



# Dorset Health and Wellbeing Board

**Date:** Wednesday, 23 September 2020  
**Time:** 2.00 pm  
**Venue:** Meeting to be held virtually by a Teams Meeting

**Membership: (Quorum 5)**

Louise Bate, Broadhurst, Alan Clevett, Sam Crowe, Spencer Flower, Tim Goodson, Mathew Kendall, Rebecca Knox, Theresa Leavy, Laura Miller, Patricia Miller, John Sellgren, Tanya Stead, James Vaughan, Forbes Watson, Seth Why and Simone Yule

**Chief Executive:** Matt Prosser, South Walks House, South Walks Road, Dorchester, Dorset DT1 1UZ (Sat Nav DT1 1EE)

**For more information about this agenda please contact Helen Whitby 01305 224187 - [helen.whitby@dorsetcouncil.gov.uk](mailto:helen.whitby@dorsetcouncil.gov.uk)**

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Due to the current coronavirus pandemic the Council has reviewed its approach to holding committee meetings. Members of the public are welcome to attend this meeting and listen to the debate either online by using the following link <https://youtu.be/xboPKwu-7Vc>.

**Members of the public wishing to view the meeting from an iphone, ipad or android phone will need to download the free Microsoft Team App to sign in as a Guest, it is advised to do this at least 30 minutes prior to the start of the meeting.**

**Please note** that public speaking has been suspended. However Public Participation will continue by written submission only. Please see detail set out below.

Dorset Council is committed to being open and transparent in the way it carries out its business whenever possible. A recording of the meeting will be available on the council's website after the event.

# AGENDA

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## 1 ELECTION OF CHAIRMAN

To elect a Chairman for the year 2020-21. The Board's terms of reference state that the Chairman of the Health and Wellbeing Board shall be appointed by Full Council unless Full Council otherwise determines but the Full Council did not identify a Chairman when it met on 3 September 2020.

## 2 APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman for the year 2020-21. The Board's terms of reference state that the Vice-Chairman of the Health and Wellbeing Board shall be appointed by Full Council unless Full Council otherwise determines but the Full Council did not identify a Vice-Chairman when it met on 3 September 2020.

## 3 APOLOGIES

To receive any apologies for absence.

## 4 TERMS OF REFERENCE

To note the Board's Terms of Reference as follows:-

(a) The Health and Wellbeing Board shall be primarily responsible for:

- (i) the development and updating of a Joint Strategic Needs Assessment, any Pharmaceutical Needs Assessment and the Better Care Fund;
- (ii) assisting in the development and overseeing of various other plans and strategies with relevance to health;
- (iii) providing a link to and encouraging integration and collaboration with and other key health stakeholders including NHS England and any other health and wellbeing board; and
- (iv) ensuring that a patient/service user voice is effectively heard in connection with relevant decisions.

(b) The Health and Wellbeing Board will consist of 18 persons made up of:

- (i) 3 Members (all of whom shall be nominated by the Leader, of which 1 may be the Leader);
- (ii) 4 Officers made up of the Director responsible for adult social services; the Director responsible for children's services, the Director responsible for public health and 1 other Officer with a responsibility for the economy;
- (iii) 7 NHS representatives made up of 3 from Locality Executive Teams (GPs), 1 from the Dorset Clinical Commissioning Group Board, the Clinical Commissioning Group Accountable Officer; 1 from NHS England and 1 from the Local NHS Provider Trust; and

(iv) 4 others made up of 1 from the Local Healthwatch organisation, 1 from the voluntary sector, a representative of the Police and a representative of Dorset and Wiltshire Fire Authority.

(c) The quorum of the Health and Wellbeing Board shall be 5 persons at least 3 of whom are Members of the Council and/or Officers of the Council.

(d) There shall be power to appoint substitutes for both Members and non-Members to the Health and Wellbeing Board. A non-Member substitute must be from the same organisation as the non-Member.

#### **Appointment of Chairman and Vice-Chairman**

The Chairman and Vice-Chairman of the Health and Wellbeing Board shall be appointed by Full Council unless Full Council otherwise determines.

#### **Meetings**

(a) The number of ordinary meetings of the Health and Wellbeing Board each year will normally be six unless otherwise determined by Full Council.

