



Rutland County Council

Catmose Oakham Rutland LE15 6HP

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Minutes of the **MEETING of the RUTLAND HEALTH AND WELLBEING BOARD** held in the Council Chamber, Catmose, Oakham, Rutland LE15 6HP on Tuesday, 24th January, 2023 at 2.00 pm

PRESENT

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| 1. | Samantha Harvey (Councillor) CHAIR | Portfolio Holder for Health, Wellbeing and Adult Care |
| 2. | David Wilby (Councillor) | Portfolio Holder for Education and Children's Services |
| 3. | David Williams | Group Director of Strategy & Partnerships Leicestershire Partnership NHS Trust & Northamptonshire Healthcare NHS Foundation Trust |
| 4. | Dawn Godfrey | Strategic Director of Children and Families (DCS), RCC |
| 5. | Debra Mitchell | Deputy Chief Operating Officer, LLR ICB |
| 6. | Ian Crowe | Armed Forces Representative |
| 7. | Janet Underwood (Dr) | Chair, Healthwatch Rutland |
| 8. | John Morley | Strategic Director for Adults and Health (DASS), RCC |
| 9. | Mike Sandys | Director of Public Health for Leicestershire & Rutland, LCC |
| 10. | Sarah Prema | Chief Strategy Officer, LLR ICB |

APOLOGIES:

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| 11. | James Burden (Dr) | Clinical Place Leader, Rutland Health Primary Care Network |
| 12. | Lindsey Madeley-Harland (Insp) | NPA Commander Melton & Rutland, Leicestershire Police |
| 13. | Louise Platt | Executive Director of Care and Business Partnerships, Longhurst Group |
| 14. | Mark Powell | Deputy Chief Executive, Leicestershire Partnership NHS Trust |
| 15. | Simon Barton | Deputy Chief Executive, UHL NHS Trust |

ABSENT:

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| 16. | Duncan Furey | Chief Executive Officer, Citizens Advice Rutland |
| 17. | Steve Corton | Ageing Well Team Support, NHS England - Midlands |

OFFICERS PRESENT:

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| 18. | Adrian Allen | Assistant Director - Delivery, Public Health |
| 19. | Emma Jane Hollands | Head of Community Care Services, RCC |

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| 20. | Hanna Blackledge | Business Intelligence, Lead Public Health Analyst, Leicestershire County Council |
| 21. | Jane Narey | Scrutiny Officer, RCC |
| 22. | Karen Kibblewhite | Head of Commissioning Health and Wellbeing |
| 23. | Katherine Willison | Health and Wellbeing Integration Lead, RCC |
| 24. | Kim Sorsky | Head of Prevention and Complex Care, RCC |
| 25. | Mitch Harper | Strategic Lead – Rutland, Public Health. |

1 WELCOME AND APOLOGIES RECEIVED

Councillor Harvey welcomed everyone to the meeting. Apologies were received from Mark Powell, Dr James Burden, Simon Barton, Insp. Lindsey Madeley-Harland, Louise Platt.

2 RECORD OF MEETING

The minutes of the Rutland Health and Wellbeing Board meeting held on the 11th October 2022 and the special meeting on the 13th December 2022 were both approved as accurate records.

3 ACTIONS ARISING

Councillor Harvey reported that there were no actions from the special meeting held on the 13th December but there were 4 actions from the meeting held on the 11th October 2022.

Action 1

The Group welcomed the plan for a development session on health inequalities and agreed that Mitch Harper should arrange the development session for a date after the publication of the expected census data.

Mitch Harper confirmed that a Health Inequalities Development Session had been arranged for the 31st January 2023, 1.00 – 4.00 p.m. in the Council Chamber at Rutland County Council.

Action 2

Councillor Harvey, Debra, Katherine and John to meet to identify an agreed format for the update reports.

Councillor Harvey confirmed that a format for the update reports had been agreed.

Action 3

Katherine to collate falls data and distribute a briefing to Board members for their information.

