

Health and Wellbeing Board	HWB22/11/12
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ESSEX HEALTH AND WELLBEING BOARD STRUCTURES AND SUPPORT ARRANGEMENTS

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Purpose of report and Decision Areas and Recommendations	<p>Following the Shadow Health & Wellbeing Board development day a small working party was asked to finalise the overarching structure, support arrangements for the Essex Health & Wellbeing Board and the Health & Wellbeing Community Budget work as well as the business cycle for integrated plans.</p> <p>The purpose of this report is to agree the proposed:</p> <ul style="list-style-type: none"> • Overarching structure for the Essex Health & Wellbeing Board and the Health & Wellbeing Community Budget work; • The support arrangements to co-ordinate and drive the business of the Essex Health & Wellbeing Board; • The business cycle for the integrated plans and other commissioning plans to be considered by the Health & Wellbeing Board between now and April 2013.
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1. Background and context

1.1. The Shadow Health & Wellbeing Board (HWB) commenced a self-assessment process at the September Board meeting. The process included 1:1 interviews and a development day held on the 30th October. At the development day the Board considered how the structures proposed by the Health & Wellbeing Community Budget work align with the HWB. The development day also discussed the need for a group to co-ordinate and drive the business of the Essex HWB. It was agreed that a small working group (Andrew Pike, Liz Chidgey, Dave Hill, Richard Puleston, Clare Morris and Clare Hardy) who would review the outputs of the self-assessment and finalise proposals for the high level structure and the supporting co-ordinating group. In addition the group were asked to consider the business planning cycle of the HWB to ensure the integrated commissioning plans and other commissioning plans have opportunities to be considered fully by the HWB.

1.2. The working party met on the 9th November and this reports sets out their proposals for the SHWB to consider and agree.

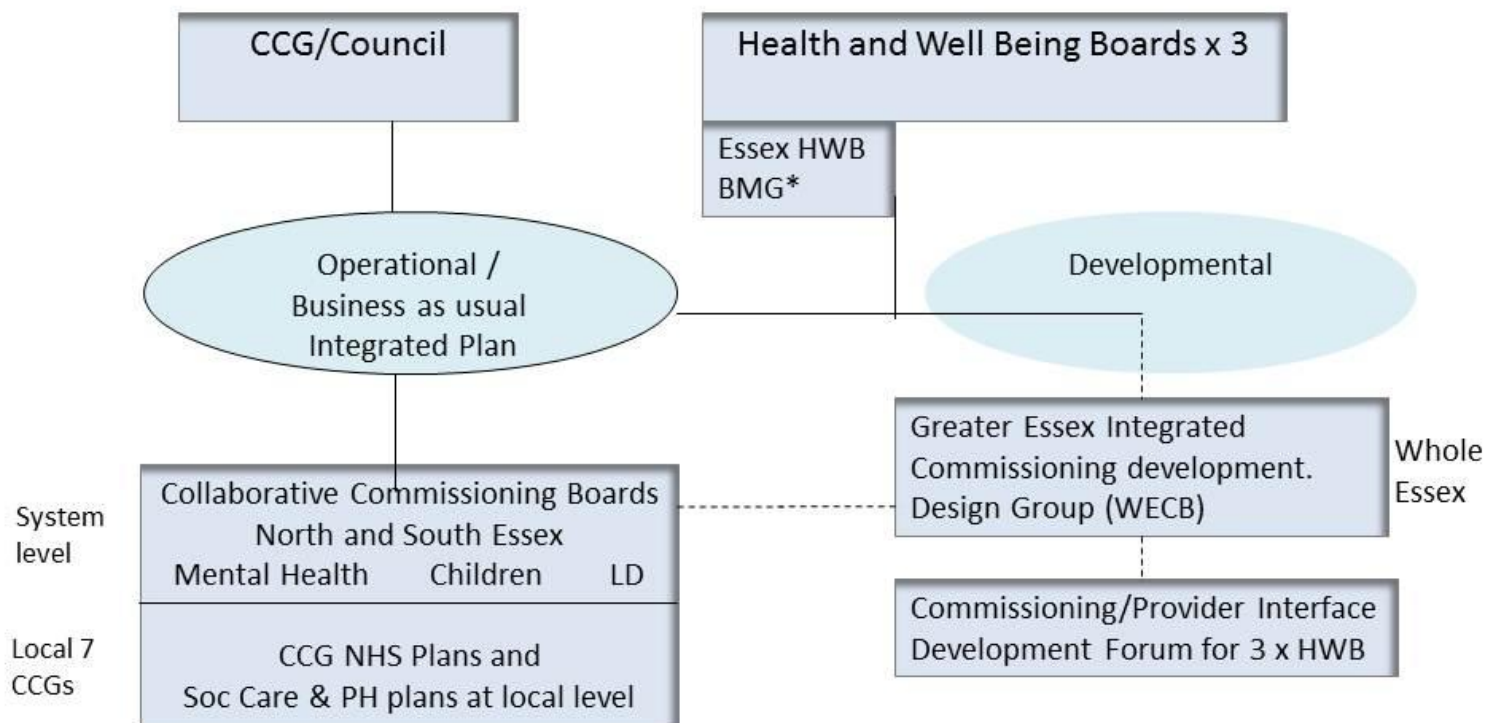
2. Proposals

2.1. Structures

The proposed structure for community budget integrated commissioning sets out business as usual arrangements which include local arrangements of health, social care and public health based around the CCG boundaries. Individual organisations would maintain their sovereignty but would work together to develop local integrated commissioning plans. Engagement with wider local stakeholders is being developed at a local level with local arrangements reflecting local circumstances. There would be North and South commissioning arrangements to support elements of commissioning that are better done at scale. The relevant partners have agreed to North/ South collaborative commissioning arrangements on a North/ South for Mental Health and discussions are due to take place on the appropriate level for Children's Services.

