

## **Birmingham Health and Wellbeing Board**

### **Draft Forward Work Programme**

**2019-20 to 2020-21**

#### **Board Members:**

Councillor Paulette Hamilton (Board Chair)	Cabinet member for Adult Social Care and Health	Birmingham City Council
Dr Peter Ingham (Vice Chair)	Clinical Chair	NHS Birmingham and Solihull CCG
Councillor Kate Booth	Cabinet Member for Children's Wellbeing	Birmingham City Council
Councillor Matt Bennett	Opposition Spokesperson on Health and Social Care	Birmingham City Council
Dr Justin Varney	Director of Public Health	Birmingham City Council
Professor Graeme Betts	Corporate Director for Adult Social Care and Health Directorate	Birmingham City Council
Sarah Sinclair	Interim Assistant Director for Children and Young People Directorate	Birmingham City Council
Paul Jennings	Chief Executive	NHS Birmingham and Solihull Clinical Commissioning Group
Ian Sykes	Chair, Sandwell and West Birmingham CCG.	Sandwell and West Birmingham CCG.
Andy Cave	Chief Executive of Healthwatch	Healthwatch Birmingham
Andy Couldrick	Chief Executive of Birmingham Children's Trust	Children's Trust
Dr Robin Miller	Head of Department, Social Work & Social Care Co-Director, Centre for Health & Social Care Leadership	University of Birmingham Education Sector

Gaynor Smith	Senior and Employer Partnership Leader	Department for Work and Pensions
Peter Richmond	Chief Executive of Birmingham Housing Trust.	Birmingham Social Housing Partnership
Richard Kirby	Birmingham Community Healthcare NHS Foundation Trust	Birmingham Community Healthcare NHS Foundation Trust
Sarah Sinclair	Interim Assistant Director for Children and Young People Directorate	Birmingham City Council
<b>Co – optees</b>		
Carly Jones	Chief Executive of SIFA FIRESIDE.	SIFA FIRESIDE
Charlotte Bailey	Executive Director Strategic Partnership.	Birmingham and Solihull Mental Health Trust
Stephen Raybould	Programmes Director (Ageing Better)	Birmingham Voluntary Services Council

### **Board Support:**

#### **Committee Board Manager**

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## Schedule of Work: April 2019-March 2020

Board Meeting Date	Deadlines	Scheduled Agenda Items	Presenting Officers
<u>Formal Meeting</u>  30 <sup>th</sup> April 2019 Venue : Committee Rooms 3 & 4, Council House, 3pm -5pm	Draft Report Deadline for Pre- agenda : 4 <sup>th</sup> April  Final Report Deadline: 18 <sup>th</sup> April  Agenda and Reports Dispatch Date: 20 <sup>th</sup> April	<u>Presentation Items</u> Health Protection Report Update  <b>PRIVATE ITEM</b> Health Protection Incident Report Update  Birmingham joint strategic needs assessment: diversity and inclusion deep dive 2019/20  Joint strategic needs assessment update  <u>Information Items</u> Feedback on Public Health Green Paper Consultation <b>(verbal)</b>  Care Quality Commission Quarterly Update – Combined with Birmingham Older People Programme(BOPP)  Sustainable Transformational Plan (STP) Bi – Monthly Update  Proposal to relocate and improve the Adult Sexual Assault Referral Centres which serve Birmingham, Solihull and the Black Country.  Primary Care Network	Chris Baggott  Chris Baggott  Elizabeth Griffiths  Elizabeth Griffiths  Elizabeth Griffiths
<u>Board Development Day</u>  14 <sup>th</sup> May 2019, Venue: 10 Woodcock Street , Aston Birmingham	Time : 1pm - 5pm	<u>Workshop Group Discussion Items</u>  <u>Health Inequalities</u>  <u>Childhood Obesity</u>	Elizabeth Griffiths  Kyle Stott

