

HEALTH & WELLBEING BOARD MINUTES ACTION LOG AND UPDATES FROM 2nd JULY 2015

MINUTE & ITEM TITLE	ACTION REQUIRED / UPDATE	STATUS
<p>99. Review of the Joint Health and Wellbeing Strategy</p>	<p>Request for information on how the different Mental Health Strategies are being brought together. Action: C Bruin / E de Zoete / L Robin</p> <p>UPDATE: Report on Priority 4 (agenda item 6, 17.09.15) includes an update on integrating mental health strategies.</p>	<p>COMPLETED</p>
<p>120. Better Care Fund</p>	<p>Updated Terms of Reference document for Cambridgeshire Executive Partnership Board to be brought to a future Health and Wellbeing Board meeting. Action: G Hinkins / R Yule</p> <p>UPDATE: Work on CEPB governance arrangements continues; the Terms of Reference document will be placed on the HWB's forward agenda plan as soon as possible.</p>	<p>ONGOING</p>
<p>124. Membership of HWB</p>	<p>Provision of regular update reports on the work of Cambridgeshire Health and Wellbeing Board to the Cambridgeshire Public Service Board (CPSB). Action: A Lyne</p> <p>UPDATE: An update on the work of the HWB Board was presented to CPSB on 14 August and CPSB requested further regular updates when there was substantive information to be discussed.</p>	<p>COMPLETED</p>
	<p>Invite the Police and Crime Commissioner (PCC) to a themed meeting of the HWB Board focussing on Priority 4 of the Health and Wellbeing Strategy. Action: L Robin / A Lyne</p> <p>UPDATE: The Police and Crime Commissioner and/or the Chief Executive is due to attend the HWB on 17 September and 19 November.</p>	<p>COMPLETED</p>
	<p>Explore the potential for a 'whole system' event, to further build relationships between HWB Board members and other key groups in the health and care system. Action: A Lyne / L Robin / A Parr</p> <p>UPDATE: Plans for a joint event have been discussed with the CCG Chief Strategy Officer in the context of system transformation work, which is not yet at the right stage for a joint event. A Health and Wellbeing Board development day is now being planned at which the need to further develop 'whole system' relationships will be discussed.</p>	<p>ONGOING</p>
<p>128. Election of Vice-Chairman/woman</p>	<p>Add to agenda plan for HWB on 17th September 2015 Action: R Yule</p> <p>UPDATE: On agenda for 17th September.</p>	<p>COMPLETED</p>

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132. Progress Report on HWB Priority 2	Formal consultation with staff on roles within and operation of UnitingCare's neighbourhood teams, and target dates for the roll-out of the various stages of OneCall, both to be shared with HWB Action: A Loades / R Yule UPDATE: Consultation has concluded; document to be obtained from UnitingCare.	ONGOING
	Ensure UnitingCare Bulletins are being regularly received by HWB members Action: R Yule UPDATE: Most recent bulletin circulated to members of HWB and CCC Health Committee, and web link supplied for previous bulletins. R Yule already on circulation list for these bulletins.	COMPLETED
133. JSNA on Long-Term Conditions	Update on the actions arising from the JSNA to be placed on the HWB forward agenda plan Action: A Lyne / R Yule UPDATE: Advice is being sought on when an update report would be most appropriate.	ONGOING
	Develop a delivery plan to enable monitoring of how the JSNA document is being used Action: A Mavrodaris UPDATE: A delivery plan has been created identifying the relevant actions corresponding to the key findings from the JSNA process. Many actions relate to dissemination of the key findings among key stakeholders to inform commissioning and service development decisions and are addressed through the communications plan. Monitoring will be continued by Public Health.	ONGOING
	Correct typographical errors Action: A Mavrodaris UPDATE: A final, fully checked version of the report has been posted on Cambridgeshire Insight, along with a full set of data supplements and summary presentations; see http://www.cambridgeshireinsight.org.uk/JSNA/LTCs-across-the-lifecycle-2015 .	COMPLETED
	Arrange for presentations of the JSNA to other groups, including CCG Governing Body and Local Health Partnerships, and share report with CCG Governing Body Action: A Mavrodaris UPDATE: A communications plan has been written to raise awareness with key stakeholders. JSNA findings will be presented at CCG Governing Body on 03.11.015. The JSNA has been requested as an agenda item for the local health partnership meetings; dates are currently being finalised. Letters and other correspondence will be used to raise awareness of the JSNA report among other stakeholders including Uniting Care	ONGOING

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	Partnership and other partners of the CEPB. A plain language summary is in development with colleagues at NHS Citizen Senate East of England for wider dissemination and feedback among local people living with long term conditions, particularly among those who contributed to the qualitative intelligence gathered.	
135. Updating the JSNA Summary Report	Correct error whereby percentage figures in table of Key Population and Health Statistics added up to rather more than 100% Action: W Quarry UPDATE: The percentage figure error has now been corrected.	COMPLETED
136. Addressing the Findings of the Transport and Health JSNA	This JSNA to be sent to the Leaders of the County Council, Cambridge City Council, and South Cambridgeshire District Council Action: I Green UPDATE: The JSNA has been raised at CPSB; officers are working with District Councils to arrange briefings to their management teams and/or members.	ONGOING
	Iain Green to liaise with Jess Bawden about other partnership groups this JSNA should be shared with. Action: J Bawden / I Green UPDATE: Arrangements are being made to present the JSNA to the CCG's Clinical and Management Executive Team (CMET)	ONGOING
137. Alcohol and Drugs JSNA	Make it clearer that children and young people were included in the JSNA's remit. Action: V Thomas UPDATE: The scope of the JSNA has been revisited and the specific areas of the JSNA relating to children and young people have been described, this includes prevention, treatment services and pathways for children and young people whose parents/carers misuse substances.	COMPLETED
139. Cambridgeshire and Peterborough Health and Care System Transformation Programme	Project plan, workstreams and public engagement documents to be circulated to HWB members Action: J Bawden / A Loades / R Yule UPDATE: A further report on the Transformation Programme (agenda item 13, 17.09.15) includes a summary report of feedback from engagement events, and links to System Transformation Programme documents.	