Developmental system design arrangements and a commissioner/ provider forum would be set up across Essex, Southend and Thurrock bringing together the CCGs with the Local Authorities (adults/ children's social care and public health). These arrangements would feed into the 3 HWBs. The design group is in recognition that HWBs would benefit from a specific group looking at a range of issues (shared posts, governance, continuing health care) and that there is limited ability to do this under the integrated local arrangements. Commissioning development will be the focus on the design group but will be supported by specific service reform from the business as usual arrangements. It has been agreed that the Health & Wellbeing Board will be the accountable body for the further development of the Whole Essex Community Budget, Health & Wellbeing and Families with Complex Needs work. Recognising that all Community Budget business cases will be subject to agreement by the individual statutory organisations involved. The Health & Wellbeing Sponsors Board has been disbanded.

Relationship of Health and Well Being and the Whole Essex Community Budget



- Will also feed into wider community budget arrangements
- Essex HWG Business Management Group, only required for Essex HWB. For Thurrock and Southend there is a direct relationship with the Council and the CCG setting the HWB work programme.

2.2 structure chart

2.3 The HWB Business Management Group

The development day identified the need for a co-ordinating group for the Essex Health and Wellbeing Board. It is proposed that we establish an Essex HWB Business Management Group which would have the following functions:

Creative initiation role

1. Initiate and develop the Joint Strategic Needs Assessment (JSNA) with Public Health and partners.
2. Initiate and coordinate development with partners of the Joint Health and Wellbeing Strategy (JHWBS) based on the JSNA.
3. Coordinate and schedule board business within an agreed integrated business cycle across Greater Essex, including CCG Integrated Plans and Community Budget business cases.
4. Design and run the business of the board (including quality assurance of Board papers).

Strategic assurance role

5. Organise and facilitate strategic assurance reviews with local partnerships.
6. Analyse commissioning plans to ensure alignment with Joint strategy.
7. Align work plans with key related bodies (e.g. including Health Overview and Scrutiny Committee and Healthwatch).
8. Have an overview of the whole system and make internal and external connections (e.g. Essex Public Service Board, Safer Essex Board, local HWB arrangements, Children's Trust, Quality Surveillance Group), signposting enquiries and referring issues to other accountable partners.
9. Develop criteria for the Board to determine whether commissioners have fulfilled their duty to have regard to the JSNA and JHWS within their published commissioning plans and to report accordingly to the NHS Commissioning Board and the County Council on the outcome of their review.
10. Identifying system risks and identifying/managing risks to Board functioning.

Relational, inspirational, connective and coordinative role.

11. Work with system partners regarding system trends and issues, e.g. standards of care in care homes or safeguarding issues, and refer onwards.
12. Coordinate and share existing good practice partnership working in Essex.
13. Engagement of the local HWB arrangements, stakeholders and public in commissioning including service planning, design, evaluation and performance management.
14. Communications planning and coordinating delivery of key messages and responding to requests.

These functions will need further refinement and will come back to the HWB in January for final agreement as part of the terms of reference for the HWB and the Business Management Group

- 2.4 The proposed membership for the Business Management Group would include: the Accountable Officers from the 5 Essex CCGs, Essex County Council's Directors of Adult Social Care (DASS), Children's Services (DCS) and Public Health (DPH), NHS CB Local Area Team and the HWB secretariat officer. This would be link to the membership of the Integrated Commissioning system design group which would also include the Southend and Thurrock CCGs and Southend and Thurrock DCS, DASS and DPH. HealthWatch is represented on the HWB current arrangements do we wish this to continue for the Business Management Group?

The Essex HWB Business Management Group would meet monthly, one month virtually, the other physical. The physical meetings could be timed to align with the Design group given to similar membership. Ideally the Business Management Group will meet 2-3 weeks before each Health & Wellbeing Board meeting.

2.5 Business Planning Cycle

Guidance is due this month for NHS to commence the planning process for next year. Work has commenced on drafts which should be available during December, agreements at the CCG Boards in January/ February, with a view for contracts being agreed end of Feb. Primary Care planning will come through the CCG priorities.

With regards to Council Commissioning plans, (which would include Public Health) the aim is to have as much into the integrated plans for April 2013, but they will be some additional elements of the Councils Commissioning plans which will also need to come to the Board. The Council's teams will know their budgets after full Council in early February.

To enable maximum alignment of the HWB meetings with the integrated commissioning plan cycle, we would require an HWB meeting in early-mid January and a meeting at the end of February, the following meeting is then proposed for early April.

3.1 Conclusions

Next steps

- For Andrew Pike and Dave Hill to discuss Children's Services (engaging with the CCGs)
- For Clare Hardy to refine the Executive functions to be included in the Terms of Reference for the Health & Wellbeing Board and to come to the January Health & Wellbeing Board meeting.

The Health & Wellbeing Board are asked to agree the following:

- The high level governance structures as set out in the diagram at 2.2
- To establish the Essex Health & Wellbeing Board Business Management Group as set out at 2.4
- To agree the membership of the Essex Health & Wellbeing Business Management Group as set out at 2.4
- To agree to a revised meeting schedule between now and April of early-mid January, end February and early April.