

SLOUGH BOROUGH COUNCIL

REPORT TO: Slough Wellbeing Board

DATE: 10 May 2017

CONTACT OFFICER: Dean Tyler (Head of Policy, Partnerships & Programmes)
(For all Enquiries) (01753) 875847

WARD(S): All

PART I **FOR COMMENT & CONSIDERATION**

PLANNING FOR THE 2017 PARTNERSHIP CONFERENCE

1. Purpose of Report

- 1.1 To discuss and agree plans for the 2017 partnership conference; including a mini workshop for the Board on 14 June to review its ways of working.

2. Recommendation(s)/Proposed Action

- 2.1 The Board is asked to discuss and agree arrangements to plan for the second Slough Partnership Conference on 21 September 2017 at the Curve. As part of this a mini workshop has been arranged on 14 June to review the effectiveness of the Board's ways of working.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Council's Five Year Plan

3a. Slough Joint Wellbeing Strategy Priorities

- 3.1 The Slough Wellbeing Strategy 2016-2020 was launched at last year's conference in September 2016. There are four priorities:

1. Protecting vulnerable children
2. Increasing life expectancy by focusing on inequalities
3. Improving mental health and wellbeing
4. Housing

- 3.2 We will use this year's conference to share progress against the priorities and check whether these remain the right priorities for the partnership for the year ahead.

3b. Joint Strategic Needs Assessment (JSNA)

- 3.3 The priorities in the Wellbeing Strategy are informed by evidence of need contained in the Joint Strategic Needs Assessment and the Slough Story.

3c. Council's Five Year Plan Outcomes

- 3.4 The work of the Board and the Wellbeing Strategy contributes to the five outcomes in the Council's Five Year Plan:

- Our children and young people will have the best start in life and opportunities to give them positive lives
- Our people will become healthier and will manage their own health, care and support needs
- Slough will be an attractive place where people choose to live, work and visit
- Our residents will have access to good quality homes
- Slough will attract, retain and grow businesses and investment to provide jobs and opportunities for our residents

4. **Other Implications**

- (a) Financial – There is a financial cost attached to the annual conference which is around **£650.00** This includes the cost of hiring the Curve plus catering. The Board does not have a budget and this cost needs to be considered in planning the conference.
- (b) Risk Management - There are no identified risks associated with the proposed actions.
- (c) Human Rights Act and Other Legal Implications - There are no direct legal implications. The specific activity in the Wellbeing Strategy and other plans may have legal implications which will be brought to the attention of the Council's Cabinet separately. There are no Human Rights Act Implications.
- (d) Equalities Impact Assessment - There is no requirement to complete an Equalities Impact Assessment (EIA) in relation to this report. EIAs will however be completed on individual aspects of any actions produced to sit underneath the Wellbeing Strategy, as required.

5. **Summary**

This report provides an opportunity for the Board to feed into arrangements to plan for the second partnership conference at the Curve on 21 September.

This includes a workshop for the Board on 14 June to review the effectiveness of the new ways of working agreed in July 2016.

As part of this we will continue to progress our joint work on community engagement.

6. **Supporting Information**

- 6.1 We held the first Slough partnership conference under our new ways of working in September 2016. The conference brought together 60 representatives from across the borough and was used to launch the new Wellbeing Strategy 2016-2020.
- 6.2 As a Board we agreed new ways of working and terms of reference in July 2016 which focussed around how the Board could be more strategic and have genuine influence and set direction. These are attached at Appendix A. The new Wellbeing Strategy explained the role of the Board and how it has set itself an ambition to set the vision and strategic direction for partnership working in Slough.