Katherine Willison confirmed that the data was still being analysed to clarify the numbers stated. It was agreed that the action would be carried forward to the next meeting.

ACTION: Katherine Willison

Action 4

Councillor Harvey, Dr James Burden and Mike Sandys to arrange a joint communication regarding the winter vaccination to give the public clear guidance.

Councillor Harvey and Mike Sandys stated that they could not recall a joint communication being produced but confirmed that communication regarding the winter vaccination was no longer required.

4 DECLARATIONS OF INTEREST

There were no declarations of interest declared.

5 PETITIONS, DEPUTATIONS AND QUESTIONS

- The Clerk confirmed that two questions had been received: one from Mrs Jennifer Fenelon on behalf of the Rutland Health and Social Care Policy Consortium and one from Air Cdre Miles Williamson-Noble on behalf of Rutland First.
- The questions had been approved by the Chief Executive and the Monitoring Officer and had been added to the website and circulated to committee members in advance of the meeting.
- Air Cdre Williamson-Noble could not attend the meeting so had asked Mrs Fenelon to be his representative and present his question to the Board.

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Mrs Fenelon joined the meeting at 2.06 p.m.

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- Mrs Fenelon addressed the Board with the details of the first question and a response was received from Sarah Prema, Chief Strategy Officer at the Leicester, Leicestershire and Rutland Integrated Care Board.
- Mrs Fenelon informed the Board that there was concern that the Joint Strategic Needs Assessment was still not completed and that the Place Strategy remained aspirational. Mike Sandys confirmed that the Joint Strategic Needs Assessment was and would be a continuously working document with chapters published as an ongoing process. Mrs Fenelon addressed the Board with the details of the second question and Councillor Harvey gave a response provided by Katherine Willison, Health and Wellbeing Integration Lead.
- Mrs Fenelon queried if discharging patients directly into care homes was the automatic process and if other methodologies had been considered. John Morley, Strategic Director for Adult Services and Health confirmed that the main priority for Rutland County Council was to return people to their own homes and that the use of care homes was a last resort. Over the past few years, Rutland had excelled in this process due to the excellent communication and teamwork between the Council, NHS health colleagues and the care homes.
- Councillor Harvey confirmed that written responses to both questions would be sent to Mrs Fenelon and Air Cdre Williamson-Noble and would also be published with the minutes of the meeting on the council's website.

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Mrs Fenelon left the meeting at 2.17 p.m.

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6 QUESTIONS WITH NOTICE FROM MEMBERS

There were no questions with notice from members.

7 NOTICES OF MOTION FROM MEMBERS

There were no notices of motion from members.

8 JOINT STRATEGIC NEEDS ASSESSMENT: UPDATES & TIMELINE

A. JOINT STRATEGIC NEEDS ASSESSMENT: OVERVIEW

A verbal update was received from Adrian Allen, Assistant Director – Delivery, Public Health. During the discussion, the following points were noted:

- Two chapters of the Joint Strategic Needs Assessment (JSNA) were being worked on for presentation to the Rutland Health and Wellbeing Board in the spring of 2023: 'Preparing for Population Growth' and 'Substance Misuse'.
- The proposed next chapters were 'Mental Health,' 'Dementia' and 'Learning Disabilities.'
- A refresh would also be done of the 'Military and Veteran Population' chapter aimed specifically at Rutland to support the incoming battalions returning from Cyprus.
- Other chapters to be completed in the future would include: 'Best Start for Life', 'Staying Healthy and Independent', 'Healthy Ageing', 'Equitable Access to Services' and 'Covid-19 Recovery.'
- A clear process plan had been identified but the IDG had requested that the work on the 'Dementia' chapter be brought forward.
- It was proposed that the chapters on 'Dementia' and 'Learning Disabilities' be taken first before the chapter on 'Mental Health'.
- The Strategic Director of Children and Families commented that there was a difference between learning disabilities and learning difficulties and that the chapter on learning disabilities would need to be defined clearly so it was accurate.
- It was noted that there were currently long waiting times for children with learning difficulties to be assessed.

