

SUNDERLAND HEALTH AND WELLBEING BOARD

24 May 2013

OPERATION OF HEALTH AND WELLBEING BOARD ADVISORY GROUPS

Report of the Executive Director of Health Housing and Adult Services

1.0 Purpose of the Report

To explore the role and function of the advisory groups to the Health and Wellbeing Board including the establishment of a new provider forum.

2.0 Background

The Health and Wellbeing Board (HWBB) has a small membership comprising of statutory partners, plus a small number of additional members representing the local strategic partnership and the Clinical Commissioning Group's executive team.

In order to achieve broader engagement in the business of the Board, two existing partnership groups – the Adults Partnership Board and the Children's Trust have taken on the formal function of advisory groups to the HWBB and have amended their meeting schedules to coincide with that of the HWBB.

In this role they receive and review the agenda and forward plan of the HWBB and also receive written papers for comment and discussion.

The advisory groups produce a summary of the key discussions of their meetings and the chair of each group reports this to the HWBB as a standing agenda item. The groups also receive topics to explore on behalf of the Board, for example the examination of the Health Visiting Service was allocated to the Children's Trust in 2012.

3.0 Establishment of a Provider Forum

The NHS Institute's report on the Health and Social Care System in Sunderland, indicated that there is a gap in representation from partner organisations in the health sector on the HWBB. The Institute suggests that this could be of detriment to the development of the most effective whole systems approach to health and wellbeing. There are also significant issues which cover the whole lifecourse, and so do not naturally sit with either of the existing advisory groups including the integration of urgent care.

In order to address this, it is proposed that an additional provider forum be set up as a third advisory group to the HWBB to improve provider input into Board issues. It is envisaged that this should be at a chief or senior officer level and meet bi-monthly in line with the HWBB and the other advisory boards. In line with the other groups, its role will be to feed in provider issues and at the same time receive topics from the HWBB to investigate and recommend action on. Feedback into the HWBB would be provided by the chair of the provider forum who would also be a Board member.

Initial membership of the provider forum could consist of representatives from City Hospitals Sunderland, South Tyneside FT, Northumberland Tyne and Wear Mental Health Trust, the Ambulance Service, the City Council and GPs as providers. This would mirror the current Urgent Care Leadership group and would take over the responsibilities of this group. The scope for additional members should be an initial topic for discussion at the group.

4.0 Broader Provider and patient engagement

Providers within the health and social care system alongside carers and interest groups are also represented on the Adults Partnership Board and Children's Trust and it is envisaged that this will continue. It is also proposed that a 6 monthly engagement session be held including VCS and broader providers across health and social care alongside patient and public representatives to add value to the input of the providers forum. This would also fit into the proposed JSNA refresh process outlined in another report to this Board.

5.0 Proposed Changes to Advisory Groups

It is recognised that the current relationship between the HWBB and the advisory groups needs to be strengthened to maximise the effective input of partners into issues of joint importance.

It is proposed that the HWBB set a programme of research topics or key issues for delegation to the three advisory groups on an annual basis, thereby helping to reinforce the remit of each group. The programme would also provide sufficient flexibility to respond to any urgent / new issues as they arise. Issues that require a joint response could be requested from multiple advisory groups and joint task and finish groups set up.

6.0 Recommendations

The Board is recommended

- To establish a provider forum as a third advisory group
- To agree a forward plan for items to be given to the 3 advisory groups to investigate and recommend action on
- To receive reports from the advisory groups on key topics and on progress against HWBB topics at every meeting.

Appendix 1 – Proposed Term of Reference for HWBB Provider Forum Advisory Group

Introduction

The Health and Social Care Act states that each local authority must establish a Health and Wellbeing Board (HWBB) for its area. The Act also states that the HWBB will be a committee of the local authority. It brings together key NHS, public health and social care leaders in each local authority area to work in partnership.

The HWBB board is a decision-making and shaping board which works closely with its 3 advisory boards; the Children's Trust, Adults Partnership Board and the Providers Forum.