- 6.3 The Strategy described the relationship between the Board and the wider partnership network in Slough and how it would act to 'hold the ring', coordinating activity to make the best use of resources in achieving common outcomes.
- 6.4 We have agreed to hold a workshop for the Board on 14 June to –
- review how the Wellbeing Board is working against the new ways of working we set in July last year and
 - plan for the 2017 annual conference.
- 6.5 In addition, as discussed at our last meeting in March, we will use the workshop and the conference to progress our joint work around community engagement. It was agreed that having a specific issue or set of issues would help focus and serve as a 'way in' to doing something tangible around community engagement. At the workshop in June we will therefore look at the common issues emerging for all partners and communities from the Sustainability and Transformation Plan (likely to become the Sustainability and Transformation *Partnership*).
- 6.6 The timetable for planning the conference is as follows –

Date	Meeting	Purpose
Wednesday 10 May, 5-7pm	Slough Wellbeing Board St Martins Place	Initial views and comments
Wednesday 14 June, 5-7pm	Workshop St Martins Place	To review Board ways of working and plan for conference
Wednesday 19 July, 5-7pm	Slough Wellbeing Board St Martins Place	To sign off conference programme
Thursday 21 September, 9.30-1.00	Partnership conference The Curve	

7. **Comments of Other Committees**

- 7.1 None at this stage although we have invited members of the Health Scrutiny Panel to the June workshop.

8. **Conclusion**

- 8.1 Last year Board members welcomed the new ways of working and the ambition to set the vision and strategic direction for partnership working in Slough.
- 8.2 We will spend some time looking at how effective this has been at a workshop on 14 June. We will also use the workshop to agree a programme for the September conference and to progress our joint work around community engagement.

9. **Appendices**

- 9.1 A – Slough Wellbeing Board Terms of Reference.

**APPENDIX A: SLOUGH WELLBEING BOARD TERMS OF REFERENCE
AGREED JULY 2016**

1. Purpose and objectives

1.1. The Slough Wellbeing Board (the Board) will carry out the statutory functions of Health and Wellbeing Board as set out in the Health and Social Care Act 2012 and all other relevant statutory provision.

Statutory functions of the Board

1.2. To prepare and publish a Joint Strategic Needs Assessment (JSNA) for Slough.

1.3. To prepare and publish a Joint Health and Wellbeing Strategy (JHWS) for Slough.

1.4. To give its opinion to the Slough Clinical Commissioning Group (the CCG) as to whether their Commissioning Plans adequately reflect the current JSNA and JHWS.

1.5. To comment on the sections of the CCG's Annual Report which describe the extent of the CCG's contribution to the delivery of the JHWS.

1.6. To give its opinion, as requested by the NHS Commissioning Board, on the CCG's level of engagement with the Board, and on the JSNA and the JHWS.

1.7. To encourage persons who arrange for the provision of health and/or social care services in the area to work in an integrated manner for the purpose of advancing the health and wellbeing of the area.

1.8. To work with partners to identify opportunities for future joint commissioning.

1.9. To lead on the signing off of the Better Care Fund Plan (BCF).

1.10. To publish and maintain a Pharmaceutical Needs Assessment (PNA).

1.11. To give its opinion to the Council on whether it is discharging its duty to have regard to any JSNA and JHWS prepared in the exercise of its functions.

1.12. To exercise any Council function which the Council delegates to it.

1.13. To ensure that strategic issues arising from Slough's Adult Safeguarding Board and Local Safeguarding Children's Board inform the work of the Board.

1.14. To receive the annual reports from the Slough's Adult Safeguarding Board and Local Safeguarding Children's Board and ensure that partners respond to issues pertinent to the Board.

Locally agreed objectives of the Board

1.15. To act as the umbrella high level strategic partnership for the Borough, to agree the priorities that will improve the health and wellbeing and reduce the inequalities of the people of Slough.

1.16. To give the public a voice in shaping health and wellbeing services in Slough.

2. Membership

2.1. Board members will be required to represent their organisation with sufficient seniority and influence for decision making. The membership of the Board will consist of:

- The Leader of the Council
- The Cabinet Member for Education and Children's Services and Health and Wellbeing
- The Chief Executive of Slough Borough Council
- The Directors of:
Adult Social Services
Children's Services
Public Health
- A representative of Slough's Clinical Commissioning Group
- A representative of Slough Healthwatch
- A representative of the Local Area Team of NHS England¹ .
- The Local Police Area Commander
- A representative of the Royal Berkshire Fire and Rescue Service
- Two local business representatives
- A representative of Slough's voluntary and community sector
- A representative of the Acute Sector
- Other members appointed by the Board or the Leader of the Council after consultation with the Board.

