

## NOTTINGHAM CITY COUNCIL

### HEALTH AND WELLBEING BOARD

**MINUTES of the meeting held at NHS Nottingham City Clinical Commissioning Group, 1 Standard Court, Park Row, Nottingham, NG1 6GN on 29 March 2017 from 2.01 pm - 4.02 pm**

#### Membership

##### Voting Members

###### Present

Councillor Alex Norris (Chair) (left during item 8 – Dr Marcus Bicknell took over as Chair during this item)  
Councillor Steve Battlemuch  
Dr Marcus Bicknell  
Alison Challenger  
Martin Gawith  
Councillor Neghat Khan  
Councillor David Mellen (left after item 6)  
Jonathan Rycroft  
Dawn Smith

###### Absent

Helen Jones  
Alison Michalska  
Hugh Porter

##### Non-voting Members

###### Present

Lyn Bacon  
Leslie McDonald  
Gill Moy  
Chris Packham  
Maria Ward  
Andy Winter

###### Absent

Ted Antil  
Wayne Bowcock  
Peter Homa  
Michelle Simpson

Bryn Coleman (substitute for Wayne Bowcock)

#### Colleagues, partners and others in attendance:

Karla Banfield	- Acting Market Strategy and Development Manager
Uzmah Bhatti	- Public Health Manager
Helene Denness	- Consultant in Public Health
Jane Garrard	- Senior Governance Officer
Nick Hunter	- Chief Officer, Nottinghamshire Local Pharmaceutical Committee
Dave Miles	- Assistive Technology Project Manager
Peter Morley	- Programme Manager
Joanne Morling	- Acting Consultant in Public Health

Samantha Travis - Local Professional Network Chair, NHS England  
James Welbourn - Governance Officer

### **73 APOLOGIES FOR ABSENCE**

Wayne Bowcock  
Peter Homa  
Helen Jones  
Alison Michalska  
Dr Hugh Porter  
Michelle Simpson

### **74 DECLARATIONS OF INTERESTS**

None.

### **75 MINUTES**

The minutes of the meeting held on 25 January were agreed as a true record and signed by the Chair.

### **76 HEALTHY CULTURE ACTION PLAN PROGRESS UPDATE**

Dr Marcus Bicknell, of NHS Nottingham City Clinical Commissioning Group introduced a report providing the Board with information on strategic developments in relation to the Healthy Culture Outcome of the Health and Wellbeing Strategy 2016-2020.

Dave Miles, Karla Banfield, Peter Morley, Helene Denness talked the Board through PowerPoint presentations that are attached to this pack. A service user gave their experience of using the Assistive Technology service. The following information was highlighted:

- (a) Assistive Technology enables the citizen to have a single point of contact. There is a reviewing function so that citizens can be contacted to see how they are doing;
- (b) the BME community are very hard to reach in terms of promoting and encouraging take up of Assistive Technology services;
- (c) the Bulwell self-care pilot started in July 2015 and ended in January 2017. A key element of this pilot was social prescribing, for example an individual becoming less social isolated and lonely as a result of playing walking football after being referred to the 'Football in the Community' programme";
- (d) the Health and Care Point Model has been revised to make it simpler to access;
- (e) Local Information Online Nottingham (LiON) brings together five online directories. The purpose is to hand back choice and control to the citizen, as

well has helping to reduce demand for face to face services. So far, 2000 services have been registered;

- (f) LiON will bring together a variety of services. The aim is to add it to all computers through an app. The long-term vision is for a citizen hub;
- (g) Nottingham is 8<sup>th</sup> highest of 326 districts on the Index of Multiple Deprivation;
- (h) only 4.3% of people have gone for help with their debt;

Following questions and comments from Board Members, further information was provided:

- (i) it was suggested that there is a crunch point coming next year with Universal Credit, as well as with changes to housing benefit for under 22s. Welfare reform changes could pose real risks to the strategies already in place;
- (j) there is a 'Week of Action' in May with Nottingham On Call involving Assisted Technology. Any teams are welcome to come down and have a look at the service;
- (k) the LiON website is live now, and people are able to register. There are two full-time members of staff sponsored by the Clinical Commissioning Group (CCG) and the Local Authority. Their sole responsibility is to make sure this site is up to date and relevant;
- (l) the financial resilience group will own the work on the finance and money section of the LiON website;
- (m) Google Translate is on the LiON website, so that people can access it in a variety of different languages. In time, 'read aloud' and 'hear aloud' will be available on the site;