RESOLVED

That the Committee:

- a) **AGREED** to delegate the decision, to take the chapters on 'Dementia' and 'Learning Disabilities' before the chapter on 'Mental Health,' to Councillor Harvey, Mike Sandys, Director of Public Health for Leicestershire & Rutland, LCC and John Morley, Strategic Director for Adult Services and Health (DASS), RCC once learning disabilities had been clearly defined.

B. HEALTH INEQUALITIES AND END OF LIFE CARE

Report No. 17/2023 on the Health Inequalities and End of Life Care and Support chapters was received from Mitch Harper, Strategic Lead – Rutland, Public Health. During the discussion, the following points were noted:

- A Health Inequalities Workshop would be held on the 31st January 2023, 1.00 pm in the Council Chamber at RCC.
- It was noted that the report did not recognise that there was a reluctance particularly by men, to register as a carer. The Chair stated this had been

identified as a priority in the refreshed Joint Carers Strategy 2022-2025, which had been launched week beginning 16th January 2023.

<https://www.rutland.gov.uk/adult-social-care/carers/joint-carers-strategy-2022-2025>

- It was confirmed that the Staying Healthy Partnership would be reviewed every six months with an updated report presented to the Rutland Health and Wellbeing Board.
- The Chair requested that the recommendations detailed in section 8 of the End of Life Needs Assessment be cross referenced to the section on Joint Health Strategy to ensure that the recommendations were linked together and completed.

RESOLVED

That the Committee:

- a) **APPROVED** the Rutland Health Inequalities Needs Assessment and proposed governance approach.
- b) **APPROVED** the End of Life Needs Assessment and proposed governance approach.

C. ORAL HEALTH NEEDS ASSESSMENT

Report No. 18/2023 was received from Hanna Blackledge, Business Intelligence, Lead Public Health Analyst, Leicestershire County Council.

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Hanna Blackledge joined the meeting at 2.47 p.m.

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During the discussion, the following points were noted:

- The current issues with access to dental services were not detailed in the report as the data detailed in the report was from 2021.
- It was confirmed that there was currently no oral health promotion service in Rutland.
- The promotion of good oral health amongst young children and the elderly had been carried out.
- The promotion of fluoride varnish and toothpaste had also been undertaken though the fluoridisation of Rutland's water was still to be resolved.
- It was requested that dental access issues should also be investigated for 'children with special/additional needs' as well as those groups detailed on Page 58 of the report.
- The Strategic Director of Children and Families confirmed that there were approximately 302 children in Rutland with an Education Health and Care Plan (EHCP) but there will be more children identified as 'in need' or having 'additional needs'. She agreed there was improvement required with regards to children's oral health and that when numbers are quoted it is important to be clear what these relate to.
- The Armed Forces Representative requested that the phrase 'military' be amended to 'armed forces' in all chapters of the JSNA.

RESOLVED

That the Committee:

- a) **APPROVED** publication of the Oral Health Needs Assessment for the Rutland Joint Strategic Needs Assessment.
- b) **ENDORSED** the Needs Assessment recommendations for the Integrated Delivery Group to consider and progress as required.

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Hanna Blackledge left the meeting at 3.09 p.m.

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9 LEICESTER, LEICESTERSHIRE & RUTLAND (LLR) INTEGRATED CARE SYSTEM: UPDATE

A verbal update on the integrated care system was received from Sarah Prema, Chief Strategy Officer, LLR ICB. During the discussion, the following points were noted:

- The Integrated Care Partnership Strategy was discussed by the Health and Wellbeing Board in December 2022. It had since been agreed that the Leicester City and Leicestershire County Health and Wellbeing Boards should also review the strategy before it was sent out for public consultation – timelines to be confirmed. Councillor Harvey confirmed that she would send details of the feedback on the strategy from the Rutland Health and Wellbeing Board to Sarah Prema.

