BOARD PLANNER & FUTURE AGENDA ITEMS

Relevant Board Member(s)	Councillor Ray Puddifoot
Organisation	London Borough of Hillingdon
Report author	Nikki O'Halloran, Administration Directorate
Papers with report	Appendix 1 – Board Planner Appendix 2 – Updated Board Membership

1. HEADLINE INFORMATION

Summary	To consider the Board's business for the forthcoming cycle of meetings.
Contribution to plans and strategies	Joint Health & Wellbeing Strategy
Financial Cost	None.
Relevant Policy Overview & Scrutiny Committee	N/A
Ward(s) affected	N/A

2. RECOMMENDATIONS

That the Board:

1. **considers and provides input on the Board Planner, attached at Appendix 1; and**
2. **agrees the revised membership, as set out in Appendix 2.**

3. INFORMATION

Supporting Information

Board Membership

At its meeting on 10 July 2013, the Board agreed to amend its membership to allow the Hillingdon CCG to have an additional Co-opted Non-Voting Member (clinician) and to permit the Co-opted Non-Voting Members to appoint a named substitute. The updated membership has been attached at Appendix 2.

It should also be noted that, at Council on 12 September 2013, it was agreed that the Deputy Chief Executive and Corporate Director of Residents Services be appointed to the Board as a Co-opted Voting Member with immediate effect.

Reporting to the Board

The Board Planner is presented for consideration and development in order to schedule future reports to be considered by the Board. The Planner is attached in Appendix 1 and shows some other business that the Board may wish to bring forward to future meetings. Members may also wish to consider any standing items (regular reports) and on what frequency they are presented.

The Board Planner is flexible so it can be updated at each meeting or between meetings, subject to the Chairman's approval.

Board agendas and reports will follow legal rules around their publication. As such, they can usually only be considered if they are received by the deadlines set. Any late report (issued after the agenda has been published) can only be considered if a valid reason for its urgency is agreed by the Chairman.

Advance reminders for reports will be issued by Democratic Services. Reports should be presented in the name of the relevant Board member.

With the Chairman, Democratic Services will review the nature of reports presented to the Board in order to ensure consistency and adequate consideration of legal, financial and other implications. It is proposed that all reports follow the in-house "cabinet style" with clear recommendations as well as corporate finance and legal comments.

The agenda and minutes for the Board will be published on the Council's website, alongside other Council Committees.

Board meeting dates

The following dates for the Board meeting have been agreed, which will be held in the Civic Centre, Uxbridge:

- 05/12/2013 2.30 pm - Committee Room 6
- 06/02/2014 2.30 pm - Committee Room 5

Financial Implications

There are no financial implications arising from the recommendations in this report.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

N/A

Consultation Carried Out or Required

Consultation with the Chairman of the Board and relevant officers.

5. CORPORATE IMPLICATIONS

Hillingdon Council Corporate Finance comments

There are no financial implications arising from the recommendations in this report.

Hillingdon Council Legal comments

Consideration of business by the Board supports its responsibilities under the Health and Social Care Act 2012.

6. BACKGROUND PAPERS

NIL

APPENDIX 1

BOARD PLANNER

5 Dec 2013 2.30 pm Committee Room 6	**Business / Reports**	**Lead**	**Timings**
	Implementation of Joint Health and Wellbeing Strategy – Action Plan 2013/2014 (SI)	LBH	**Report deadline:** 19 November 2013 **Agenda Published:** 27 November 2013
	Public Health – Action Plan 2013/2014 (SI)	LBH	
	CCG Recovery Plan 2013-2016 Monitoring (SI)	CCG	
	Healthwatch Hillingdon Update (SI)	Healthwatch Hillingdon	
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)	LBH	
	Board Planner & Future Agenda Items (SI)	LBH	
	S106 Health Contributions Update (SI)	LBH	
	Sub-Committee Progress Update (SI)	LBH	

6 Feb 2014 2.30 pm Committee Room 5	**Business / Reports**	**Lead**	**Timings**
	Implementation of Joint Health and Wellbeing Strategy – Action Plan 2013/2014 (SI)	LBH	**Report deadline:** 21 January 2014 **Agenda Published:** 29 January 2014
	Public Health – Action Plan 2013/2014 (SI)	LBH	
	CCG Recovery Plan 2013-2016 Monitoring (SI)	CCG	
	Healthwatch Hillingdon Update (SI)	Healthwatch Hillingdon	
	Reports referred from Cabinet / Policy Overview & Scrutiny (SI)	LBH	
	Board Planner & Future Agenda Items (SI)	LBH	
	S106 Health Contributions Update (SI)	LBH	
	Sub-Committee Progress Update (SI)	LBH	
	CCG Operating Plan Annual Report	CCG	
	Local Safeguarding Children's Board (LSCB) Annual Report	LBH	
	Safeguarding Adults Partnership Board (SAPB) Annual Report	LBH	
	Review of the Board's Terms of Reference	LBH	

* SI = Standard Item

Other possible business of the Board:

1. Use of Integration Fund (CCG)