

Health and Wellbeing Board
Minutes of the meeting held on 10 July 2019 at 9.30am
at the Abbey Conference Centre, Norwich

Present:

Cllr Bill Borrett
James Bullion
Cllr Elizabeth Nockolds
Cllr Karen Davis
Chris Balmer
Sara Tough
Dr Louise Smith
Cllr Virginia Gay
Cllr Fran Whymark
Cllr Alison Cackett
Tracy Williams
Cllr Penny Carpenter
Prof Jonathan Warren
Steve Barnett
Steve James
Cllr Yvonne Bendle
Rt Hon Patricia Hewitt
Jon Clemo
Geraldine Broderick

Representing:

Adult Social Care Committee, Norfolk County Council (NCC)
Adult Social Services, NCC
Borough Council of King's Lynn & West Norfolk
Norwich City Council
Norfolk Constabulary
Children's Services, Norfolk County Council
Director of Public Health, NCC
North Norfolk District Council
Broadland District Council
East Suffolk Council
NHS Norwich CCG
Norfolk County Council
Norfolk and Suffolk NHS Foundation Trust
Queen Elizabeth Hospital NHS Trust
Breckland District Council
South Norfolk District Council
Sustainability & Transformation Partnership (Chair)
Voluntary Sector Representative
Norfolk Community Health and Care NHS Trust

Officers Present:

Hannah Shah	Public Health Policy Manager
Nicola Ledain	Committee Officer, NCC

1. Apologies

- 1.1 Apologies were received from Cllr John Fisher, Matthew Winn, Marie Gabriel, Nick Davison (substituted by Chris Balmer), Marie Rudd (substituted by Alison Cackett), Josie Spencer (substituted Geraldine Broderick), Mark Davies (substituted by Jon Green, Caroline Shaw (substituted by Prof. Steve Barnett) and Sam Chapman-Allen (substituted by Steve James).
- 1.2 Also absent were Dr Hilary Byrne, Dr Anoop Dhesi, David Edwards, Lorne Green, Anna Hills, Alan Hopley, Dr Sanjay Kaushal, Dan Mobbs, Dr Liam Stevens, Cllr Cara Walker, Dr Paul Williams and Jonathan Williams.

2. Election of Chairman

- 2.1 Cllr Bill Borrett was duly elected for the ensuing year.

3. Election of vice-Chairman

- 3.1 Cllr Yvonne Bendle and Tracy Williams were elected as Vice-Chairs for the ensuing year.

4. Chairman's Opening Remarks

- 4.1 The Chairman invited introductions round the table.

5. Minutes

- 5.1 The minutes of the meeting held on the 24 April 2019 were agreed as an accurate record and signed by the Chairman.

6. Actions arising from minutes

- 6.1 Page 6, Paragraph 9.3, 2nd bullet: Better Care Fund: The guidance for the Better Care and Integration Plan for transition year 2019-20 was still awaited. It was noted that it was unlikely that there would be any further news until the outcome of the Conservative leadership contest was known.
- 6.2 Page 6, Paragraph 9.3, 4th Bullet: Better Care Fund: In April 2019 a letter was sent from the Chairman to the Secretary of State and Minister for Social Care expressing the Board's hope that the Better Care Fund would continue into 2020.
- 6.3 Page 7, Paragraph 10.3, 1st – 3rd Bullets: Homes and Health: A marketing and communications plan is in development to promote the programme more broadly and target eligible fuel poor Norfolk residents. The discharge from hospital service (led by South Norfolk DC) business case was taken to Joint Strategic Commissioning Executive (JSCE) and it has been agreed to place as a QIPP project.
- 6.4 Page 8, Paragraph 11.3, 1st – 4th Bullets: HWB Governance: Proposed changes to the governance arrangements were agreed by Council.

7. Declarations of Interests

- 7.1 Cllr Penny Carpenter declared an interest as a member of the Sustainability and Transformation Partnership (STP) and a nominated Governor for the James Paget Hospital.

8. Public Questions

- 8.1 No public questions were received.

