

No	Discussion/Action	Person responsible
1	<p>Welcome, introductions and apologies - MW</p> <ul style="list-style-type: none"> • MW welcomed everyone to the meeting and introductions were made. • Apologies from Nicola Smith, John Vaughan and Graeme Caul were noted. Jackie Dunn attended representing CNWL. 	
2	<p>Business as usual</p> <p>Draft notes from Integration Board (IB) 25 April 2018</p> <ul style="list-style-type: none"> • The draft notes from the IB on 25 April were reviewed and agreed as an accurate record of the meeting. <p>Matters arising and action log</p> <ul style="list-style-type: none"> • All actions have either been completed, or are in progress. 	
3	<p>Milton Keynes Integrated Care Partnership Development</p> <p>CCG Leadership update</p> <ul style="list-style-type: none"> • IB noted the update on new leadership arrangements at the CCG which will see the establishment of a joint executive team across the STP footprint. • IB will consider the proposal to have a joint meeting with the CCG Board to discuss the impact of these changes at Place. MW to explore. • There was strong agreement amongst IB that an Integration Director should be appointed at Place. <p>Potential back office efficiencies and opportunities for integration of service areas within MKC and CCG</p> <ul style="list-style-type: none"> • IB agreed that there are potential areas for integration and noted that there is a continued appetite to take this work forward. • JW was asked to work up proposals further for approval by the Commissioning Delivery Group. 	<p>Action 1: MW</p> <p>Action 2: JW</p>

	<p>MIK Place Based Plan</p> <ul style="list-style-type: none"> • IB thanked AJ for her work on the Place Based Plan. • The final plan is to be agreed by the end of June. AJ will continue to work with partners to progress work on the draft plan. A more developed version should be presented to the next meeting along with a paper highlighting any areas that need decision from IB. <p>STP P2 Terms of Reference</p> <ul style="list-style-type: none"> • IB approved the new TOR for this Board which focus on delivering actions. The GP Federation now has a representative attending the Board. <p>Ways of Working Together</p> <ul style="list-style-type: none"> • Item deferred to June meeting. <p>Collaborative Investment Savings Programme Care Navigation</p> <ul style="list-style-type: none"> • Symphony model is being piloted by the east cluster of GPs. CNWL had released a nurse to work on this project. If scaled up this could lead to significant savings by preventing admissions to hospital. • MB requested that more information about the model is presented to the next IB meeting. <p>CISP Dashboard</p> <ul style="list-style-type: none"> • IB noted progress that had been made on developing a comprehensive CISP dashboard. Further information on planned savings should be included in future updates. • AH asked that more information is provided on the source of the data. <p>Terms of Reference for Task and Finish Delivery Group</p> <ul style="list-style-type: none"> • IB agreed the Terms of Reference subject to including a reference for what would make the meeting quorate. 	<p>Action 3: AJ</p> <p>Action 4: JW</p> <p>Action 5: JW</p> <p>Action 6: MIM</p>
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	<p>Optum: Population health and management project</p> <p>Progress update</p> <ul style="list-style-type: none"> One further signed agreement from NHS Digital is awaited before further progress can be made. A further data sharing agreement is needed to be signed by GPs. MW will seek approval from IB before the first payment to Optum is made. <p>Analytics report outline</p> <ul style="list-style-type: none"> Analytic report outline has been agreed by information leads in the partner organisations. IB will expect to receive a presentation at the June or July meeting providing tangible outcomes can be demonstrated. 	
4	<p>Any other business</p> <ul style="list-style-type: none"> None 	
5	<p>Date of next meeting</p> <ul style="list-style-type: none"> 1.00 – 3.00pm Monday 25 June, Room 1.03, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ 	

Summary of Actions from Health and Wellbeing Integration Board

Action Ref	Action	Lead	Progress	Status
25/4: 1	To present an item to the next meeting on service areas where there is potential for integration	JW		Complete
25/4: 2	To present options for 'back office' collaboration for consideration at the next meeting	AM/MKe/JD / PS		Complete
25/4: 3	To include information about patient flow in the BLMK Operating Plan	MW0		Complete
25/4: 4	To further negotiate with NHSE for a MK control total.	JH/CM/MW	Continuing	In progress

25/4: 5	To nominate planning and finance leads for a task and finish group to work on a MK place based plan	All	AJ to continue to work on the draft plan with Partner leads	In progress
25/4: 6	To provide an update on progress on the place based plan to the May meeting	MWo		Complete
25/4: 7	To establish a task and finish group for governance of joint savings programmes	JW	TOR agreed by IB 23/5.	Complete
25/4: 8	To circulate the Optum reporting template for comment	JW/MWo	Reporting template agreed by Partner Information Leads	Complete
25/4: 9	To continue discussions on place based arrangements as part of the CCG leadership changes	CM/MB/MW	Continuing	In progress
23/5: 1	To consider the proposal to have a joint meeting between IB and the CCG Board	MW	Continuing	In progress
23/5: 2	To work up integration proposals further for approval by the Commissioning Delivery Group.	JW	Continuing	In progress
23/5: 3	To present a more developed draft of the Place Based Plan to the next meeting along with a paper highlighting any areas that need decision from IB.	AJ	Agenda item 25/6	Complete
23/5: 4	To present more information about the Care Navigation methodology to the next IB meeting.	JW	Agenda item 25/6	Complete
23/5: 5	To ensure the CISP dashboard includes progress against planned savings	JW	Continuing	In progress
23/5: 6	To update the TAF Terms of Reference subject to including a reference for what would make the meeting quorate.	MM		Complete

