

FREQUENCY OF HEALTH AND WELLBEING BOARD MEETINGS

To: Health and Wellbeing Board

Date: 15 January 2015

From: Adrian Lyne, Policy and Projects Officer

1.0 PURPOSE

1.1 To consider whether the current frequency of Health and Wellbeing Board (HWB) meetings is sufficient for the volume of HWB business.

2.0 BACKGROUND

2.1 The HWB has a duty to:

- Assess the needs of the local population by preparing a Joint Strategic Needs Assessment.
- Produce a local health and wellbeing strategy as the overarching framework within which commissioning plans are developed for health services, social care, public health and other services which the board agrees are relevant.
- Promote and provide advice, assistance and support for greater integration and partnership between health and social care services; including joint commissioning, integrated provision, and pooled budgets, where appropriate (as outlined Section 75 of National Health Service Act 2006).
- Comment on and respond to draft commissioning plans from commissioning authorities. These can be referred back to clinical commissioning groups or NHS England if the HWB feels they do not sufficiently take account of the Health and Wellbeing Strategy or recommendations from the Joint Strategic Needs Assessments.
- Sign-off local plans for the implementation of the Better Care Fund.

2.2 Previous experience, particularly when commenting on or signing-off draft plans, has shown that the input of the HWB is sometimes required at short notice. This does not always coincide with the scheduled quarterly HWB meetings.

2.3 The volume of business for HWB meetings has increasingly become more difficult to manage. Most recently at the HWB meeting on 2 October 2014, this meant that a number of the items on the agenda needed to be deferred. On many occasions during 2014/15, additional HWB meetings have needed to be organised to comment on particularly important and urgent items.

3.0 FREQUENCY OF HWB MEETINGS

- 3.1 The HWB is currently scheduled to meet formally on a quarterly basis.
- 3.2 The volume of business during 2014/15 – and to cater for particularly urgent items such as the Better Care Fund – meant that the HWB has already needed to hold three special meetings in addition to the quarterly meetings. This means there will have been a total of seven formal meetings of the Health and Wellbeing Board during 2014/15.
- 3.3 On 11 June 2014, 11 September 2014 and 10 December 2014, part of the day allocated as HWB development days was used for a formal meeting; primarily to make arrangements for signing off Better Care Fund plans. Similarly, during 2013/14 the HWB met six times, rather than the four that were scheduled.
- 3.4 The current approach has been to use scheduled HWB development days if additional formal meetings are required.
- 3.5 It is suggested that rather than potentially sacrificing development opportunities in the future, additional formal HWB meetings are scheduled into the meetings calendar.
- 3.6 Given in 2013/14 the HWB was required to formally meet six times and for 2014/15 it will be seven, it would seem reasonable to propose that for 2015/16, bi-monthly HWB meetings are scheduled to allow for six formal meetings during the year.
- 3.7 It is proposed that current arrangements for four HWB development days (or half days) would remain the same, though the HWB may wish to consider this frequency. It may be appropriate to provisionally schedule four development days and review their frequency based on need throughout the year.

4.0 ALIGNMENT WITH THE CAMBRIDGESHIRE HEALTH AND WELLBEING STRATEGY

- 4.1 This paper supports the Health and Wellbeing Strategy priority to work together effectively (Priority 6).

5.0 DECISION REQUIRED

- 5.1 The Health and Wellbeing Board is asked to consider and approve the recommendation to increase the frequency of Health and Wellbeing Board meetings to six planned formal meetings per year.

Source Documents	Location
Cambridgeshire County Council Constitution	http://www.cambridgeshire.gov.uk/info/20050/council_structure/288/councils_constitution