9. Health and Wellbeing Board Governance Update

- 9.1 The Health and Wellbeing Board (HWB) received the report (9) which highlighted the changes to the Clinical Commissioning Groups' (CCGs) executive arrangements, with the establishment of a single Accountable Officer, and invited Board members to ratify an amendment to its membership.
- 9.2 There was concern expressed that with the changes, there would be fewer representatives from each of the individual CCG areas. It was noted as important to have a breadth of representation to reflect the different needs of local areas.
- 9.3 It was noted that the five Chairs of the Clinical Commissioning Groups would still be members of the HWB.
- 9.4 The Health and Wellbeing Board **AGREED** to ratify the decision of the HWB Chair and Vice-Chair Group to change the representation of the CCGs' executive membership to reflect the recently appointed single Accountable Officer.

10. Area Special Educational Needs and Disabilities (SEND) Strategy

- 10.1 Sara Tough, Executive Director of Children's Services, introduced the report (10) which presented the strategy for Special Educational Needs & Disability (SEND):
- Legislative changes made in 2014 with the Children and Families Act brought about new reforms for Area SEND to enable local authorities, schools and health to become more joined up.
 - A wide range of organisations, working with carers and parents, were consulted over the past 12 months.
 - Feedback was being sought during June-July 2019 from partners and stakeholders (including the HWB), after which it would be refreshed over the summer holiday period for full publication for 1 September 2019.
- 10.2 Michael Bateman, SEND and AP Transformation Lead, gave a presentation on the SEND Strategy ([presentation can be viewed via this link](#)).
- 10.3 It was noted that implementation of the Strategy is supported by an associated action plan and multi-agency steering group that reports into the Children's Committee and then into the HWB. The annual refresh will be a critical element of monitoring implementation.
- 10.4 The Health and Wellbeing Board:
- a) **PROVIDED** comment and feedback regarding the Area SEND Strategy as part of a current 6-week consultation with all partners and stakeholders
 - b) **AGREED** to receive a report, at least annually as part of the annual refresh of the strategy, to contribute to monitoring of improvement and impact
 - c) **ENDORSED** the Area SEND Strategy and promote within member organisations.

11. Norfolk and Waveney Adult Mental Health Strategy

- 11.1 Dr Tony Palframan, Chair Norfolk and Waveney Mental Health STP Forum, introduced the report (11) on the Norfolk and Waveney Adult Mental Health Strategy which sets out a long-term vision for mental health services available locally, and what is needed to do to get there.
- 11.2 During discussion the following points were noted:
- The focus on prevention and the approach to supporting those in crisis was welcomed by Board members. It was also noted that the HWB had successfully signed up the Mental Health Prevention Concordat.
 - The operational details as to how the wellbeing hub would operate from day to night, were being worked through. Surrey had a similar set up which had been operating for 8 years, so lessons were being learnt from this example.
 - It was commented that GP practices were overwhelmed and that this would provide a welcome opportunity to do things in a different way, with the Cambridge PRISM model being closely analysed (A model for mental health in General Practice).
 - A joint communications approach between Norfolk County Council and the STP was being explored to support information sharing.
- 11.3 The Health and Wellbeing Board **CONSIDERED** what additional actions partners could take, both collectively and individually, to support the implementation of the Norfolk and Waveney Adult Mental Health Strategy.

12. Norfolk and Waveney Sustainability and Transformation Partnership Update

- 12.1 The Board received the report (12) which updated members of the HWB on the Norfolk and Waveney Sustainability and Transformation Partnership (STP), with a focus on progress made with key pieces of work since the last report in April 2019.
- 12.2 The STP Chair, Rt Hon Patricia Hewitt, introduced the report highlighting that each system would be developing a 5-Year Plan setting out local priorities to improve health and care services, and deliver the NHS Long Term Plan.
- 12.3 During discussion the following points were noted:
- The initial draft of the 5-Year Plan needed to be submitted in September, with the final submission in November. Although this was a challenging national timescale, it was noted that engagement had been carried out by Healthwatch Norfolk (HWN) in preparation and following the draft submission there would be time to receive further responses.
 - On 31st July a stakeholder event will take place to support this; HWB members' support and attendance would be welcomed.
 - Norfolk and Waveney were performing well with the developments of the 17 Primary Care Networks covering five localities. Clinical directors were now in place who will need to engage with district councils and the voluntary sector.
- 12.4 The Health and Wellbeing Board;
- a) **CONSIDERED** what additional actions partners could take, both collectively and individually, to support our health and care system to address the financial challenge we face.
 - b) **AGREED** to assist with building awareness of our 17 Primary Care Networks across Norfolk and Waveney, and support with their continued development.