(b) The Chairman of the Health and Wellbeing Board shall have the power to call one or more special meeting(s) of the Health and Wellbeing Board.

(c) The Chairman of the Health and Wellbeing Board may determine that a meeting should be cancelled for insufficient business.

(d) There shall be power to appoint substitutes to the Health and Wellbeing Board.

#### **Delegated powers and powers of recommendation of the Health and Wellbeing Board**

(a) The Health and Wellbeing Board shall have the powers as set out in Functions of the Council - Part 3(1) of the Constitution.

(b) For the avoidance of doubt the Health and Wellbeing Board and any of its Sub-Committees can delegate any of their powers to any Officer.

## **5 DECLARATIONS OF INTEREST**

To receive any declarations of interest.

## **6 MINUTES**

7 - 10

To confirm the minutes of the meeting held on 24 June 2020.

## **7 PUBLIC PARTICIPATION**

To receive questions or statements on the business of the committee from town and parish councils and members of the public.

Please note that public speaking has been suspended during the Covid-19 crisis. Each question or statement is limited to no more than 450 words and must be electronically submitted to [helen.whitby@dorsetcouncil.gov.uk](mailto:helen.whitby@dorsetcouncil.gov.uk) by the deadline set out below. The question or statement will be read out by an officer of the Council and a response will be sent to the person submitting the question or statement following the meeting.

All questions/statements and the responses will be published in full within the minutes of the meeting.

**The deadline for submission of the full text of a question or statement is 8.30am on Friday, 18 September 2020.**

## **8 COVID-19**

(a) To receive an update on COVID-19 Communications Strategy and the role of the Local Outbreak Engagement Board.

(b) COVID-19 Insights dashboards - to receive a presentation from the Director of Public Health on locally developed information tools.

## **9 UPDATE ON JOINT STRATEGIC NEEDS ASSESSMENT**

To receive a presentation by the Director of Public Health on how Public Health will continue to assess the current and future health, care and wellbeing needs of the Dorset community to inform local decision-making.

## **10 APPOINTMENTS TO THE DORSET LOCAL NATURE PARTNERSHIP**

The Dorset Health and Wellbeing Board is asked to nominate a member and deputy for the Dorset Local Nature Partnership. Dr David Haines was the Board's previous representative.

## **11 URGENT ITEMS**

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

## **12 EXEMPT BUSINESS**

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12 A to the Local Government Act 1972 (as amended).

The public and the press will be asked to leave the meeting whilst the item of business is considered.

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## **DORSET COUNCIL - HEALTH AND WELLBEING BOARD**

### **MINUTES OF MEETING HELD ON WEDNESDAY 24 JUNE 2020**

**Present:** Rebecca Knox (Chairman), Forbes Watson (Vice-Chairman), Vivienne Broadhurst, Alan Clevett, Sam Crowe, Julie Fielding, Spencer Flower, Tim Goodson, Margaret Guy, Kate Harvey, James Jackson, Laura Miller, Karyn Punchard, Tanya Stead and Seth Why

**Officers present (for all or part of the meeting):**

Jane Horne (Consultant in Public Health), Rebecca Kirk (Corporate Director of Housing, Dorset Council), Tony Meadows (Head of Commissioning), Rachel Partridge (Assistant Director of Public Health) and Helen Whitby (Senior Democratic Services Officer)

**32. Apologies**

Apologies for absence were received from James Vaughan, Patricia Miller, John Sellgren and Simone Yule. They were represented by Julie Fielding, Kate Harvey, Karyn Punchard and James Jackson respectively.

**33. Declarations of Interest**

No declarations of disclosable pecuniary interests were made at the meeting.

**34. Minutes**

The minutes of the meeting held on 27 November 2019 were confirmed and would be signed by the Chairman at the earliest opportunity.

**35. Public Participation**

There were no statements and questions from Town and Parish Councils and members of the public.

**36. Local Outbreak Management Plan**

The Board considered a report by the Director of Public Health on the development of Dorset's Local Outbreak Management Plan (LOMP).

The Chief Executive thanked all involved in the development of the Plan which had been created at pace. The Plan set out action to be taken should a local outbreak of Covid-19 (C19) occur and had been the result of good partnership working. The key to its success would be good communication with residents, communities and businesses should a local outbreak occur.