**RESOLVED to:**

- (1) note the contents of the report;**
- (2) ensure that member organisations work with the Assistive Technology Service (delivered by Nottingham City Homes) to raise awareness and take up, especially with hard to reach groups such as those from Black, Asian and Minority Ethnic (BAME) communities;**
- (3) identify key individuals from Health and Wellbeing Board Member's respective organisations to work with Rachel Jenkins to develop Self-Care across the City;**
- (4) promote LiON and encourage groups, organisations, services to register on LiON and promote the use of it amongst the workforce;**
- (5) use opportunities to raise awareness of the relationship between financial vulnerability and health and wellbeing;**

- (6) champion training for front line workers on how to identify financial vulnerability and provide (or support access to) advice and assistance once this has been established;**
- (7) encourage minor process changes to embed recognition of financial vulnerability and access to assistance (e.g. via clear referral arrangements) within services.**

## **77 NOTTINGHAM CITY COUNCIL DECLARATION ON ALCOHOL**

Joanne Morling, Acting Consultant in Public Health at Nottingham City Council introduced a report outlining Nottingham City Council's declaration on alcohol. Nottingham City Council approved the signing of the Local Authority Declaration on Alcohol in January 2017.

Nottingham is one of the first areas outside of the North-East to develop an action plan and progress it through its Full Council.

A future piece of work reviewing progress and outcomes of organisations signing the tobacco declaration would be welcomed.

Maria Ward was happy to enter discussions with Members present to find a way of getting this message on alcohol to other organisations in the Third Sector.

### **RESOLVED to:**

- (1) endorse and support the Nottingham City Council Declaration on Alcohol;**
- (2) ask Board Members to take this Declaration back to their organisations with a view to supporting, and then signing it.**

## **78 SUSTAINABILITY AND TRANSFORMATION PLAN UPDATE**

Dawn Smith, Chief Officer at NHS Nottingham City CCG introduced a report updating the Board on the feedback received on the Sustainability and Transformation Plan (STP) between November 2016 and February 2017, including details of the governance arrangements and information about the STP readiness assessment review.

The following information was highlighted:

- (a) STP governance arrangements were presented to the Joint Health Scrutiny Committee;
- (b) an approach has been made by the Institute for Volunteering Research and the Big Lottery Fund about using the STP communications strategy as a case study. The STP Advisory Group now has three voluntary sector representatives involved as Members; the Mid Notts Alliance Board also has some representation;

During the discussion the following comments were made:

- (c) the communications strategy is useful but seems to be focused on health professionals and should have a greater focus on communicating with people outside the sector and members of the public;
- (d) Martin Gawith from Healthwatch highlighted three areas of concern:
  - Focus groups to be set up around significant changes being proposed as part of the STP;
  - There needs to be better communications to elected, and other Members. This will help reach different part of communities. It is also important to bear in mind that certain sections of society have already made up their mind on the STP and will not be open to having this opinion altered;
  - There needs to be a strategy that informs and educates supervisory staff and middle management within health and social care organisations

**RESOLVED to note the update on the Sustainability and Transformation Plan.**

**79 NHS NOTTINGHAM CITY CLINICAL COMMISSIONING GROUP OPERATIONAL PLAN 2017-2019**

Dawn Smith, Chief Officer at NHS Nottingham City CCG introduced the Operational Plan for 2017-19 developed by NHS Nottingham City CCG in response to the NHS Five Year Forward View.

The Chair noted that the NHS Nottingham City Clinical Commissioning Group Operational Plan was aligned to the Health and Wellbeing Strategy, the Sustainability and Transformation Plan and relevant plans of the City Council. This was really positive for the City.

**RESOLVED to note the planning guidance produced by NHS England.**

**80 HOW COMMUNITY PHARMACY CAN SUPPORT THE SUSTAINABILITY AND TRANSFORMATION PLAN PREVENTION AND WORKFORCE AGENDAS**

Nick Hunter, Chief Officer at Nottinghamshire Local Pharmaceutical Committee (LPC) and Samantha Travis, Local Professional Network Chair at NHS England briefed the Board about community pharmacy.