13. Autism Strategy Update

- 13.1 James Bullion, Executive Director of Adult Social Services, introduced the report (13) which provided an update on the Norfolk All-Age Autism Strategy.
- 13.2 Amanda Dunn, Assistant Director of Learning Disability and Autism, outlined the process to put in place a Norfolk autism strategy to support the implementation of the Autism Act (2009) National Autism Statutory Guidance (2016). This had culminated in the co-production of the Strategy 'My Autism, Our Lives, Our Norfolk' with the autism community and their families.
- 13.3 The Board asked if the 'Autism Awareness E-learning' link could be shared, and this would be done (included as **Appendix A**).
- 13.4 The Health and Wellbeing Board **AGREED**;
- a) The autism strategy 'My Autism, Our Lives, Our Norfolk'.
 - b) That all Health and Wellbeing Board members embed the strategy within their own organisations, for example by promoting participation in autism training.
 - c) That all Health and Wellbeing Board members complete the Autism Awareness e-learning training themselves and campaign to increase its use across the partnership.

14. Physical Health Checks for Adults with a Learning Disability

- 14.1 The Board received the report (14) which presented to members of the HWB what could be done to help increase the uptake of annual health checks for people with a learning disability.
- 14.2 Sadie Parker and Parveen Mercer, Associate Directors of Primary Care, gave a presentation ([presentation can be viewed via this link](#)) stating that the item had been brought to the meeting following a request from the Board for more information about how members are able to encourage/support provision and raise awareness of Physical Health Checks for Adults with a Learning Disability across the county.
- 14.3 The HWB was asked to initiate an outcome-oriented discussion on the opportunities to encourage/support provision and raise awareness of Physical Health Checks for Adults with a Learning Disability across the county.
- 14.4 During discussion the following points were noted:
- Members commented that changing the language of 'Learning Disabilities Health Check' could help to increase uptake as this was not a term used by all those who were eligible. It was noted that this should be considered locally as well as nationally.
 - District councils would be pleased to work with the service to use some of their venues to help facilitate health checks if patients don't wish to attend the GP for a Health Check.
- 14.5 The Board acknowledged that the clarity around what everyone was expected to do was helpful, with partners acknowledging the actions required.

15. Joint Health and Wellbeing Strategy 2018-2022 Implementation Update

- 15.1 Chris Butwright, Head of Performance & Delivery - Public Health, introduced the report (15) which introduced a proposed Strategy Action and Delivery Plan, based on the agreed Strategic Framework and an approach to acknowledging contributions of excellence through the establishment of an HWB Chairman's Award.
- 15.2 The Health and Wellbeing Board:
- a) **AGREED** the draft Implementation Action & Delivery Plan and to commit to working jointly to develop action to deliver the Strategy, as agreed by the Board.
 - b) **AGREED** the approach to establishing the HWB Chairman's Award.

The Meeting closed at 12 noon.