<p><u><b>Informal Meeting</b></u></p> <p>18<sup>th</sup> June 2019 Venue : Committee Rooms 3 &amp; 4, Council House, 3pm – 5pm</p>	<p>Draft Report Deadline for Pre- agenda : TBC</p> <p>Final Report Deadline: tbc June 2019</p> <p>Agenda and Reports Dispatch Date: tbc June 2019</p>	<p><u><b>Themed : Place</b></u></p> <p><u><b>Discussion Items</b></u></p> <p>Air Quality Update Report</p> <p>Active Travel Update Report</p> <p>Developers Toolkit Update Report</p> <p>Feedback on the Health and Wellbeing Board Development Session</p> <p>Changes Places</p> <p>Live Healthy , Healthy Happy STP Update Report</p>	<p>Duncan Vernon</p> <p>Duncan Vernon</p> <p>Kyle Stott</p> <p>Kyle Stott and Elizabeth Griffiths</p> <p>Maria Gavin</p> <p>Paul Jennings</p>
<p><u><b>Formal Meeting</b></u></p> <p>30<sup>th</sup> July 2019 Venue : Committee Rooms 3 &amp; 4, Council House, 2pm – 5pm</p>	<p>Draft Report Deadline draft reports : 3<sup>TH</sup> July 2019</p> <p>Pre – agenda meeting – 8<sup>th</sup> July 2019</p> <p>Final Report Deadline: 19<sup>th</sup> July 2019</p> <p>Agenda and Reports Dispatch Date: 22<sup>nd</sup> July 2019</p>	<p><u><b>Discussion Items</b></u></p> <p>Development of Health &amp; Wellbeing Board Sub-Committee structure</p> <p>Making every adult matter overview</p> <p>Complex severe mental health : Dual diagnosis /personal disorder</p> <p>Drug and alcohol – Change , Grow and Live : Peer mentor</p> <p>Birmingham older people programme : Update on the ageing well programme</p> <p>Homelessness overview</p> <p>Birmingham Health &amp; Wellbeing Board Forward Plan</p>	<p>Justin Varney</p> <p>Justin Varney</p> <p>Tom Howell</p> <p>Max Vaughan</p> <p>Andrew McKirgan, Andy Lumb</p> <p>Cllr Sharon Thompson and Kalvinder Kohli</p>

<u>Formal Meeting</u>		<u>Presentation Items</u>	
<p>24<sup>th</sup> September 2019</p> <p>Venue: Committee Room 3&amp;4, Council House, 3pm – 5pm</p>	<p>Draft Report Deadline for Pre- agenda : 28<sup>th</sup> August 2019</p>	<p>Public Health Budget</p> <p>Suicide Prevention Strategy</p> <p>NHS Long Term Plan</p>	<p>Justin Varney</p> <p>Mo Phillips / Justin Varney</p> <p>TBC</p>
	<p>Pre –agenda meeting : 2<sup>nd</sup> September 2019</p>	<p>Health and Wellbeing Board Priorities Update: Health Inequalities, what good looks like</p>	<p>TBC</p>
	<p>Final Report Deadline: 13<sup>th</sup> September 2019</p>	<p><u>Information Items</u></p> <p>Public Health Priorities Green Paper Response</p>	
	<p>Agenda and Reports Dispatch Date: 14<sup>th</sup> September 2019</p>	<p>Health and Wellbeing Board Priorities Update: <i>Childhood Obesity</i></p>	
		<p>Delayed Transfer of Care</p>	
		<p>Care Quality Commission Update – Combined with Birmingham Older People Programme(BOPP)</p>	
		<p>Sustainability and Transformation Plan Update</p>	
		<p>Better Care Fund Governance Agreement Report</p>	

<u>Formal Meeting</u>		<u>Presentation Items</u>	
26 <sup>th</sup> November 2019 Venue: TBC	Draft Report Deadline for Pre- agenda : 6 <sup>th</sup> November 2019	Creating a Healthy Food City Forum Update	Kyle Stott
	Pre – agenda meeting : 11 <sup>th</sup> November 2019	Health and Wellbeing Board Priorities Update: <i>Childhood Obesity</i>	TBC
	Final Report Deadline: 14 <sup>th</sup> November 2019	JSNA Core Data Set	Ralph Smith
	Agenda and Reports Dispatch Date: 15 <sup>th</sup> November 2019	JSNA Deep Dive – H&WB of Armed Forces Veterans in Birmingham	Susan Lowe
		Health Inequalities Focus on Employment: Gap in employment rates for mental health and learning disabilities	TBC
		Health Inequalities Focus on Employment: Economic inactivity for health reason	TBC
		<u>Information Items</u>	
		Health and Wellbeing Board For a information updates	
		Health and Wellbeing Board Priorities Update: <i>Health Inequalities Indicators</i>	
		Sustainability and Transformation Plan Update	

