

	<b><u>Agenda Item: 6</u></b>
<b>Report to:</b>	<b>Birmingham Health &amp; Wellbeing Board</b>
<b>Date:</b>	<b>30<sup>th</sup> September 2015</b>
<b>TITLE:</b>	<b>ROLE OF OPERATIONS GROUP</b>
<b>Organisation</b>	<b>Operations Group</b>
<b>Presenting Officer</b>	<b>Alan Lotinga Service - Director Health and Wellbeing</b>

<b>Report Type:</b>	<b>Decision / Endorsement</b>
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**1. Purpose:**

To agree recommendations set out in section 4 of this report on the role and proposed new functions of the Operations Group.

**2. Implications:**

BHWB Strategy Priorities	Child Health	Y
	Vulnerable People	Y
	Systems Resilience	Y
Joint Strategic Needs Assessment		Y
Joint Commissioning and Service Integration		Y
Maximising transfer of Public Health functions		Y
Financial		Y
Patient and Public Involvement		Y
Early Intervention		Y
Prevention		Y

**3. Recommendation**

The Health & Wellbeing Board is recommended to agree:

- 3.1 The Operations Group taking on a more active role as detailed in section 4.
- 3.2 The Operations Group developing and agreeing the H&WBB agenda with the Chair and Vice Chair.
- 3.3 That any items or reports for information are included in the Operations Group standing agenda item report and full versions are circulated electronically in advance of the meeting.
- 3.4 That items and reports presented to the Board are directly linked and support the strategic priorities and outcomes of the 'strategy on a page'.

#### **4. Background**

- 4.1 The Operations Group wishes to take on a more proactive and supportive role in their relationship to the Health and Wellbeing Board. One of the main aims is to ensure that Board meetings, Board development workshops and themed discussions outside of the Board agenda make effective use of time and that any reports/items presented to the Board are linked and help to deliver the strategic priorities and outcomes of the 'strategy on a page'. A position statement re the 'strategy on a page' can be seen at **Appendix A**.
- 4.2 The proposed new role of the Operations Group would include:
- Developing and agreeing agenda for Board meetings and content of Board development workshops with Chair.
  - Taking forward any actions agreed at Board meetings and reporting back to Board as appropriate.
  - Reporting back to Board on development workshops inviting discussions regarding next steps.
  - Reporting back to Board on any outcomes of themed discussions outside of Board agenda.
  - Producing a standard agenda item report which would include highlights of annual reports, progress against outcomes and review of measures and targets.
  - Ensuring each report or item presented to the Board is clearly linked to the strategic priorities and outcomes of 'strategy on a page' and the contribution they make.
  - Responsibility for appropriate people being present at Board meetings or themed discussions outside of the Board agenda to enable a fully informed discussion where required.
- 4.3 To make effective use of time at Board meetings it is proposed that:
- Any reports or items for information only are circulated electronically in advance of meetings, are listed on the agenda so members have the opportunity to make any comments and key points are summarised in the Operation Group report.
  - A comprehensive work programme is developed with clear links between the Board and Operations Group that is focused on the themes, priorities and outcomes of the 'strategy on a page'.

#### **5. Compliance Issues**

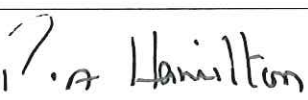
##### **5.1 Strategy Implications**

The proposals contained in this report are clearly linked and strongly support the objectives of the Health and Wellbeing Board. All reports and items to be presented to the Board will illustrate how they support and contribute to the themes, priorities and outcomes of 'strategy on a page'.

<b>5.2 Governance &amp; Delivery</b>
The proposals will be managed by the Operations Group who report to the Health and Wellbeing Board at each Board meeting. Progress will be monitored at the Operation Group meetings and included in the standing agenda item report.
<b>5.3 Management Responsibility</b>
<p>The Chair and Vice Chair of the Health and Wellbeing Board will be accountable for delivery.</p> <p>Alan Lotinga, Director of Health &amp; Wellbeing will be responsible for day to day delivery.</p>

<b>6. Risk Analysis</b>			
The risk of the recommendations not progressing is low as all members of the Operations Group are committed to taking a more active role.			
<b>Identified Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Actions to Manage Risk</b>
Board and Operations Group not fully engaged in implementing recommendations.	Small	Significant	

<b>Appendices</b>
Appendix A – Position Statement re ‘Strategy on a Page’

Signatures	
Chair of Health & Wellbeing Board (Councillor Paulette Hamilton)	
Date:	18/9/2015

The following people have been involved in the preparation of this board paper:

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## Appendix A

The strategy on a page is currently being reviewed by the Operations Group to ensure:

- Themes and outcomes are still relevant and a priority for all partners.
- Actions are relevant and deliverable.
- Measures and targets illustrate progress against each outcome and are robust.

A Task and Finish Group has been set up to take this forward and it was agreed that outcomes would be reviewed in stages. As reports to the Board begin to link to the strategy on a page it will become clearer where priorities lie and potentially provide relevant and robust actions, measures and targets.

Progress will be reported at each Board meeting through the proposed Operations Group standard agenda item report.