

**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
Dawn Baxendale Chief	Chair of the Birmingham	Birmingham City Council / West

Executive (Dr Justin Varney as substitute)/Chief Supt John Denley	Community Safety Partnership	Midlands Police
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
<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:**

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**Schedule of Work: April 2019-March 2020**

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

<u><b>Board Development Day</b></u>  14 <sup>th</sup> May 2019, Venue: 10 Woodcock Street , Aston Birmingham	Time : 1pm - 5pm	<u><b>Workshop Group Discussion Items</b></u>  <u><b>Health Inequalities</b></u>  <u><b>Childhood Obesity</b></u>	Elizabeth Griffiths  Kyle Stott
<u><b>Informal Meeting</b></u>  18 <sup>th</sup> June 2019 Venue : Committee Rooms 3 & 4, Council House, 3pm – 5pm	Draft Report Deadline for Pre- agenda : TBC  Final Report Deadline: tbc June 2019  Agenda and Reports Dispatch Date: tbc June 2019	<u><b>Themed : Place</b></u>  <u><b>Discussion Items</b></u>  Air Quality Update Report  Active Travel Update Report  Developers Toolkit Update Report  Feedback on the Health and Wellbeing Board Development Session  Changes Places  Live Healthy , Healthy Happy STP Update Report	Duncan Vernon  Duncan Vernon  Kyle Stott  Kyle Stott and Elizabeth Griffiths  Maria Gavin  Paul Jennings
<u><b>Formal Meeting</b></u>  30 <sup>th</sup> July 2019 Venue : Committee Rooms 3 & 4, Council House, 2pm – 5pm	Draft Report Deadline draft reports : 3 <sup>TH</sup> July 2019  Pre – agenda meeting – 8 <sup>th</sup> July 2019  Final Report Deadline: 19 <sup>th</sup> July 2019  Agenda and Reports Dispatch Date: 22 <sup>nd</sup> July 2019	<u><b>Discussion Items</b></u>  Development of Health & Wellbeing Board Sub-Committee structure  Making every adult matter overview  Complex severe mental health : Dual diagnosis /personal disorder  Drug and alcohol – Change , Grow and Live : Peer mentor  Birmingham older people programme : Update on the ageing well programme  Homelessness overview	Justin Varney  Justin Varney  Tom Howell  Max Vaughan  Andrew McKirgan, Andy Lumb  Cllr Sharon Thompson and

		Birmingham Health & Wellbeing Board Forward Plan	Kalvinder Kohli
<u>Formal Meeting</u>  24 <sup>th</sup> September 2019 Venue: Committee Room 3&4, Council House, 3pm – 5pm	Draft Report Deadline for Pre- agenda : 28 <sup>th</sup> August 2019  Pre –agenda meeting : 2 <sup>nd</sup> September 2019  Final Report Deadline: 13 <sup>th</sup> September 2019  Agenda and Reports Dispatch Date: 14 <sup>th</sup> September 2019	<u>Presentation Items</u>  Suicide Prevention Strategy  NHS Long Term Plan: BSOL CCG Response  Health and Wellbeing Board Priorities Update: Health Inequalities, Forward Trajectory  CAMHS Access and Mental Health Pathway Improvement  <u>Information Items</u>  JSNA Deep Dive Forward Plan  Public Health Priorities Green Paper Response  Better Care Fund Governance Agreement Report  <u>Private Items</u>  NHS Long Term Plan: BSOL CCG Response	Justin Varney  Harvir Lawrence  Justin Varney  Carol McCauley           Harvir Lawrence

