

Joint Public Health Board

Minutes of a meeting held at County Hall,
Colliton Park, Dorchester on 24 July 2013.

Present:

Bournemouth Borough Council

Nicola Greene and Jane Kelly

Dorset County Council

Peter Finney (Chairman) and Jill Haynes

Borough of Poole

Peter Adams, Janet Walton (Vice-Chairman) and Michael Brooke (observer)

Officers attending:

Dr David Phillips (Director of Public Health), Rachel Partridge (Assistant Director of Public Health), Dr Jane Horne (Consultant in Public Health), Paul Compton (Senior Public Relations Officer), Jonathan Mair (Head of Legal and Democratic Services) Jane Portman (Executive Director for Adults and Children, Bournemouth Borough Council), John McBride (Chief Executive of the Borough of Poole) and Helen Whitby (Principal Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Joint Board to be held on **7 November 2013**.)

Election of Chairman

Resolved

1. That Peter Finney be elected Chairman for the meeting.

Apologies for Absence

2. There were no apologies for absence.

Code of Conduct

3.1 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

3.2 In response to a question about which Code of Conduct was to be followed by Board members, the Head of Legal and Democratic Services confirmed that each member was governed by their own authority's Code of Conduct. National requirements and the need to disclose pecuniary interests were common to all.

Forward Plan of Key Decisions

4. The Board considered its draft Forward Plan, which identified key decisions to be taken by the Board and items planned to be considered in a private part of the meeting. The current plan would be populated with information prior to it being published on 9 October 2013.

Noted

Terms of Reference

5.1 The Head of Legal and Democratic Services explained that the terms of reference had been agreed by the three local authorities and were reflected in the signed

inter authority agreement, which was included in the report on Public Health Financial Arrangements later on the agenda. The meeting was, in effect, a joint Cabinet, comprising two executive members from each of the three local authorities. Each authority had the ability to identify a reserve executive member and a non-voting member as well. The quorum had been set at one member from each authority and meetings were to be held at least four times a year. The Standing Orders of the host authority (Dorset County Council) would apply.

5.2 As the work of the Board would develop over time, there was a concern that the current terms of reference would not necessarily allow for any such development. So it was agreed that the terms of reference be amended to cover this eventuality.

5.3 As to whether the third, currently non-voting member, could become a voting member, the Head of Legal and Democratic Services explained that legal advice had been sought and as the Board had executive functions, members had to be from the executive bodies of the three authorities. Hence the three authorities had agreed to the current representation. Any member could observe the meeting.

5.4 Prior to the meeting there had been some discussion about whether the chairmanship should rotate annually or on a meeting by meeting basis. Officers recommended that chairmanship rotate on an annual basis to provide some continuity especially for any delegations which required consultation with the Chairman.

5.5 With regard to chairmanship members referred to the successful rotation of the chairmanship of the Bournemouth and Poole Health and Wellbeing Board and suggested that the Board adopt this approach. This could be reviewed if it proved unmanageable. It was also suggested that any delegated decisions could seek approval from members via email.

5.6 It was also suggested that the role of Vice-Chairman rotate, with the Vice-Chairman of one meeting becoming the Chairman for the following meeting.

Resolved

6. That the Terms of reference be agreed subject to the following amendments:-
- (a) the rotation of the chairmanship role on a meeting by meeting basis
 - (b) the rotation of the vice-chairmanship role on the basis set out in minute 5.6 above.
 - (c) that an additional term be added as set out in minute 5.2 above.

Appointment of Vice-Chairman

Resolved

7. That Janet Walton be appointed Vice-Chairman for the meeting.

Public Health Business Plan

8.1 The Board considered a report by the Director of Public Health on the Public Health Business Plan 2013/14 which provided an overview of the functions of the Public Health Team covering Bournemouth, Dorset and Poole local authorities, set out the key objectives and work programmes for 2013/14 and details of the key performance indicators to monitor delivery of the Plan.

8.2 The Director of Public Health presented the Plan in detail. He explained that the Plan had been written prior to the Public Health transfer and reflected the position at that time. He emphasised the need for resources to be targeted on priority areas in order to meet the needs of Dorset's residents and improve outcomes for them. The Board noted that

both Health and Wellbeing Boards had agreed the Joint Strategic Needs Assessment and were working to address health inequalities and that 92% of Public Health funding was actually spent on front line services. Attention was drawn to the fact that Public Health had inherited some NHS contracts en bloc and discussions were ongoing to see how these could be re-designed to best meet needs and for any savings to be reinvested elsewhere.

8.3 The Board considered the Plan to be comprehensive and a good starting point. Members recognised that a great deal of work would need to be undertaken to produce the following year's Plan and asked that future plans specify high output areas as collectively these were significant in number. The Director agreed to this and confirmed that the next Plan would include far more detail.

Resolved

9. That the contents of the Public Health Business Plan for 2013/14 be agreed.

Reason for Decision

10. To protect and enrich the health and wellbeing of Dorset's population and provide innovative and value for money services.

Public Health Financial Arrangements

11.1 The Board considered a report by the Director for Corporate Resources, Dorset County Council, which provided an update on financial issues since the transfer of Public Health to the responsibility of local authorities. It provided details of the Heads of Terms agreement and shared service agreement between the three local authorities.