ACTION: Councillor Harvey

- The 5 Year Forward Plan would be produced by each Integrated Care Board (ICB) regarding their specified responsibilities and duties. A draft of the plan would be discussed/approved by each Health and Wellbeing Board before it was submitted to NHS England by the 31st March 2023. The final plan would then be submitted and published by the 30th June 2023. Sarah confirmed that she would speak to the Clerk regarding report deadlines for the next meeting of the Rutland Health and Wellbeing Board on the 21st March 2023.

ACTION: Sarah Prema

- The responsibility for the commissioning of pharmacy, optometry and dentistry services would move from NHS England to the Integrated Care Board (ICB) on the 1st April 2023. Governance arrangements were being discussed ready for approval by the ICB in February 2023.
- The winter period had proved to be another challenging time with the peak in flu and children's respiratory illnesses over Christmas. Strike action by NHS staff had a limited effect on services in the Leicester, Leicestershire and Rutland regions. Additional capacity had been established across services including in A&E departments and additional resources had been added to support services.
- The Chair proposed that NHS England should be invited to a meeting of the Health and Wellbeing Board, following their report/presentation to Rutland's Strategic Overview and Scrutiny Committee on the 13th October 2022, to give an update on the transition of delegated dental services and the overall access of dental services in Rutland.

ACTION: Jane Narey

10 JOINT HEALTH AND WELLBEING STRATEGY

Report No. 20/2023 was received from Katherine Willison, Health and Integration Lead, RCC. During the discussion, the following points were noted:

- The strategy was progressing and clear and measurable objectives were being identified.
- The next step would be to create an annual review to show what had been achieved and what progress had been made against the priorities in the strategy.
- Work with Public Health continued to improve services that were underperforming.
- The Outcomes Summary Report had identified both good and bad performance areas.
- The Priority Leads and the relevant subgroups needed to focus on the poor performing areas identified in red e.g. vaccination and cancer coverage.
- The Health and Wellbeing Integration Lead reminded the Board that they needed to be mindful of the numbers stated within the reports as the data was skewed due to the low numbers being dealt with and the lack of historical data.
- Deputy Chief Operating Officer, LLR ICB stated that improved access to services and improved local access to services were both priorities for the ICB but there were ongoing issues regarding suitable locations and facilities within Rutland.
- The Group Director of Strategy & Partnerships at Leicestershire Partnership NHS Trust & Northamptonshire Healthcare NHS Foundation Trust confirmed that £1.2 million of refurbishment was ongoing at Rutland Memorial Hospital with the aim of locating more services at the hospital from February 2023 onwards.
- The Chair emphasised to members the importance of officers completing the Delivery Plan updates to the specified deadlines for publication and review by the Rutland Health and Wellbeing Board.

RESOLVED

That the Committee:

- a) **NOTED** the further development of the Joint Health and Wellbeing Strategy (JHWS) Delivery Plan
- b) **NOTED** the latest Rutland Outcomes Report

A. COMMUNICATIONS AND ENGAGEMENT STRATEGY AND PLAN

Report No. 19/2023 was received from Katherine Willison, Health and Integration Lead, RCC. During the discussion, the following points were noted:

- The Health and Integration Lead was working with the Council's Communication Team regarding the publicising and promotion of the Joint Health and Wellbeing Strategy with Rutland residents, patients and agencies and their workforce.
- The Chair requested that the Health and Integration Lead update members of the Board via email with details of the professional stakeholders to be consulted with regard to the Communication and Engagement Plan to ensure all professional stakeholders were included.

ACTION: Katherine Willison

RESOLVED

That the Committee:

- a) **NOTED** the content of the report.
- b) **NOTED** the progress of the Health and Wellbeing Communication and Engagement Plan (currently in draft) towards being finalised following input from stakeholders.