The Director of Public Health reminded members of the low number of cases of C19 in the Dorset and Bournemouth, Christchurch and Poole Council areas. National funding of £1.28m had been provided for the Plan's development and this had to be completed by the end of June 2020. The Plan was built on work undertaken during the lockdown period and identified gaps in capacity and support actions which might be needed in response to any local outbreak. The draft Plan set out initial thoughts over seven themes and would be published as an on-line toolkit of actions, strategies and responses for different scenarios and risks. Should a local outbreak occur, the importance of residents and communities have a clear understanding of what they were being asked to do and why was highlighted. The Plan also included a resources and capacity plan with resources being allocated to the highest risk settings.

The Board was asked to agree to being used as the Local Outbreak Engagement Board to communicate to the public any actions that needed to be taken and for what reason. The Board was also asked to agree to a sub-group being established to come together quickly to consider any urgent issues on behalf of the Local Outbreak Engagement Board.

The draft Plan and its governance arrangements would be sent to members following the meeting for comment.

The Cabinet Member for Adult Social Care and Health, Dorset Council, the Chairman of the Dorset Clinical Commissioning Group and the Leader of Dorset Council all supported the recommendations and thanked all involved in the Plan's development.

### **Decisions**

1. That the development of the Local Outbreak Management Plan, with the Board taking the role of the Public Engagement Board be approved.
2. That the set-up of a sub-group, that can be called together at short notice if required, to include as a minimum the Chair, Dorset Council Leader and Chief Executive, the Director of Public Health and a CCG clinical representative be approved.

### **37. Care Home Plan**

The Board considered a report on Dorset Council's Care Home Plan and received a presentation from the Head of Commissioning (Market Relationships, Major Contracts, Over 65's), Dorset Council.

The Chief Executive explained that the Minister of State had asked local authorities to submit a planning return for a Care Home Support Plan by 29 May 2020. This had been developed at pace and he thanked all involved.

The presentation highlighted the collaborative working across all system partners in order to provide a full view of care home support in place and future plans and meet the submission date. It provided detailed information of what was included in the Plan - financial information, care home feedback and how the capacity tracker was being used to monitor the impact of additional



support and/or changes to national guidance and numbers of infection control grant applications and homes who had decided not to apply. A return on how the first grant was spent was to be submitted on 26 June 2020. A full statement to certify usage was due to be submitted by 30 September 2020 with funding being reclaimed if it was not used appropriately.

A copy of the presentation would be emailed to members following the meeting.

Members commented on the speed at which both the Local Outbreak Management Plan and the Care Home Support Plans had been created and the amount of integration that had been achieved in a short space of time. They fully supported the Care Home Plan and thanked all involved.

One member drew attention to the fact that some care homes had not received test results, or they were void and had to be repeated. Some were not receiving confirmation that residents discharged from hospital had been tested. This information would be fed back to the Head of Commissioning so that it could be addressed at the regular system partner meetings.

Members noted that lessons learned had been taken on board and that trust with providers had developed and they were working jointly with the local authority to remodel future needs.

The Chief Executive explained that the Plan needed to be signed off between the meetings of the Dorset and Bournemouth, Christchurch and Poole Health and Wellbeing Boards. He welcomed comments made and stated that updates would be provided.

### **Decision**

That the Home Care Plan be agreed.

## **38. Forward Plan**

The Board considered items for future meetings and the following were to be added to the Forward Plan:-

- prevention work and links to the integrated care system;
- the Health and Wellbeing strategy before and post Covid 19 and links to recovery, transformation and reset work;
- Joint Strategic Needs Assessment to support the Strategy;
- Physical Strategy; and
- discussion of the Board's future priorities

Reference was made to the work done during Covid 19 to identify vulnerable people. The Board were reminded that the Chief Constable had previously agreed to explore data sharing across organisations with regard to identifying vulnerable people. The Cabinet Member for Adult Social Care and Health would raise this with the Chief Constable.

**Decision**

That the above items be added to the Forward Plan.

39. **Urgent items**

There were no urgent items.

40. **Exempt Business**

There was no exempt business.

**Duration of meeting:** 2.00 - 2.50 pm

**Chairman**

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