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




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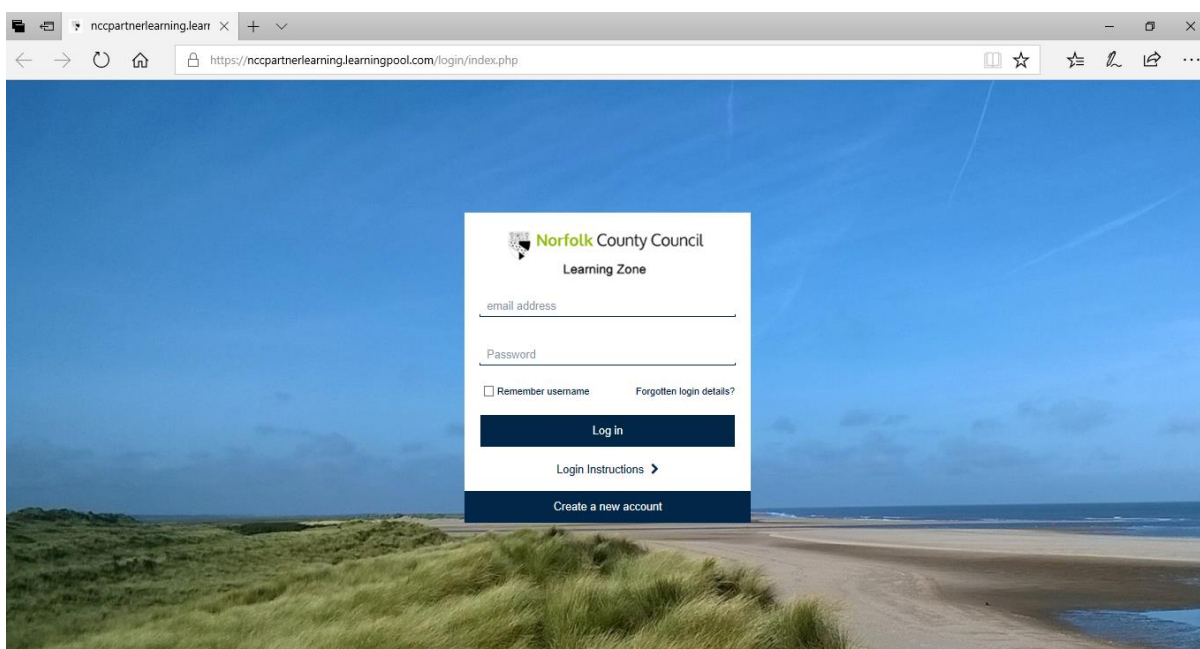
Crib sheet for Autism Awareness External eLearning

1. You can access the Autism Awareness eLearning by holding the 'ctrl' button and clicking on the link below with the left button of the mouse:

URL: nccpartnerlearning.learningpool.com

note Please use internet explorer  as there are issues with other web browsers. If the link opens in a different web browser, copy the link by highlighting it and pressing the right mouse button and left click 'copy'. Open internet explorer, right click in the search bar at the top of the screen and right click to give the options menu, then left click 'paste' and press the enter key.

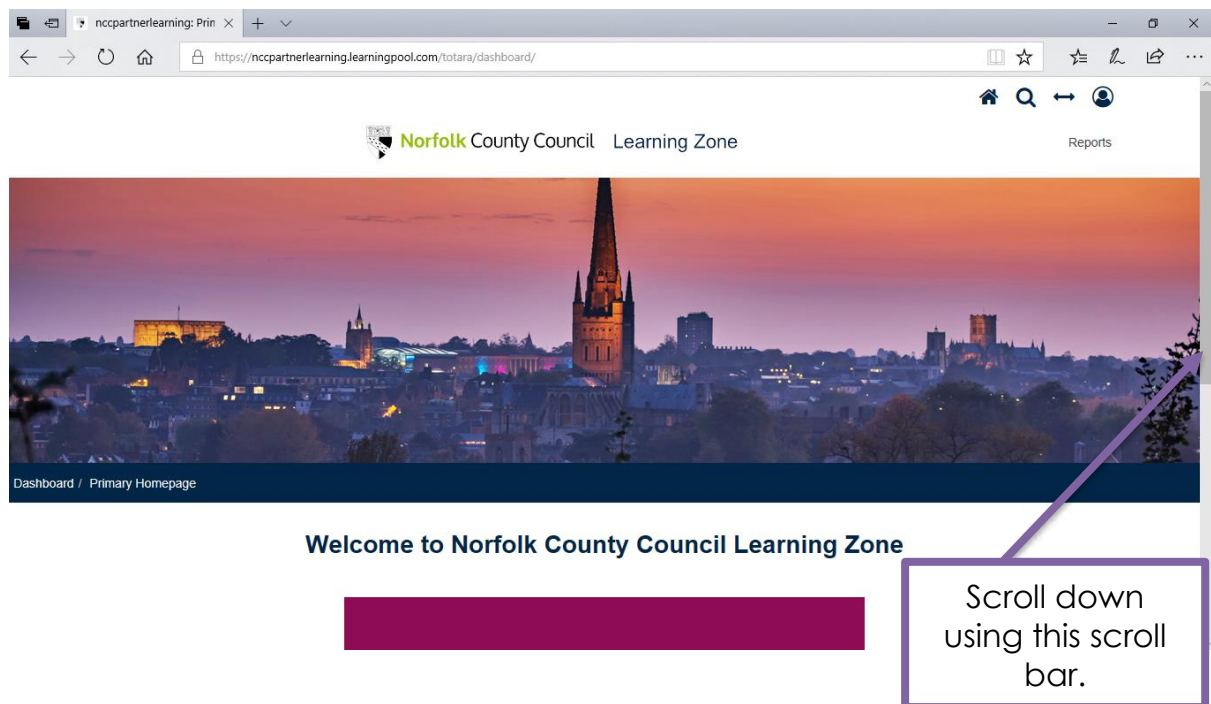
2. You should be presented with a screen like this:



