

**Health and Wellbeing Board**  
**Minutes of the meeting held on 31 October 2018 at 11am**  
**in the Council Chamber, County Hall.**

**Present:**

Cllr Bill Borrett (Chairman)  
James Bullion  
Cllr Elizabeth Nockolds  
Cllr Paul Claussen  
Cllr Roger Foulger  
Sara Tough  
Dr Louise Smith  
David Edwards  
Dr Liam Stevens  
  
Melanie Craig  
  
Tracy Williams (CCG Vice-Chair)  
Dr Anoop Dhesi  
Dr Hilary Byrne  
Dr Paul Williams  
Supt Chris Balmer  
Cllr David Bills  
Dr Wendy Thomson  
Cllr Maggie Prior  
Cllr Matthew Packer  
Cllr Yvonne Bendle (District Council  
Vice-Chair)  
Rt Hon Patricia Hewitt  
Dan Mobbs  
Alan Hopley  
Cllr Alison Cackett

**Invitees Present:**

Jonathan Williams  
  
Dr Sanjay Kaushal  
Gary Page  
Cursty Pepper

**Officers Present:**

Hollie Adams  
Linda Bainton  
  
Mark Burgis  
Chris Butwright  
Suzanne Meredith  
Jamie Sutterby

**Representing:**

Adult Social Care Committee, Norfolk County Council  
Adult Social Services, Norfolk County Council  
Borough Council of King's Lynn & West Norfolk  
Breckland District Council  
Broadland District Council  
Children's Services, Norfolk County Council  
Director of Public Health, Norfolk County Council  
Healthwatch Norfolk  
NHS Great Yarmouth & Waveney Clinical Commissioning  
Group (CCG)  
NHS Great Yarmouth & Waveney CCG *and* Sustainability  
& Transformation Partnership (Executive Lead)  
NHS Norwich CCG  
NHS North Norfolk CCG  
NHS South Norfolk CCG  
NHS West Norfolk CCG  
Norfolk Constabulary  
Norfolk County Council  
Norfolk County Council  
North Norfolk District Council  
Norwich City Council  
South Norfolk District Council  
  
Sustainability & Transformation Partnership (Chair)  
Voluntary Sector Representative  
Voluntary Sector Representative  
Waveney District Council

**Representing:**

East Coast Community Healthcare CIC (Community Interest  
Company)  
Norfolk Independent Care  
Norfolk & Suffolk NHS Foundation Trust  
Norfolk & Norwich University Hospital NHS Trust

Clerk

Senior Planning & Partnerships Officer, Public Health,  
Norfolk County Council  
Winter Room Director, NHS  
Head of Performance & Delivery, Public Health  
Deputy Director of Public Health (Healthcare Services)  
Director of Communities & Wellbeing, South Norfolk Council

**1. Apologies**

- 1.1 Apologies were received from Christine Allen, Mark Davies (Cursty Pepper substituting), ACC Nick Davison (Supt Chris Balmer substituting), Jon Green, Lorne Green, Antek Lejk (Gary Page substituting), Paul Martin, Cllr Mary Rudd (Cllr Alison Cackett substituting), Jo Smithson, Elly Wilson Wickenden (Alan Hopley substituting), Cllr C Walker and John Webster.

1.2 Also absent were: Cllr S Dark, Simon Evans-Evans and Frank Sims.

## 2. Chairman's Opening Remarks

2.1 The Chairman welcomed new members Stuart Dark, David Edwards, Frank Sims, Cllr Alison Cackett, new voluntary and community sector representatives Paul Martin and Elly Wilson Wickenden, and Alan Hopley who was present substituting for Elly Wilson Wickenden.