The Board will keep membership under review and make recommendations to Council as required.

2.2. The Chair of the Board will be required to hold a named delegate list for Board representatives including deputies.

2.3. Where any member of the Board proposes to send a substitute to a meeting, that substitute's name shall be properly nominated by the relevant 'parent' person/body, and submitted to the Democratic Services Officer in advance of the meeting. The substitute shall abide by the Code of Conduct.

2.4. Board members are bound by the same rules as Councillors, including submitting a Register of Interests.

2.5. Membership of the Board will be reviewed annually.

2.6. The following are disqualified from being a Board Member:

Any person who is the subject of a bankruptcy restrictions order or interim order and any person who has within five years before the day of being appointed or since his or her appointment been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

¹ This organisation is required to participate in the development of the JSNA and JHWS and to join the Board when it considers matters relating to the exercise of the NHS Commissioning Board's commissioning functions

2.7. Election of Chair and Vice-Chair

Each year, the Board will appoint its own Chair and Vice Chair who must be voting members of the Board. In the absence of the Chair or the Vice Chair the Board shall elect a Chair for that meeting from the members present.

2.8. All members of the Board will commit to the following roles, responsibilities and expectations:

- a) Commit to attending the majority of meetings;
- b) Uphold and support Board decisions and be prepared to follow through actions and decisions obtaining the necessary financial approval from their organisation for the Board proposals and declaring any conflict of interest;
- c) Be prepared to represent the Board at stakeholder events and support the agreed consensus view of the Board when speaking on behalf of the Board to other parties;
- d) Champion the work of the Board in their wider networks and in community engagement activities;
- e) Participate in Board discussion to reflect views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery; and
- f) Ensure there are communication mechanisms in place within the partner organisations to enable information about the priorities and recommendations of the Board to be effectively disseminated.

3. Working arrangements

3.1. The Slough Wellbeing Board is a committee of the Council and will adhere to the Constitutional requirements of the Council affecting committees unless alternative provision is made within these terms of reference or the law.

3.2. The Board shall schedule meetings at least six times a year.

3.3. The Board will meet in public and comply with the Access to Information procedures as outlined in the Council's Constitution

3.4. The filming/recording of all public meetings is allowed in accordance with the Council's Constitution.

3.5. The Board will hold ad-hoc meetings, workshops and development sessions throughout the year as and where appropriate

3.6. Decision-making will be achieved through consensus reached amongst those members present. Where a vote is required decisions will be reached through a majority vote of voting members; where the outcome of a vote is impasse the Chair will have the casting vote.

3.7. All members have an equal vote.

3.8. Meetings will be deemed quorate² if at least [one third of] members are present and in no case shall the quorum for the Board be less than 5. If the number of members increases this will need to be reviewed. Where a meeting is inquorate

² The Board does not have to comply with Part 4.1 rule 7 of the Council's Constitution.

those members in attendance may meet informally but any decisions shall require appropriate ratification at the next quorate meeting of the Board.

3.9. The Board will produce an Annual Report which will be shared with all member organisations and published on the Council's website.

4. Relationship to other partnership groups

4.1. A network of partnerships groups is already in place which will act as the vehicle for the delivery of the Slough Wellbeing Strategy. The Board will coordinate activity between these and any new groups, to ensure greater clarity of accountability and ownership of agendas. In this respect the Board will 'hold the ring' for the wider partnership network, coordinating activity to make the best use of resources in achieving common outcomes.

4.2. The Board may establish sub groups or Task and Finish groups to help it undertake its statutory and strategic functions.

4.3. The Board may ask for regular reports from the other partnership groups, at least annually, highlighting any areas the Board may be able to support.

4.4. For the avoidance of doubt these groups are not sub committees of the Council.

4.5. The Board will not exercise scrutiny duties around health and adult social care directly. This will remain the role of the Slough Borough Council's Health Scrutiny Panel. Decisions taken and work progressed by Slough Wellbeing Board will be subject to scrutiny by the Council's Health Scrutiny Panel.

5. These terms of reference will be reviewed annually and will require the approval of the full Council.