Health and Wellbeing Integration Board

1.00 – 3.00pm Wednesday 25 June 2018

Room 1.03, MKC, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Present:		
Matt Webb	MW	Chief Officer, MK CCG, Chair
Michael Bracey	MB	Corporate Director, People, MKC
Graeme Caul	GC	Divisional Director, CNWL
Andrew Harrington	AH	CEO MKGP Federation
Carole Mills	CM	CEO Milton Keynes Council
Jill Wilkinson	JW	Director Health and Social Care Integration, MKC/CCG
Alison Joyner	AJ	Head of Strategy and Planning, CCG
Joe Harrison	JH	CEO Milton Keynes University Hospital Foundation Trust
Nicola Smith	NS	Chair MK CCG Board
Emmeline Watkins	EW	Consultant in Public Health
Ian Reckless	IR	Medical Director, Milton Keynes University Hospital Foundation Trust
Apologies:		
Muriel Scott	MS	Director Public Health CCG
John Vaughan	JV	Director CNWL
Notes:		
Mel Marshman	MIM	MK Together Strategic Partnership and Business Manager, MKC

No	Discussion/Action	Action Ref:
1	<p>Welcome, introductions and apologies</p> <ul style="list-style-type: none"> • MW welcomed everyone to the meeting and introductions were made. • Apologies from John Vaughan and Muriel Scott were noted. Emmeline Watkins attended on behalf of Muriel Scott. 	
2	<p>Business as usual</p> <p>Draft notes from Integration Board (IB) 25 May 2018</p> <ul style="list-style-type: none"> • The following matters of accuracy were raised: <ul style="list-style-type: none"> • Opportunities being considered for integration to include some service areas as well as back office functions • The notes did not capture the strong agreement of the IB that an Integration Director should be appointed at place. <p>ACTION: To amend the notes of the 25 May meeting</p> <p>Matters arising and action log</p> <ul style="list-style-type: none"> • All actions have either been completed, or are in progress. • NS gave an update on the changes to the CCG Leadership. Interviews for the Joint Accountable Officer post across the 3 CCGs will take place within the next two weeks. Apart from the Chief Operating Officer post, the rest of the structure is yet to be agreed. <p>ACTION: To provide NS with on the developing CCG leadership structure across the 3 CCGs</p> <ul style="list-style-type: none"> • A paper outlining opportunities for integration of service areas is being considered by CDG next week. • MIB requested a brief paper summarising funding across health and social care. <p>ACTION: To provide a report on health and social care funding to the next IB</p>	<p>25/6: 1 (MM)</p> <p>25/6: 2 (All)</p> <p>25/6: 3 (JW)</p>

3	<p>Milton Keynes Integrated Care Partnership Development</p>	
	<p>Draft MK Place Based Plan</p> <ul style="list-style-type: none"> • AJ presented the latest draft of the Place Based Plan. The plan should be finalised within the next few weeks. • IB agreed that the plan should be signed off by the Health and Wellbeing Board when it meets on 5 September. • JH will nominate a lead to liaise with AJ where more detail is required from MKUHT. <p>ACTION: To nominate a MKUHT lead to work with AJ on the Place Based Plan</p> <ul style="list-style-type: none"> • AJ invited IB members to suggest alternative names for the plan. <p>ACTION: To suggest alternative names for the Place Based Plan</p> <p>Care Navigation</p> <ul style="list-style-type: none"> • IB considered the proposal to build on the existing Care Navigation pilot. There was broad support for the proposal. • JW and AH were asked to circulate a summary of the proposal which outlined the expected impact and the financial breakdown. IB agreed that this could be agreed virtually. <p>ACTION: To circulate a summary of the Care Navigation proposal</p> <p>Estates – Whitehouse development opportunity</p> <ul style="list-style-type: none"> • Marwa Al-Memar (MAM) from IPWC attended for this item. A business case is being prepared for the Whitehouse which is being provided to meet increasing demand for primary care services in the Western expansion area. • JW will invite MAM to the next meeting of the Primary Care Home Steering Group and any other relevant meetings in order for them to influence provision at the Whitehouse. <p>ACTION: To invite Marwa Al-Memar to the next Primary Care Home Steering Group and any other relevant meetings</p>	<p>25/6: 4 (JH)</p> <p>25/6: 5 (All)</p> <p>25/6: 6 (JW/AH)</p> <p>25/6: 7 (JW)</p>