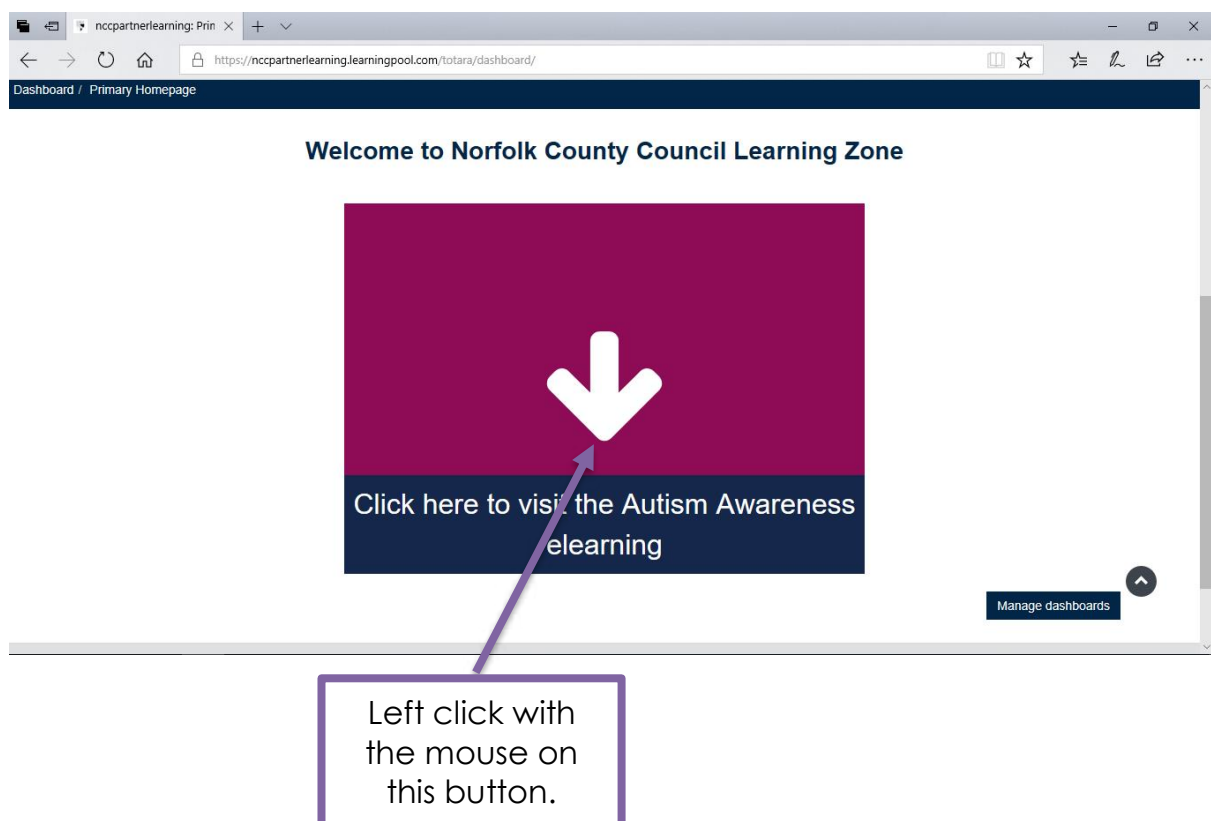
Enter the information below into the email address and password to access the Learning Zone:

Email address	demouser
Password	Welcome1!