2.2 The Chairman updated the Board on

- Changes to the County Council's Constitution considered by the Constitution Advisory Group in September and agreed by Full Council on 15 October 2018 to include a Waveney District Council representative (and substitute) and the Sustainability and Transformation Partnership Chair and Executive Lead as full Members of the Health and Wellbeing Board
- The Better Care Fund Quarter 2 submission which had been signed off by the Chair and Vice Chairs Group on behalf of the Board and submitted to NHS England
- The Annual Refresh 2018-19 of the Local Transformation Plan for Norfolk & Waveney (Children and Young People's Mental Health) which had been delegated to the Chair and Vice Chairs Group to consider before the 31 October 2018 deadline. In future, the CCGs' Joint Strategic Commissioning Committee would approve this before being brought to the Chair and Vice Chairs Group for sign off
- The Carers' Charter had been presented to Full Council in October 2018 and adopted with cross party support

## 3. Minutes

3.1 The minutes of the meeting held on the 17 July 2018 were agreed as an accurate record and signed by the Chairman.

## 4. Actions arising from minutes

4.1 The Chairman updated Members on matters discussed in the minutes of the 17 July 2018:

- Page 5, Paragraph 6.2: District Council Board Members and lead officers had worked on the impact of housing and homes on health and wellbeing, reported at item 9
- Page 8, Paragraph 9.4.6: The outcome of the Norfolk & Waveney Sustainability and Transformation Plan (STP) Capital Funding Bid Programme was expected in November
- Page 9, paragraph 10.8: Partners had taken the agreed Strategy to their organisations for formal sign up as shown in the report at item 7 of the agenda
- Page 9, paragraph 11.3: The All Age Autism Strategy was in development and would be brought to the Health and Wellbeing Board meeting on the 13 February 2019
- Page 11, paragraph 12.5: A Carers Strategy was being developed and would be brought to the Health and Wellbeing Board on 13 February 2019

## 5. Declarations of Interests

5.1 There were no declarations of interest.

## 6. Public Questions

6.1 One question and supplementary question were received and the answers circulated; see [appendix A](#).

6.2 Questions received after the deadline for the meeting of the 17 July 2018 were responded

to outside of the forum of the meeting.

## 7. Our Joint Health and Wellbeing Strategy 2018-22

7.1 The Board received the report outlining the commitment by Health and Wellbeing Board (HWB) partners through formal sign-up to the Strategy, and next steps for implementation. Copies of the Joint Health and Wellbeing Strategy were circulated; see [appendix B](#).

7.2 During discussion the following points were noted:

- David Edwards reported that the Healthwatch Norfolk Board agreed with the Strategy but felt more detail was needed on implementation. An implementation plan would be developed with partners and brought to a future Health and Wellbeing Board meeting. It was also noted that the Strategy was about bringing the system together, with organisations' existing strategies or plans.
- The next Health and Wellbeing Board workshop, due to be held on the 5 December 2018, would be the Annual Conference at which the Strategy would be launched to wider stakeholders; all HWB partners were asked to publicise the HWB Conference to their partner organisations
- The Chairman praised the high level of sign up to the Strategy as a success for the Health and Wellbeing Board, noting that the Norfolk & Norwich University Hospital and Queen Elizabeth Hospital were yet to sign up

7.3 The Health and Wellbeing Board:

1. **NOTED** the outcome of partner organisations' sign up to the Strategy
2. **AGREED** the next steps with implementation & **COMMITTED** to action to take this forward:
  - **Developing and agreeing our high-level implementation plan** - which will inform our action and prioritisation and enable us to focus on the added value that collaboration through the Health and Wellbeing Board brings
  - **Developing and agreeing an outcomes framework** - so we can monitor our progress towards achieving our priorities

## 8a. Norfolk & Waveney Sustainability and Transformation Partnership (STP): a) Update

8a.1.1 The Board discussed the report with an update on the Norfolk and Waveney Sustainability and Transformation Partnership (STP), focussing on progress of key pieces of work since the last report in July 2018.

8a.1.2 Rt Hon Patricia Hewitt, STP Chair, introduced the report, highlighting that:

- In moving towards becoming an Integrated Care System (ICS) it was important to engage with a wider range of stakeholders, so work was being done to engage with the public via social media platforms and this would involve members of the public, patients and service users through focus groups and other means
- There were two immediate priorities identified which were:
  - to improve winter performance through the system working better together; and
  - to build a medium term financial plan, looking across the whole system and considering any staff and patient time wasted due to fragmentation.

