homes.</p> <p>Councillor Simmonds commented that the three priorities proposed appear to fit the local priorities for health improvement. There clearly are a number of financial challenges facing the HCCG. Cllr Simmonds enquired about the inclusion of children’s health improvement in the draft operating plan.</p> <p>Joan Veysey responded that in terms of children’s health there is the inclusion of support for child protection services and wheelchair services to children in the draft operating plan.</p>	

	<b>Action</b>
<p>Dr Tom Davies added that in relation to funding for Public Health it remains important that the funding is used to support joint health improvement.</p> <p>Dr Ellis Friedman commented that the bullet point 6.1.3 on page two of the report should be amended to read ‘reduction in clostridium difficile rates’. Dr Friedman also added that overall the funding for public health in Hillingdon was higher than predicted.</p> <p>Councillor Puddifoot fully supported the view from Dr Tom Davies that we need to build on the strong working relationships in Hillingdon to deliver health improvement.</p> <p>Councillor Simmonds confirmed to the Board how impressed he has been by the HCCG in their preparations for an April 2013 start.</p> <p>Councillor Mills raised a need for involvement from health colleagues in planning developments to ensure sufficient provision of health services where these are part of a planning agreement.</p> <p>Joan Veysey agreed to follow this up with Ceri Jacob to progress the involvement of the HCCG in planning discussions.</p> <p>Councillor Puddifoot commented that for future planning developments the HCCG could be involved at an earlier stage.</p> <p>The Board agreed the recommendations.</p>	<p><b>JV/CJ</b></p>
<p><b>ITEM 3 – DEVELOPING THE HILLINGDON JOINT HEALTH AND WELLBEING STRATEGY</b></p>	
<p>Councillor Corthorne presented the item.</p> <p><b>The Board agreed the following revised recommendations:</b></p> <ul style="list-style-type: none"> <li>• Consider the feedback received from the consultation undertaken about the strategic priorities for improving health and wellbeing in Hillingdon</li> <li>• Endorse the priorities set out in the draft strategy and agree the strategy document is updated to include the consultation findings before being finalised and recommended to Cabinet for approval in April 2013</li> <li>• Use the comments received to shape future implementation plans</li> </ul> <p><b>Reasons for recommendation:</b> The consultation findings inform the development of Hillingdon’s Joint Health and Wellbeing strategy</p>	

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<p><b>Discussion:</b> Councillor Puddifoot presented the item and confirmed that the findings from the consultation endorse the health improvement priorities proposed for Hillingdon.</p> <p>Linda Sanders added that the consultation process involved an online consultation questionnaire as well as a series of presentations and discussions at scheduled meetings which included hundreds of people. The consultation findings demonstrate overall full support for the priorities proposed in the draft Joint Health and Wellbeing Strategy. Feedback from the consultation raised support for further work on stakeholder engagement and communications to support health improvement. As we progress forward to implement the priorities across the partnership it is important that we focus on the outcomes for local people.</p> <p>Councillor Corthorne commented that it is encouraging to see the results of the consultation. The consultation has also raised comments about the quality of care in Hillingdon. There is a high awareness of concerns about the quality of care following recent national events. It is important that all organisations establish a culture of quality and this remains a challenge for us all.</p> <p>The Board requested that the recommendation be amended to state that the Board recommend the strategy to Cabinet in April for approval.</p>	
<p><b>ITEM 4 – THE HEALTH AND WELLBEING BOARD FROM 1 APRIL 2013</b></p>	
<p>Councillor Puddifoot presented the item.</p> <p><b>The Board agreed the following recommendation:</b></p> <ul style="list-style-type: none"> <li>• The Leader of the Council in consultation with the Cabinet Member for Social Services, Health and Housing will make a recommendation to the Annual General Meeting of the Full Council for the future arrangements of Hillingdon’s Health and Wellbeing Board.</li> </ul> <p><b>Reasons for recommendation:</b> To establish membership and provide governance and direction to the operation of Hillingdon’s Health and Wellbeing Board from 1 April 2013.</p> <p><b>Discussion:</b> Councillor Puddifoot commented that it is only very recently that further information has been received from the Department of Health about the new arrangements for a Health and Wellbeing Board to be put in place from 1 April 2013.</p>	

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<p>In light of the recently published information from the Department of Health, the shadow Board agreed for the Chairman of the Board to finalise the proposed working arrangements for Hillingdon's Health and Wellbeing Board.</p> <p>Councillor Mills commented on the strong track record of partnership working in Hillingdon, including Hillingdon's Local Strategic Partnership which provides a good model for joint working to improve health and wellbeing.</p> <p>The Board endorsed the recommendation which will be progressed in agreement with the Chairman of the Board.</p>	
<p><b>ITEM 5 - HEALTH AND WELLBEING PARTNERSHIP ACTION PLAN – PERFORMANCE UPDATE</b></p>	
<p>Councillor Corthorne and Linda Sanders presented the item.</p> <p><b>The Board agreed the recommendation:</b></p> <ul style="list-style-type: none"> <li>To review and comment on the performance achievements since 1 April 2012.</li> </ul> <p><b>Reasons for recommendation:</b> To provide the Board with an overview of the progress made since April 2012 to deliver improvements in health and wellbeing.</p> <p><b>Discussion:</b> Councillor Corthorne introduced the item. Councillor Corthorne updated the Board that this report is for the year ending March 2013 and noted the continued improvements in key areas. This includes the rapid progress made this year to increase the take-up of personal budgets. As we move forward with the implementation of Hillingdon's Health and Wellbeing Strategy it will be important to develop a focus on the outcomes the strategy is delivering.</p> <p>Linda Sanders added that she fully supported Councillor Corthorne's comments. The plan we have in place this year reflects a legacy which was much narrower in its focus. With the new Health and Wellbeing Strategy we have a real opportunity to develop a stronger approach and align to the priorities of the strategy.</p> <p>Councillor Puddifoot commented that the use of the action plan format was helpful and will need to be kept under review.</p> <p>The Board agreed the recommendation.</p>	