The Providers Forum exists to ensure that the decisions made by the HWBB are influenced by a range of stakeholders who provide health and social care services in Sunderland through the provision of advice on agenda items of the HWBB and through the co-production of briefings and improvements plans on topics of interest to the Providers Forum members and their presentation to the HWBB. The Forum will also receive items from the HWBB to investigate and recommend action back to the HWBB.

Purpose of the Forum

The Forum will:

- Foster effective partnership working between key partners to improve health and wellbeing outcomes for the people of Sunderland
- Encourage new and innovative delivery consistent with the need to extend choice, control and flexibility in service delivery and the promotion of independence and personal responsibility for health
- Support the local implementation of the Health and Wellbeing Strategy
- Advise together with the Adults Partnership Board and Children's Trust the HWBB on the Joint Strategic Needs Assessment
- Lead on transforming joint commissioning agendas relevant to the provision of Health and social care agenda
- Ensure the sharing of best practice and experience between partner agencies
- Identify and remove any barriers to successful partnership working.
- Develop innovative ways to engage with local people to improve health and wellbeing and reduce inequalities.
- Collaborate with the Adults Partnership Board and Children's Trust to ensure a consistent approach to improving health and wellbeing at all stages of life.

Accountability

The Board will act as an advisory group to the HWBB, through the provision of advice on agenda items of the HWBB, through the co-production of briefings and improvement plans on topics of interest to the Providers Forum members and their presentation to the HWBB and in addressing items from the HWBB.

Members are accountable to their own organisations/groups of organisations.

The Forum will establish clear lines of communication, strong consultation and involvement methods with the work of the forum.

Roles and Responsibilities

The individual partner organisation roles and responsibilities in relation to the Provider Forum are as follows:

- To provide advice and guidance to the HWBB on issues of relevance to the provision of health and social care services in Sunderland
- To work effectively to ensure the delivery of a quality care and support system within Sunderland
- To build a partnership approach to key issues and provide collective and collaborative leadership
- To reflect the views of the organisation/sector/user group that they represent in meetings and task groups, being sufficiently briefed and able to make decisions about future policy developments/service delivery
- To ensure that there are effective communication mechanisms in place within organisation/sector/user groups that they represent to enable information about the priorities and decisions of the Board to be disseminated
- To influence any consequent changes to policy development/service delivery in their own organisation/sector/user group
- To champion the work of the forum in the wider networks and in the community
- To challenge and influence the HWBB to ensure that priorities and objectives are achieved.
- Individual forum members will be expected to take on and deliver work on behalf of the forum and will be responsible to the forum for the products of this work
- To work effectively to improve the health and wellbeing of the people of Sunderland, including the provision of advice and guidance to the HWBB.
- To work effectively to ensure the delivery and ongoing transformation of integrated health improvement and wellness services within Sunderland.
- Identify emerging issues that may impact on the health and/or wellbeing of the local population

Membership

Organisation
City Hospitals Sunderland
South Tyneside Foundation Trust
NTW NHS Foundation Trust
Local Medical Council
Sunderland City Council
North East Ambulance Trust
Elected Member

Other partners will be invited to attend the Board as and when required, in order that specific issues highlighted can be discussed and addressed.

The meeting will be chaired by ???, with a vice chair elected from the constituent members, with elections to be held on a bi-annual basis.

Joint briefing sessions will be held with the chair and vice chair in advance of the Providers Forum meetings, if required.

Quorum

- Wherever possible, decisions will be reached by consensus
- In exceptional circumstances, and where decisions cannot be reached by a consensus of opinion, voting will take place and decisions agreed by a simple majority.
- Where there are equal votes the Chair of the meeting will have the casting vote.
- A quorum of a third of the Membership representing at least 3 different partner organisations will apply.

Board Meetings

- The Board will meet bi monthly in line with the HWBB
- An annual schedule of meetings will be agreed
- Additional meetings may be convened with agreement of the Chair
- The agenda and supporting papers will be circulated seven days in advance of the meetings
- Minutes of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.
- The meetings will be hosted in turn by members of the Board and vary throughout the programme.

- Sub groups, task and finish groups and single topic sessions may be convened to examine specific issues in greater detail, but will always report back to the full Board.