11.2 The Head of Legal and Democratic Services explained that the three local authorities had pooled their budgets to provide greater resilience for the Public Health Service. A three year agreement had been reached and the financial principles were set out within the report. The budget for the following two years had been agreed and there would be an increase of 6.75% in 2014/15. The Board was in control of a total budget of £18.8M with only 8% being used for staffing. The remaining 92% would be used to provide services to improve health outcomes for Dorset's population. The budget for 2014/15 would be agreed in November 2013 so that the details could be included in each of the three authorities' budget planning. Any underspend could be carried forward to the following year.

11.3 Members thanked officers for their contribution to the successful transfer of Public Health. Given the need to review the inherited NHS contracts, a member asked whether there were sufficient staff to undertake this work and complete the change over work. The Director indicated that more staff may be needed and should that be the case he would seek authority for this at the appropriate time. He reported that additional staff had been employed recently in relation to procurement and contracts.

11.4 It was agreed that budget monitoring reports would be provided on a quarterly basis. However, as the next meeting would agree the budget, there would be little time for the Board to consider this prior to that meeting.

Resolved

12. That the contents of the report be noted and budget monitoring reports be provided on a quarterly basis.

Board Development Day

13.1 The Director of Public Health, in recognition of members' current lack of understanding of the workings of Public Health, suggested that a development day be held. This would give members an opportunity to increase their knowledge generally and in

particular of the business plan, the financial infrastructure, work done on equity, effectiveness and efficiency of services, the 2014/15 planning process, the budget and to identify items for future meetings to consider.

13.2 Members supported the recommendation and asked that reserve members and observers also be invited to take part.

Resolved

14. That a development day be held for members of the Board on Friday 27 September 2013.

2014/15 Planning Process

15.1 The Director of Public Health explained that when the Board had been established it became apparent that there was no existing structure across the three authorities for policy development, developing the business plan and budget and when the existing arrangements were considered it became clear that the three authorities operated in different ways. The possibility of the current governance arrangements being streamlined to be more efficient with regard to officer time was being explored.

15.2 The Chairman added that Dorset County Council's Public Health Overview Committee had already established three policy development panels and he welcomed the idea of joint working on policy.

15.3 Members from the different authorities then gave a brief explanation of their committee structures and how policy development was undertaken. In Bournemouth and Dorset, policy development panels were used to explore subjects with narrow terms of reference over a short period of time. Politics took no part in their formation, although there was usually cross party representation. At Poole, however, such panels were politically proportional and Poole members did not want to progress joint policy development without further clarification.

15.4 The Chairman agreed that further consideration could be given to how this should be managed, but drew attention to the need for this issue to be addressed so as to avoid three different bodies making decisions on the same subject. He did not think there was anything that would prevent non-executive members taking part in policy development panels set up across the whole area and he reminded the Board that their job was to try to improve the health and wellbeing of the people of Bournemouth, Dorset and Poole.

15.5 The opinion of the Borough of Poole's observing member was sought. He could not see any reason why policy development panels could not run on the suggested lines and supported cross party general scrutiny.

15.6 The Head of Legal and Democratic Services agreed to provide a range of options for the management of future policy development for consideration at the Board's Development Day.

Resolved

16. That options for future policy development be explored and provided for consideration at the Board's Development Day.

Performance Indicators

17.1 The Board considered a report by the he Director of Public Health regarding performance indicators to members and spoke in detail about performance indicators which were prescribed nationally, areas that were the responsibility of local Public Health, areas

that the Board might like to include as performance indicators in future and how these could best be portrayed.

17.2 Members were informed that new data was expected in August 2013 and this would help inform discussion about performance indicators. In view of this, it was agreed that members would consider performance indicators at the Development Day in September. It was also noted that members would be provided with an electronic copy of the presentation from the meeting.

17.3 The Director of Public Health suggested that the Development Day also be used to look at current spend on services across the area and the cost effectiveness of interventions. The vast majority of current resources were used to address alcohol and drug use and sexual health and he suggested that this needed to be considered alongside other needs. These issues could be further explored at the Development Day. One member commented that it would take a great deal of effort to change the public's perception of NHS spending.

Resolved

18. That further work to develop performance indicators be undertaken at the Board's Development Day.

Health Overview and Scrutiny Panel

19.1 The Board received the minutes of Bournemouth Borough Council's Health Overview and Scrutiny Panel meeting held on 8 May 2013.

19.2 The Board were informed that there had been a recent change to Bournemouth's constitution and the Panel had now become the Health and Adult Social Care Overview and Scrutiny Panel. A workshop was being held that day to familiarise members with the new responsibilities of the Panel. The Panel would receive six monthly updates from Public Health and the first would be considered in November 2013.

Noted

Public Health Overview Committee

20. The Board received the minutes of Dorset County Council's Public Health Overview Committee meeting held on 27 June 2013 and recommendation 16 which related to the development of a policy development panel with cross authority representation. As it had already been agreed that options for this would be considered at the Board's Development Day, this recommendation was not progressed.

Noted

Work Programme

21. The Committee considered their work programme. It would be amended to include quarterly budget monitoring reports as specified in minute 12 above and to include any items arising from the Board's Development Day.

Dates of Future Meetings

22. The Committee noted that future meetings would be held as follows:

- 2.15pm on Thursday, 7 November 2013 at the Civic Centre, Poole
- 2.15pm on Tuesday, 4 February 2014 at the Town Hall, Bournemouth
- 2.15pm on Thursday, 8 May 2014 at County Hall, Dorchester

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- 2.15pm on Thursday, 3 July 2014 at the Civic Centre, Poole
- 2.15pm on Thursday, 6 November 2014 at the Town Hall, Bournemouth

Noted

Questions

23. No questions were asked by members under Standing Order 20(2).

Meeting duration: 2.15pm to 4.30pm