11 BETTER CARE FUND

Report No. 16/2023 was received from Katherine Willison, Health and Integration Lead, RCC. During the discussion, the following points were noted:

- The Health and Integration Lead confirmed that the Better Care Fund (BCF) Annual Plan had been formerly approved in early January 2023 by NHS England.
- The Adult Social Care Discharge Fund was an addendum to the Annual Plan.
- Rutland County Council had commissioned 4 beds in Rutland Care Village for reablement purposes. These had proved very effective and successful in enabling people to return to their homes.
- Successes included the promotion to hospital staff of the Home First Service and the increased capacity within the discharge hub.
- It was noted that Rutland County Council and its Adult Care Services were a prime example nationally regarding patient discharges from hospital due to its excellent partnership working with health and social care services.
- It was noted that there were issues nationally regarding the recruitment of social workers but Rutland County Council's recruitment programme was proving very positive. Rutland County Council currently had no vacancies within its MiCare, Reablement and Occupational Therapy Services.

RESOLVED

That the Committee:

- a) **NOTED** the content of the report.
- b) **NOTED** the Rutland 2022-23 Better Care Fund Adult Social Care Discharge Fund planning template, submission of which to the BCF national team on 16 December 2022, was signed off by the Chair of the Health and Wellbeing Board.
- c) **NOTED** the Rutland 2022-23 Better Care Fund Adult Social Care Discharge Fund first report which was submitted to the BCF national team on 6 January 2023.

12 UPDATE FROM THE SUB-GROUPS

A. CHILDREN AND YOUNG PEOPLE PARTNERSHIP

A verbal update was received from Councillor David Wilby, Chair of the Children and Young People Partnership. During the discussion, the following points were noted:

- A meeting of the partnership had been held recently with very good input and attendance from all partners.
- The Partnership's Terms of Reference had been updated and were presented for the Board's approval.
- Ownership of the JSNA sat with the Health and Wellbeing Board so the delegation of responsibilities to the sub-group would not be helpful. Input from the Children and Young People Partnership would be sufficient as and when required.

RESOLVED

That the Committee:

- a) **APPROVED** the Partnership's Terms of Reference.

B. INTEGRATED DELIVERY GROUP

A verbal update was received from Debra Mitchell, Deputy Chief Operating Officer, LLR ICB. During the discussion, the following points were noted:

- Updates were received regarding workstreams but officers would be reminded to update reports to meet the specified deadlines.
- A combined risk report would be presented at the next meeting of the Integrated Delivery Group (IDG).
- The Equitable Access workstream would include details of the East Midlands Ambulance Service (EMAS) waiting times, which were longer in Rutland due to the large rural location being covered.
- Ownership of the JSNA sat with the Health and Wellbeing Board so the delegation of responsibilities to the sub-group would not be helpful. Input from the Integrated Delivery Group would be sufficient as and when required.
- It was proposed that the names of members detailed in the Terms of Reference should be removed and just the job titles and relevant organisation detailed and that a standardised template be used for all sub-group terms of reference when they were next reviewed.

RESOLVED

That the Committee:

- a) **APPROVED** the Group's Terms of Reference.

C. RUTLAND MENTAL HEALTH NEIGHBOURHOOD GROUP

Report No. 15/2023 was received from Mark Young, Senior Mental Health Neighbourhood Lead, RCC and presented by Emma Jane Hollands, Head of Community Care Services. During the discussion, the following points were noted:

- It was proposed that the names of members detailed in the Terms of Reference should be removed and just the job titles and relevant organisation detailed and that a standardised template be used for all sub-group terms of reference when they were next reviewed.

RESOLVED

That the Committee:

1. **APPROVED** the Group's Terms of Reference
2. **APPROVED** for the group to be a formal sub-group of the Health and Wellbeing Board.

13 **STAYING HEALTHY PARTNERSHIP**

Report No. 25/2023 was received from Adrian Allen, Assistant Director – Delivery. During the discussion, the following points were noted:

- The report outlined the request for the Staying Healthy Partnership to be a formal sub-group of the Health and Wellbeing Board.