<u>Formal Meeting</u>		<u>Presentation Items</u>	
<p>21<sup>th</sup> January 2020 Venue: Rooms 3 &amp; 4, Council House, 3pm -5pm</p>	<p>Draft Report Deadline for Pre- agenda : 2<sup>nd</sup> January 2019</p>	<p>Creating a Mentally Healthy City Forum Update</p>	<p>Mo Phillips</p>
	<p>Pre – agenda meeting : 6<sup>th</sup> January 2020</p>	<p>JSNA Deep Dive – Death and Dying in Birmingham</p>	<p>Susan Lowe</p>
	<p>Final Report Deadline: 10<sup>th</sup> January 2020</p>	<p>Health Inequalities Focus on Children: Gap in school readiness for those with free school meal status</p>	<p>TBC</p>
	<p>Agenda and Reports Dispatch Date: 13<sup>th</sup> January 2020</p>	<p>Health Inequalities Focus on Children: Smoking in Pregnancy</p>	<p>TBC</p>
		<p>Health Inequalities Focus on Children: Life Expectancy at Birth</p>	<p>TBC</p>
		<p>Childhood Obesity Focus on topics TBC (potentially multiple presentations)</p>	<p>TBC</p>
		<p>Thrive at School</p>	<p>TBC</p>
		<p><u>Information Items</u></p>	
		<p>Health and Wellbeing Board Fora updates</p>	
		<p>Health and Wellbeing Board Priorities Update: <i>Childhood Obesity Indicators</i></p>	
		<p>Care Quality Commission Update – Combined with Birmingham Older People Programme(BOPP)</p>	
		<p>Sustainability and Transformation Plan Update</p>	

<u>Formal Meeting</u>		<u>Presentation Items</u>	
17 <sup>th</sup> March 2020 Venue : Rooms 3 & 4, Council House – 3pm -5pm	Draft Report Deadline for Pre- agenda : 19 <sup>th</sup> February 2020	Creating an Active City Forum Update	Kyle Stott
	Pre – agenda meeting : 24 <sup>th</sup> February 2020	JSNA Deep Dive – H&WB of Public Sector Workforce in Birmingham	Susan Lowe
	Final Report Deadline: 5 <sup>th</sup> March 2020	Health Inequalities Focus on Chronic Disease: Type 2 Diabetes and CVD	TBC
	Agenda and Reports Dispatch Date: 6 <sup>th</sup> March 2020	Health Inequalities Focus on Chronic Disease: Depression	TBC
		Childhood Obesity Focus on topics TBC (potentially multiple presentations)	TBC
		Health and Wellbeing Board Priorities Update: Health Inequalities and Childhood Obesity Indicators	TBC
		Ageing / Age friendly city including access to toilet facilities	TBC
		<u>Information Items</u>	
		Sustainability and Transformation Plan Update	
		Health and Wellbeing Board For updates	



<p><u>Development Day</u></p> <p>28<sup>th</sup> April 2020 Venue: TBC</p>	<p>Draft Report Deadline for Pre- agenda : 1<sup>th</sup> April 2020</p> <p>Pre – agenda meeting : 6<sup>th</sup> April 2020</p> <p>Final Report Deadline: 16<sup>th</sup> March 2020</p> <p>Agenda and Reports Dispatch Date: 17<sup>th</sup> March 2020</p>	TBC	TBC
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<u>Formal Meeting</u>		<u>Presentation Items</u>	
July 2020		Appointment and Terms of Reference	TBC
		Health Protection Forum Update	Chris Baggott
		JSNA Deep Dive – Diversity and Inclusion (TBC)	Susan Lowe
		Health Inequalities Focus on Physical activity and inactivity	TBC
		Childhood Obesity Focus on topics TBC (potentially multiple presentations)	TBC
		<u>Information Items</u>	
		Health and Wellbeing Board Priorities Update: <i>Childhood Obesity Indicators</i>	
		Care Quality Commission Update – Combined with Birmingham Older People Programme(BOPP)	
		Sustainability and Transformation Plan Update	
		Health and Wellbeing Board Fora updates	