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<p><b>ITEM 6 – PUBLIC HEALTH TRANSITION - UPDATE</b></p> <p>Councillor Corthorne presented the item.</p> <p><b>The Board agreed the amended recommendations:</b></p> <ul style="list-style-type: none"> <li>• That the Board notes the approach taken in Hillingdon and comments on the proposals.</li> <li>• That the Board records it's thanks to Dr Friedman who is attending his last Board before taking up a new position.</li> <li>• That the Board note that all Public Health contracts will be subject to the Council's contract review and sign-off process.</li> </ul> <p><b>Reasons for recommendation:</b> Transfer of Public Health is a key development in respect of the Government's NHS reforms and comes within the remit of the Board to comment on proposals.</p> <p><b>Discussion:</b> Councillor Corthorne introduced the item and updated on the position with the public health contracts. The detailed register of contracts to be included in the Transfer Order was not yet in final form. Future contracts will be reviewed in light of the Council's performance management arrangements and to focus on effective delivery.</p> <p>Councillor Corthorne thanked Dr Ellis Friedman for his contribution to the work of the Board. Councillor Puddifoot echoed his thanks to Dr Friedman as this was Dr Friedman's last meeting as a member of the Board.</p> <p>Councillor Puddifoot added that there was lengthy discussions at the London Leaders meeting last week about Public Health contracts. It is important that we know what is being spent and on what services.</p> <p>Councillor Mills suggested that the recommendation to the Board should reflect the approach being taken to the Public Health contracts – that all public health contracts will be subject to the Council's usual contract review and sign-off process.</p> <p>Dr Tom Davies commented that it is important that we have the necessary medical and clinical expertise for Public Health and to ensure continuity of important services.</p> <p>Councillor Puddifoot confirmed that the Council will work to secure value from the Public Health contracts. The process of review could involve the CCG to ensure sufficient medical and clinical expertise in the contract review process.</p> <p>Councillor Simmonds added that he understood the perspective of the CCG and re-affirmed the importance of working together to secure</p>	

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<p>value from the Public Health contracts.</p> <p>Linda Sanders confirmed that she is looking at ways to build in medical and clinical expertise into the core Public Health Team that fulfils the requirements expected.</p> <p>The Board agreed the revised recommendations.</p>	
<b>ITEM 7– ANY OTHER BUSINESS</b>	
<p><u>Item 7c - Healthwatch Hillingdon / NHS Independent Complaints Advocacy Service</u></p> <p>Councillor Corthorne presented the item.</p> <p><b>The Board agreed the recommendations:</b></p> <ul style="list-style-type: none"> <li>• To note progress</li> <li>• To record its thanks to Trevor Begg as the outgoing Chairman of Hillingdon Link for his work in Hillingdon.</li> </ul> <p><b>Reasons for recommendation:</b> To provide the Board with the opportunity to comment on emerging plans in respect of Healthwatch Hillingdon and the procurement of the former NHS Independent Complaints Advocacy Service.</p> <p><b>Discussion:</b> Councillor Corthorne updated the Board that following a successful open competition recruitment process, members of the Healthwatch Board in Hillingdon had been appointed. Healthwatch is moving forward to establish itself from 1 April 2013. The arrangements for the NHS independent complaints advocacy service are progressing. Hillingdon has joined a pan-London procurement process to source a provider to fulfil the duties contained in the Health and Social Care Act (2012).</p> <p>Graham Hawkes commented that the process to recruit to the new Board had been successful and the Board was meeting for the first time on 28<sup>th</sup> February to plan ahead.</p> <p>The Board agreed the recommendations.</p> <p><u>Item 7d – NHS Budget Transfer to Social Care 2013/14</u></p> <p>Councillor Corthorne presented the item.</p> <p><b>The Board agreed the revised recommendation:</b></p> <ul style="list-style-type: none"> <li>• To delegate the final decision for the approval of the transfer of NHS budget to social care for 2013/14 to the Chairman of the Board, Councillor Corthorne and the Director of Finance.</li> </ul>	



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<p><b>Reasons for recommendation:</b> The local authority needs to agree with its local health partners how the funding is best used within social care and the outcomes expected from this investment.</p> <p><b>Discussion:</b> Councillor Corthorne presented the item and thanked the Board partners involved in preparing the proposal. Councillor Corthorne added that in terms of the use of funding for dementia services set out in para 13d, it is important that we set out the direction of travel in service development for dementia services, but at this stage do not need to commit to the specific service. This will come from further discussions.</p> <p>Councillor Puddifoot added that the direction of travel for investing in dementia services seemed broadly right and fits with supporting people to live independently with Telecareline services and community equipment.</p> <p>The Board agreed to amend the recommendation to: 'To delegate the final decision for the approval of the transfer of NHS budget to social care for 2013/14 to the Chairman of the Board, Councillor Corthorne and the Director of Finance.'</p> <p><u>AOB</u></p> <p>Dr Ellis Friedman thanked the Board for their support and wished them well in taking forward Health and Wellbeing in Hillingdon.</p>	

The meeting closed at 3.50pm.