- The proposed membership of the partnership had already met twice to produce the proposed terms of reference.
- Work regarding 'staying healthy' was already ingrained in the Health and Wellbeing Strategy but formal identification was needed of the prevention work being completed.
- Concern was raised regarding the capacity of officers to attend another meeting and take on the extra work resulting from this sub-group. Rather than an additional sub-group, should partners reconsider how best to work together differently and more efficiently.
- Mitch Harper, Strategic Lead – Rutland, Public Health confirmed that the new subgroup and its work was necessary. Without this sub-group, the Health and Wellbeing Board would be just firefighting issues.
- The Board agreed that the different subgroups needed to ensure that they would not duplicate work. There would be some overlap between the sub-groups but colleagues needed to communicate to ensure that there was no duplication of work.
- The Assistant Director – Delivery, Public Health confirmed that the sub-group would be reviewed after 6 months and that all the sub-groups of the Health and Wellbeing Board were reviewed annually to ensure that they were still efficient and effective.
- The Deputy Chief Operating Officer, LLR ICB proposed that the membership of each sub-group should be reviewed to ensure no duplication of group membership.

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Dawn Godfrey left the meeting at 4.17 p.m.

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RESOLVED

That the Committee:

- a) **APPROVED** the Staying Healthy Partnership to become a subgroup of the Rutland Health and Wellbeing Board to facilitate action on primary prevention, wider determinants of health and health inequalities.
- b) **APPROVED** the Terms of Reference for the Staying Healthy Partnership, set out in Appendix A, following a review of the membership to ensure no duplication across the sub-groups.

14 REVIEW OF FORWARD PLAN AND ANNUAL WORK PLAN

The work plan was discussed and amended accordingly. During the discussion, the following points were noted:

- The vote for a new Vice Chair would be added to the next agenda as Dr James Burden had resigned from his position as the Clinical Place Leader for the Rutland Health Primary Care Network.
- The agenda item of the 'Primary Care Strategic Review / Task and Finish Group Survey' from Joanna Clinton Head of Strategy & Planning, LLR ICB and Advhvit Sheth, Advhvit Sheth Planning Manager, Strategy and Planning Directorate, LLR ICB would be removed from the next meeting agenda and added to the Board's workplan for 2023/2024.
- NHS England would be invited to attend the next meeting to update the Board on how the transition of delegation services was progressing and the overall access of dental services in Rutland.

15 ANY URGENT BUSINESS

- The Chair informed attendees that John Morley, the Strategic Director for Adult Services and Health (DASS) at Rutland County Council would be taking retirement in the near future. His last day at the council would be the 22nd March 2023 so this was probably his last meeting attending the Rutland Health and Wellbeing Board. The Chair and the Board thanked John for all his hard work and support and noted that he would be greatly missed.

16 DATE OF NEXT MEETING

Tuesday, 21st March 2023 at 2.00 p.m.

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The Chair declared the meeting closed at 4.28 pm.

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SUMMARY OF ACTIONS

| No. | Ref. | Action | Person |
|-----|------|--|---------------------------|
| 1. | 3 | Katherine to collate falls data and distribute a briefing to Board members for their information. | Katherine Willison |
| 2. | 9 | Councillor Harvey to send details of the feedback on the Integrated Care Partnership Strategy from the Rutland Health and Wellbeing Board to Sarah Prema. | Councillor Harvey |
| 3. | 9 | Sarah Prema to speak to the Clerk regarding report deadlines for the next meeting of the Rutland Health and Wellbeing Board on the 21 st March 2023 with regard to the ICB's 5 Year Forward Plan. | Sarah Prema |
| 4. | 9 | The Clerk to invite NHS England to a meeting of the Health and Wellbeing Board to give an update on the transition of delegated dental services and the overall access of dental services in Rutland. | Jane Narey |
| 5. | 10A | The Health and Integration Lead to update members of the Board (via email) with details of the professional stakeholders to be consulted with regard to the Communication and Engagement Plan to ensure all professional stakeholders were included. | Katherine Willison |