**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 |
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| 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 |

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| Chief Supt John Denley | Representative of the Birmingham Community Safety Partnership | West 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 |
| **Co – optees** | | |
| 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 |
| Toby Lewis | Chief Executive, Sandwell and West Birmingham Hospitals and NHS Trust | West Birmingham Alliance |

***Board Support:***

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

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

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

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

| Formal Meeting | | | |
|---|---|---|---|
| 26th November 2019 Venue: N/A | Draft Report Deadline for Pre- agenda : 30th October 2019<br><br>Pre – agenda meeting : 4th November 2019<br><br>Final Report Deadline: 14th November 2019<br><br>Agenda and Reports Dispatch Date: 15th November 2019 | **Cancelled due to Pre-Election Preparation Period** | |
| **Formal Meeting**<br><br>21th January 2020 Venue: Rooms 3 & 4, Council House, 3pm -5pm | Draft Report Deadline for Pre- agenda : 2nd January 2019<br><br>Pre – agenda meeting : 6th January 2020<br><br>Final Report Deadline: 9th January 2020<br><br>Agenda and Reports Dispatch Date: 13th January 2020 | **Presentation Items**<br><br>Creating a Healthy Food City Forum Update<br><br>JSNA Deep Dives – Progress Report<br><br>NHS Long Term Plan<br><br>West Birmingham Alliance Update<br><br>**Information Items**<br><br>Health and Wellbeing Board Fora updates<br><br>Public Health Budget<br><br>**Private Items**<br><br>JSNA Core Data Set – Children and Young People Chapter | Kyle Stott<br><br><br>Paul Campbell<br><br><br>Harvir Lawrence<br><br><br>Toby Lewis<br><br><br><br><br>Paul Campbell<br><br><br>Dr Justin Varney<br><br><br><br>Dr Justin Varney |

| Formal Meeting | | Presentation Items | |
|---|---|---|---|
| 17th March 2020 Venue : Rooms 3 & 4, Council House – 3pm -5pm | Draft Report Deadline for Pre- agenda : 19th February 2020 | Better Care Fund 2019/20 Plan | Mike Walsh |
| Peter Ingham to Chair | | Creating a Mentally Healthy City Forum Update | Elizabeth Griffiths |
| | Pre – agenda meeting : 24th February 2020 | JSNA Core Data Set – Children and Young People Chapter | Ralph Smith |
| | | Pre-Conception Conversation | Marion Gibbon |
| | Final Report Deadline: 5th March 2020 | Birmingham Forward Steps / Early Years Contract | Richard Kirby |
| | Agenda and Reports Dispatch Date: 6th March 2020 | Families in Temporary Accommodation | Saba Rai |
| | | East Birmingham Corridor Consultation | Mark Gamble |
| | | Triple Zero | Chris Baggott |
| | | Coronavirus Update | Justin Varney |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | |
| | | ICS Update | |
| | | Delayed Transfers of Care workshop Feedback | |
| | | **Private Items** | |
| | | Director of Public Health Annual Report | Justin Varney |
| | | JSNA Core Data Set – Working Age Adults Chapter | Ralph Smith |

| **Development Day** | | | |
|---|---|---|---|
| 28<sup>th</sup> April 2020 Venue: TBC | Draft Report Deadline for Pre- agenda : 1<sup>th</sup> April 2020<br><br>Pre – agenda meeting : 6<sup>th</sup> April 2020<br><br>Final Report Deadline: 16<sup>th</sup> March 2020<br><br>Agenda and Reports Dispatch Date: 17<sup>th</sup> March 2020 | TBC | TBC |

| Formal Meeting | | Presentation Items | |
|---|---|---|---|
| July 2020 | | Appointment and Terms of Reference | TBC |
| | | Social Prescribing | Pip Mayo |
| | | Birmingham Community Safety Partnership Consultation | Amelia Murray |
| | | Creating an Active City Forum Update | Kyle Stott |
| | | JSNA Core Data Set – Working Age Adults Chapter | Ralph Smith |
| | | JSNA Core Data Set – Needs of Older People Chapter | Ralph Smith |
| | | JSNA Core Data Set – Wider Determinants Chapter | Ralph Smith |
| | | JSNA Deep Dives – H&WB of Armed Forces Veterans in Birmingham(TBC) | Susan Lowe |
| | | JSNA Deep Dives – Death and Dying in Birmingham (TBC) | Susan Lowe |
| | | JSNA Deep Dive – H&WB of Public Sector Workforce in Birmingham (TBC) | Susan Lowe |
| | | JSNA Deep Dive – Diversity and Inclusion (TBC) | Susan Lowe |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | TBC |
| | | Sustainability and Transformation Plan Update | Paul Jennings |
| | | Healthwatch Birmingham Annual Report | Andy Cave |

| Formal Meeting | | Presentation Items | |
|---|---|---|---|
| September 2020 | | Health Protection Forum Update | Chris Baggott |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | TBC |
| Formal Meeting | | **Presentation Items** | |
| November 2020 | | Creating a City without Inequality Forum update | Monika Rozanski |
| | | JSNA Deep Dive – topic TBC | Susan Lowe |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | TBC |
| | | Sustainability and Transformation Plan Update | Paul Jennings |
| Formal Meeting | | **Presentation Items** | |
| January 2021 | | Creating a Healthy Food City Forum Update | Kyle Stott |
| | | JSNA Deep Dive – topic TBC | Susan Lowe |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | TBC |

| Formal Meeting | | Presentation Items | |
|---|---|---|---|
| March 2021 | | Creating a Mentally Healthy City Forum Update | Mo Phillips |
| | | JSNA Deep Dive – topic TBC | Susan Lowe |
| | | **Information Items** | |
| | | Health and Wellbeing Board Fora updates | Paul Campbell |
| | | Sustainability and Transformation Plan Update | Paul Jennings |
| **Development Day** | | | |
| April 2021 | | Health and Wellbeing Board Priorities – Review and Refresh | TBC |

**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