The following information was highlighted:

- (a) there have been significant cuts to the sector as well as efficiency savings. As a result, the core contract has been changed and an equality scheme has been brought in;
- (b) pharmacies have to meet 27 different criteria to get healthy living pharmacy accreditation;

- (c) Health Education England funding has been secured for every pharmacy in Nottinghamshire and Derbyshire to have a 'Healthy Living Leader'. LPCs have devolved money for training;

Following comment and questions from Members, further information was provided:

- (d) co-commissioning of services between the Local Authority, CCGs and NHS England could be overseen by a new group containing representatives of all of the above;
- (e) there has been one pharmacy closure in Derbyshire. There are no immediate plans for other pharmacy closures, but there are pharmacies under significant financial pressure. Some pharmacies are cutting back the hours that they are open;
- (f) as part of the Healthy Living Pharmacy accreditation pharmacies are required to undertake engagement with local communities and promote healthy living messages. There is scope for the Health and Wellbeing Board to influence the messages and campaigns that pharmacies in Nottingham focus on. It was suggested that this could be based around the Health and Wellbeing Strategy and that discussions take place between NHS England and Public Health about progressing this opportunity.

**RESOLVED to:**

- (1) note the report;**
- (2) ask the Local Authority, NHS England and CCGs to form a group overseeing the co-commissioning of services.**

**81 CHANGE TO THE HEALTH AND WELLBEING BOARD COMMISSIONING SUB COMMITTEE TERMS OF REFERENCE**

Jane Garrard, Senior Governance Officer at Nottingham City Council set out the proposed changes to the Health and Wellbeing Board Commissioning Sub Committee Terms of Reference, including membership.

The change in the Terms of Reference relates to overseeing the section 75 agreement on Tier 2 Child and Adolescent Mental Health Services (CAMHS).

**RESOLVED to agree the revised Terms of Reference for the Health and Wellbeing Board Commissioning Sub Committee as set out in Appendix 1 of the report.**

**82 HEALTH AND WELLBEING BOARD FORWARD PLAN**

**RESOLVED to note the future meeting dates for the Health and Wellbeing Board. These are (all at 2pm):**

**31 May 2017;  
26 July 2017;**

**27 September 2017;**  
**29 November 2017;**  
**31 January 2018;**  
**28 March 2018.**

### **83 BOARD MEMBER UPDATES**

In addition to the written updates circulated as part of the agenda pack, further information was provided by Members:

- (a) Maria Ward, from Nottingham Community and Voluntary Service (NCVS) added that NCVS were there to take any issues that relate to Health and Social Care. NCVS are still involved in the Health and Wellbeing Strategy;
- (b) a plan from NCVS was circulated to Members present and is attached to this minutes pack;
- (c) Martin Gawith from Healthwatch Nottingham informed Members that their mental health report had been well received. Care home review comments were taken on board by residents and owners;
- (d) the Quality Premium received by NHS Nottingham City CCG is usually a sum of money around £1million – however this year the figure received was £250,000;
- (e) there is a Primary Care Panel set up to deal with issues including GP closures. Councillor Neghat Khan has recently been invited to join the Panel as a representative of the Board;
- (f) the recent pilot OFSTED inspection in Nottingham City went well;
- (g) a video called 'Did Not Attend' is available on YouTube, and was circulated to all Members by Jane Garrard following the last meeting;
- (h) the Government have recently announced that sex and relationship education will become mandatory for all schools in England that follow the National Curriculum. Parents will still have the right to withdraw children if they wish. In Nottingham there are inconsistencies in how schools provide sexual and relationship education and a Sex and Relationships Charter has been established for schools to sign up to;
- (i) Nottingham is required to develop a 'Clean Air Zone'. This will be one of the issues discussed at the Health and Wellbeing Board development session on 26 April on the environmental outcome of the Health and Wellbeing Strategy. The session will also include a piece of work on health and green spaces. Alison Challenger will circulate a reminder to Members with a venue and an agreed time.

### **84 MINUTES OF THE HEALTH AND WELLBEING BOARD COMMISSIONING SUB COMMITTEE MEETING HELD ON 8 MARCH 2017 (DRAFT)**

Health and Wellbeing Board - 29.03.17

**RESOLVED to note the draft minutes of the Health and Wellbeing Board Commissioning Sub Committee meeting held on 8 March 2017.**

**85 NEW JOINT STRATEGIC NEEDS ASSESSMENT (JSNA) CHAPTER - CARERS**

**RESOLVED to note that a new Joint Strategic Needs Assessment chapter on Carers had been published.**