3. You should be presented with this screen:



You should then see this:



4. You will then see this screen:

Course: Autism Awareness

https://nccpartnerlearning.learningpool.com/course/view.php?id=13

Norfolk County Council Learning Zone

Autism Awareness

Introduction

Norfolk Autism Partnership Board

As part of equalities training and in line with The Autism Act, this course gives a general overview of what autism is, how it can affect people in different ways, means of supporting those who have autism / autistic traits who use public services and how to successfully engage with and understand autism.

elearning

- Autism Awareness Elearning

Not available unless: The activity Please tick this box to confirm you have read the ... is marked complete

Privacy Statement

Acceptance of Privacy Statement

Click on this link 'Autism Awareness Training'

5. You will then see this screen:

Autism Awareness

Autism Awareness Elearning

Info Reports

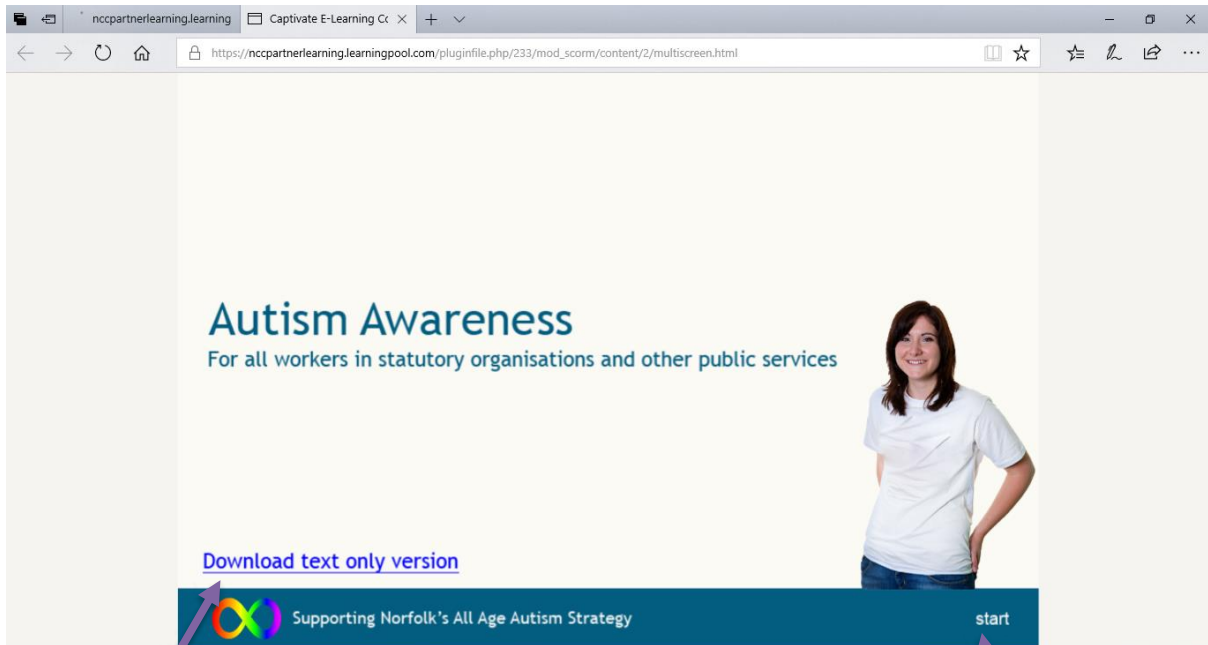
Administration

- SCORM package administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Course administration
- Site administration

Launch Course Wizard

Click the 'Enter' button

6. This will bring up another window in your web browser giving you access to the 'Autism eLearning':



For a 'text only' version of the training, left click here with the mouse

To start, press the 'start' button. This is where the 'next' button will appear when pages are completed to move onto the next page of the eLearning