8a.2 Melanie Craig, STP Executive Lead, highlighted the engagement around the Mental Health Review and confirmed that events were being held for the public and patients to enable people to make their views known. The events would be held on the 7, 14 and 19 November 2018 and the STP executive Lead asked for details of these events to be publicised widely. [The news release with details of the events was sent to HWB partners immediately following the meeting].

During discussion the following points were noted:

- The good and outstanding ratings for cancer care across Norfolk and Waveney were highlighted
- Board members welcomed the system wide approach to the work underway, both in terms of commissioning for the future and, for example, in looking at workforce in the round. The importance of harnessing the work of the voluntary sector in mental health and other areas was discussed and it was noted that the mental health review was co- led by representatives of the two voluntary sector infrastructure groups.
- District Councils highlighted some of the work they were doing, for example winter homes projects which help mitigate against winter conditions and work on adaptations of care and reablement, and asked that District Councils are involved in future system-wide discussions

#### 8a.3 The Health and Wellbeing Board

1. **CONSIDERED** and **COMMENTED** on the report
2. Agreed to **IDENTIFY** actions that the Health & Wellbeing Board/member organisations could take to speed up progress on delivering the changes necessary to deliver sustainable services
3. **SUPPORTED** the engagement around the mental health review

#### 8b. Norfolk & Waveney Sustainability and Transformation Partnership (STP): b) Winter Planning; Urgent & Emergency Care

8b.1.1 The Board considered the report containing an update on the focus and work of the STP Urgent and Emergency (UEC) workstream focussed on winter planning and resilience.

8b.1.2 Copies of the draft Winter Resilience booklet were circulated; see [appendix C](#). Mark Burgis, Winter Room Director, introduced the report:

- Winter preparation was being planned by looking at how the service could be set up to manage pressures
- £3m funding received from the NHS had been invested in areas which had been weaker in previous years and where a difference could be made
- Available workforce could be an issue in some areas; it was important to keep staff safe and well over winter
- Effective communication on how the service would be made more resilient over winter was key, as a “help us to help you keep well” approach was being taken with the public

8b.2 During discussion the following points were noted:

- It was suggested that the booklet should contain information on the relevant work of the District Councils and links to related websites. Mark Burgis **agreed** to take this suggestion on board
- Due to the distance from and availability of minor injuries units in some areas it was suggested it would be helpful for information to be advertised over social media; Mark Burgis **agreed** to take this suggestion away to consider as part of the social media strategy work
- Whilst the approach to winter planning was a positive step forward, it was important to bear in mind that services were under pressure all year round
- Members were assured that evaluation would be a key part of the winter plan for 2018-19
- Mark Burgis **agreed** to discuss engagement with the wider voluntary sector with the HWB VCSE representatives outside of the meeting.
- The Director of Public Health, Norfolk County Council, reported that an unexplained national spike in deaths was seen in 2015-16 and that it was thought these were linked

to cold snaps, triggering strokes and heart attacks, and to circulating flu. Excess winter deaths was something that the system could decide to measure itself by.

8b.3 The Health and Wellbeing Board **NOTED** and **COMMENTED** on the operational and transformation work that was underway to manage the STP-wide operational plans, to provide system coordination and improved grip.

### 8c. **Norfolk and Waveney Sustainability and Transformation Partnership: c) Prevention Winter Plan**

8c.1 The Board considered the report setting out the top 5 priorities of the Sustainability & Transformation Partnership (STP) Prevention workstream focussing on system delivery outcomes for winter system sustainability and seeking commitment from the Health and Wellbeing Board to support and contribute to them.