<p><u>Formal Meeting</u></p> <p>September 2020</p>		<p><u>Presentation Items</u></p> <p>Creating a City without Inequality Forum update</p> <p>JSNA Core Data Set</p> <p>JSNA Deep Dive – topic TBC</p> <p>Health Inequalities Focus on Immunisation Rates</p> <p>Childhood Obesity Focus on topics TBC (potentially multiple presentations)</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Priorities Update: <i>Health Inequalities Indicators</i></p> <p>Sustainability and Transformation Plan Update</p> <p>Health and Wellbeing Board Fora updates</p>	<p>Monika Rozanski</p> <p>Ralph Smith</p> <p>Susan Lowe</p> <p>TBC</p> <p>TBC</p>
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<u>Formal Meeting</u>		<u>Presentation Items</u>	
November 2020		JSNA Deep Dive – topic TBC	Susan Lowe
		Health Inequalities Focus on Employment: Gap in employment rates for mental health and learning disabilities	TBC
		Health Inequalities Focus on Employment: Economic inactivity for health reason	TBC
		Childhood Obesity Focus on topics TBC (potentially multiple presentations)	TBC
		<u>Information Items</u>	
		Health and Wellbeing Board Priorities Update: <i>Childhood Obesity Indicators</i>	
		Sustainability and Transformation Plan Update	
		Health and Wellbeing Board Fora updates	

<u>Formal Meeting</u>		<u>Presentation Items</u>	
January 2021		JSNA Deep Dive – topic TBC	Susan Lowe
		Health Inequalities Focus on Children: Gap in school readiness for those with free school meal status	TBC
		Health Inequalities Focus on Children: Smoking in Pregnancy	TBC
		Health Inequalities Focus on Children: Life Expectancy at Birth	TBC
		Childhood Obesity Focus on topics TBC (potentially multiple presentations)	TBC
		<u>Information Items</u>	
		<p>Health and Wellbeing Board Priorities Update: <i>Health Inequalities Indicators</i></p> <p>Care Quality Commission Update – Combined with Birmingham Older People Programme(BOPP)</p> <p>Sustainability and Transformation Plan Update</p> <p>Health and Wellbeing Board Fora updates</p>	

<p><u>Formal Meeting</u></p> <p>March 2021</p>		<p><u>Presentation Items</u></p> <p>JSNA Deep Dive – topic TBC</p> <p>Health Inequalities Focus on Chronic Disease: Type 2 Diabetes and CVD</p> <p>Health Inequalities Focus on Chronic Disease: Depression</p> <p>Childhood Obesity Focus on topics TBC (potentially multiple presentations)</p> <p>Health and Wellbeing Board Priorities Update: Health Inequalities and Childhood Obesity Indicators</p> <p><u>Information Items</u></p> <p>Sustainability and Transformation Plan Update</p> <p>Health and Wellbeing Board Fora updates</p>	<p>Susan Lowe</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>
<p><u>Development Day</u></p> <p>April 2021</p>		<p>Health and Wellbeing Board Priorities – Review and Refresh</p>	<p>TBC</p>

### Standard Agenda

1. Notice of Recording
2. Notice of Potential for Public Exclusions
3. Declaration of Interests
4. Apologies
5. Minutes and Matters Arising
6. Action Log
7. Chair's Update
8. Public Questions
9. Presentation Items (see detail above)
10. Information Items (see detail above)
11. Forward Plan Review
12. Finalise Agenda for next Meeting
13. Date, Time and Venue of next Meeting
14. Notice of Recording Ceased
15. Private Items (see detail above)

### Notes

Any agenda change request must form part of prior HWBB information item with as much lead in as possible but no later than the HWBB immediately prior to the agenda change request, including requests from sub-groups (see below).

Health Inequality Focus and Childhood Obesity Focus agenda presentations can be several items if appropriate but all must include decision(s) and / or action(s) for the Board.

Health and Wellbeing Board Fora will provide a written update to each Board meeting; each will have an annual formal presentation to the Board on a rotational basis.

Any decisions and actions shall be subject to providing an update to the Board on the substantive outcomes, either via presentation or information item as deemed appropriate by the Board, at a future date to be agreed as part of said decision or action.

### Supporting Documents Requiring Development

Agenda change request form  
Report draft template  
Report final template  
Action / Decision request form  
Action / Decision update report template