<p><u>Formal Meeting</u></p> <p>26<sup>th</sup> November 2019 Venue: N/A</p>	<p>Draft Report Deadline for Pre- agenda : 30<sup>th</sup> October 2019</p> <p>Pre – agenda meeting : 4<sup>th</sup> November 2019</p> <p>Final Report Deadline: 14<sup>th</sup> November 2019</p> <p>Agenda and Reports Dispatch Date: 15<sup>th</sup> November 2019</p>	<p><u>Cancelled due to Pre-Election Preparation Period</u></p>	
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<p><u>Formal Meeting</u></p> <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>Pre – agenda meeting : 6<sup>th</sup> January 2020</p> <p>Final Report Deadline: 9<sup>th</sup> January 2020</p> <p>Agenda and Reports Dispatch Date: 13<sup>th</sup> January 2020</p>	<p><u>Presentation Items</u></p> <p>Creating a Healthy Food City Forum Update (focus on Food Strategy)</p> <p>JSNA Core Data Set – Children and Young People Chapter (incorporating Thrive at school)</p> <p>JSNA Deep Dives – Progress Report</p> <p>NHS Long Term Plan</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p> <p>Public Health Budget</p> <p>Better Care Fund 2019/20 Plan</p> <p><u>Verbal Items</u></p> <p>Round table update on use of developer’s toolkit in capital / retro-build / refurbishment projects.</p>	<p>Kyle Stott</p> <p>Ralph Smith</p> <p>Susan Lowe</p> <p>Harvir Lawrence</p> <p>Paul Campbell</p> <p>Justin Varney</p> <p>Sarah Feeley</p>
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<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	Director of Public Health Annual Report	Justin Varney
	Pre – agenda meeting : 24 <sup>th</sup> February 2020	Creating a Mentally Healthy City Forum Update	Mo Phillips
	Final Report Deadline: 5 <sup>th</sup> March 2020	JSNA Core Data Set – Working Age Adults Chapter	Ralph Smith
	Agenda and Reports Dispatch Date: 6 <sup>th</sup> March 2020	JSNA Core Data Set – Needs of Older People Chapter	Ralph Smith
		JSNA Deep Dives – Death and Dying in Birmingham	Susan Lowe
		JSNA Deep Dives – H&WB of Armed Forces Veterans in Birmingham	Susan Lowe
		<u>Information Items</u>	
		Health and Wellbeing Board Fora updates	Paul Campbell
		Sustainability and Transformation Plan Update	Paul Jennings
		<u>Verbal Items</u>	
		Round table update on use of developer’s toolkit in capital / retro-build / refurbishment projects.	



<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>	<p>TBC</p>	<p>TBC</p>
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<p><u>Formal Meeting</u></p> <p>July 2020</p>		<p><u>Presentation Items</u></p> <p>Appointment and Terms of Reference</p> <p>Creating an Active City Forum Update</p> <p>JSNA Core Data Set – Wider Determinants Chapter</p> <p>JSNA Deep Dive – H&amp;WB of Public Sector Workforce in Birmingham</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p> <p>Sustainability and Transformation Plan Update</p> <p>Healthwatch Birmingham Annual Report</p> <p><u>Verbal Items</u></p> <p>Round table update on use of developer's toolkit in capital / retro-build / refurbishment projects.</p>	<p>TBC</p> <p>Kyle Stott</p> <p>Ralph Smith</p> <p>Susan Lowe</p> <p>Paul Campbell</p> <p>Paul Jennings</p> <p>Andy Cave</p>
<p><u>Formal Meeting</u></p> <p>September 2020</p>		<p><u>Presentation Items</u></p> <p>Health Protection Forum Update</p> <p>JSNA Deep Dive – Diversity and Inclusion (TBC)</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p>	<p>Chris Baggott</p> <p>Susan Lowe</p> <p>Paul Campbell</p>

<p><u>Formal Meeting</u></p> <p>November 2020</p>		<p><u>Presentation Items</u></p> <p>Creating a City without Inequality Forum update</p> <p>JSNA Deep Dive – topic TBC</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p> <p>Sustainability and Transformation Plan Update</p> <p><u>Verbal Items</u></p> <p>Round table update on use of developer's toolkit in capital / retro-build / refurbishment projects.</p>	<p>Monika Rozanski</p> <p>Susan Lowe</p> <p>Paul Campbell</p> <p>Paul Jennings</p>
<p><u>Formal Meeting</u></p> <p>January 2021</p>		<p><u>Presentation Items</u></p> <p>Creating a Healthy Food City Forum Update</p> <p>JSNA Deep Dive – topic TBC</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p>	<p>Kyle Stott</p> <p>Susan Lowe</p> <p>Paul Campbell</p>

<p><u>Formal Meeting</u></p> <p>March 2021</p>		<p><u>Presentation Items</u></p> <p>Creating a Mentally Healthy City Forum Update</p> <p>JSNA Deep Dive – topic TBC</p> <p><u>Information Items</u></p> <p>Health and Wellbeing Board Fora updates</p> <p>Sustainability and Transformation Plan Update</p> <p><u>Verbal Items</u></p> <p>Round table update on use of developer's toolkit in capital / retro-build / refurbishment projects.</p>	<p>Mo Phillips</p> <p>Susan Lowe</p> <p>Paul Campbell</p> <p>Paul Jennings</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