8c.2 During discussion the following points were noted:

- The Chairman felt the report was very focussed, showing key areas for action
- In relation to the priorities around housing & homes and social prescribing, it would be helpful to use the learning from this winter to identify investment priorities for 2019-20
- The Board noted that embedding next steps in locality areas would be most effective if more GPs could be involved in the prevention workstream
- Facebook was discussed as a good forum for advertising prevention strategies and helping people to understand them; work was planned with community pharmacies to take this forward also
- It was also noted that there had been a successful Twitter flu jab campaign run in West Norfolk West Norfolk CCG.

8c.3 The Health and Wellbeing Board **SUPPORTED** the 'Top 5 for prevention' priorities developed by the STP Prevention workstream

### 8d. **Norfolk & Waveney Sustainability and Transformation Partnership (STP): d) Adult Social Care Winter Plan**

8d.1.1 The Committee received the report detailing the Norfolk Adult Social Services winter plan which set out the department's arrangements for the winter period 2018-19.

8d.1.2 The Executive Director of Adult Social Care, introduced the report highlighting that:

- In the October 2018 budget announcement, the £4.1m government fund for 2018-19 had been confirmed to continue for a further year
- A senior manager had been appointed across our system who will work with the Winter Room Director
- A bed tracker was in place covering Norfolk and Waveney
- By joining with the voluntary sector, the level of staff vacancies across the service could be minimised; with extension of the fund, this work could be continued for a further year

8d.2 During discussion the following points were noted:

- The huge efforts of our staff in winter and the need to celebrate this more
- Voluntary Sector representatives were keen to see a greater emphasis on poverty in the winter plan and discussed concern about the impact of universal credit
- The Chairman took on board comments about sustaining winter planning through the summer and **agreed** to discuss the voluntary sector concerns outside of the meeting

8d.3 The Health and Wellbeing Board **AGREED** the Adult Social Services Winter Plan

## 9. Homes and Health

9.1.1 The Board considered the report confirming the creation of the District Councils' Sub Committee of the Board and its priority in the first year, homes and health.

9.1.2 Vice-Chair Cllr Bendle introduced the report and work done in districts to support people during the winter; Jamie Sutterby, Director of Communities and Wellbeing, South Norfolk Council gave a presentation to the board; see [appendix D](#).

9.2 During discussion the following points were noted:

- District Council representatives welcomed the opportunity to formalise the work they were doing around this as well as the opportunities to help improve their services
- The issue of homelessness and the impact this workstream could have on it
- The importance of having both short term and long-term priorities
- The Chairman commented on the significant role the District Councils played in the health, care and wellbeing system and was keen for the work of this sub-committee to continue.

9.3 The Health and Wellbeing Board **AGREED**

1. That this Group was **formally established as the District Council's Sub Committee** of the Health and Wellbeing Board, with a view to meeting at least twice a year
2. That this Sub Committee **prioritises homes and health for 2019** and reviews the position at the end of the first year, ahead of planning for winter 2019
3. To focus on **three priority areas** and support cross partner working on:
  - **Warm and healthy homes** - To promote how to stay well in winter, provide energy and money saving advice and install central heating systems to fuel poor households
  - **Workforce joint working** - Pilot location of housing staff within Multi-Disciplinary Teams to identify needs in homes and increase knowledge of housing solutions to support health and care needs based on joint learning
  - **Discharge from hospital** - work together to establish a single & sustainable model and to extend the district offer to include discharge from mental health and community hospitals

## 10. Any Other Business

10.1 The Health and Wellbeing Board Annual Conference was due to be held on the 5 December at the Kings Centre in Norwich; Professor Sir Nicholas Black would be giving the key note speech on this new era for health and care systems - focusing on relationships and releasing creativity.

10.2 The next Health & Wellbeing Board meeting and how systems worked across health and social care was arranged for Wednesday 13 February 2019.

The Meeting Closed at 12.17

**Bill Borrett, Chairman,  
Health and Wellbeing Board**



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Customer Services on 0344 800 8020 or Text Relay on 18001 800 8020 (textphone) and we will do our best to help.