	<ul style="list-style-type: none"> GC reported that CNWL are developing a strategy for estate rationalisation. <p>Ways of working together</p> <ul style="list-style-type: none"> The IB agreed in principle to have a document which sets out how partners work together. IB asked for a short document to be drafted that focuses on actions rather than processes. <p>ACTION: To draft a short document outlining how agencies work together</p> <p>Sustainability and Transformation Partnership</p> <ul style="list-style-type: none"> IB noted the progress on the five key STP priorities. <p>Optum</p> <ul style="list-style-type: none"> Optum are now processing data. IB look forward to seeing outputs at a future meeting. <p>ACTION: MW was given delegated authority to ensure that OPTUM have met the requirements of the first gateway payment and then to authorise the payment</p>	25/6: 8 (JW/AH)
4	<p>Pooled budgets</p> <ul style="list-style-type: none"> IB agreed the contributions to the 2018/19 pooled budget as set out in the paper. 	
5	<p>Any other business</p> <ul style="list-style-type: none"> JH provided an update on the Buckinghamshire, Oxfordshire and Berkshire (BOB) STP and the work that is being done to focus on patient flows between BLMK and BOB. JW agreed to discuss agency representation on IB with AH. <p>ACTION: To discuss agency representation on IB with AH</p>	25/6: 10 (JW/AH)
5	<p>Date of next meeting</p> <ul style="list-style-type: none"> 1.00 – 3.00pm Wednesday 25 July, Room 1.05/1.06, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ 	

Summary of Actions from Health and Wellbeing Integration Board

Action Ref	Action	Lead	Progress	Status
25/4: 4	To further negotiate with NHSE for a MK control total.	JH/CM/MW	Efforts to negotiate a control total for MK were unsuccessful	Complete
25/4: 5	To nominate planning and finance leads for a task and finish group to work on a MK place based plan	All	The final plan to be signed off by the HWB in September	Complete
25/4: 9	To continue discussions on place based arrangements as part of the CCG leadership changes	CM/MB/MW	Continuing	In progress
23/5: 1	To explore a joint meeting between IB and the CCG Board	MW/NS	Dates being explored in early September	In progress
23/5: 2	To work up integration proposals further for approval by the Commissioning Delivery Group.	JW	Report to CDG 3/7/18	In progress
23/5: 5	To ensure the CISP dashboard includes progress against planned savings	JW	This continues to be under development	In progress
25/6: 1	To amend the notes of the 25 May meeting	MM		Complete
25/6: 2	To provide NS views on the developing leadership structure across the 3 CCGs	All		Open
25/6: 3	To provide a report on health and social care funding	JW	IB agenda item 25/7	Open
25/6: 4	To nominate a MKUHT lead to work with AJ on the Place Based Plan	JH		Open
25/6: 5	To suggest alternative names for the Place Based Plan	All		Open
25/6: 6	To circulate a summary of the Care Navigation proposal	JW/AH	IB agenda item 25/7	Complete

25/6: 7	To invite Marwa Al-Memar to the Children's TAF and Primary Care Home Steering Group meetings	JW			Complete
25/6: 8	To draft a short document outlining how agencies work together	JW		IB agenda item 25/7	Complete
25/6: 9	To ensure that OPTUM have met the requirements of the first gateway payment and to authorise the payment	MW		First payment has been authorised.	Complete
25/6: 10	To discuss agency representation on IB with AH	JW/AH			Open

Health and Wellbeing Strategy Board

2.30 – 4.00pm Tuesday 5 June 2018

Room 1.02, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Present:		
Muriel Scott	MS	Director of Public Health, MKC, Chair
Mac Heath	MC	Service Director, Children's Services
Roz Mascarenhas	RM	Youth Participation Worker, MKC
Mark Ormerod	MO	Director, Leap
Fiona Seddon	FS	MK Academy, Secondary Heads representative
Phillip Smith MBE	PS	Chair MK Business Leaders Partnership
Nakia Sumani	NS	Youth Cabinet representative, MKC
Maxine Taffetani	MT	CEO, Healthwatch
Sandra Vanreyk	SV	Service Delivery Manager, CCG
Rachael Walsh	RW	MK Together Project Officer, MKC
Emmeline Watkins	EW	Consultant in Public Health, MKC
Jill Wilkinson	JW	Director Health and Social Care Integration, MKC/CCG (until 3.15pm)
Apologies:		
Tyrone Blackford-Swarries	TBS	Service Director, Mental Health, CNWL
Mick Hancock	MH	Assistant Director, Joint Commissioning, MKC/CCG
Alison Joyner	AJ	Head of strategic Planning, CCG
Michael Kelleher	MIK	Service Director, Housing and Regeneration, MKC
Derys Pragnell	DP	Head of Public Health, MKC

Notes:		
Ann Green	AG	MK Together Clerk to the Board

No	Discussion/Action	Person Responsible
1	<p>Welcome, introductions and apologies - MS</p> <ul style="list-style-type: none"> MS welcomed everyone to the meeting and introductions were made. Apologies were noted 	
2	<p>Draft notes of meeting 6 February 2018 and matters arising - MS</p> <ul style="list-style-type: none"> The draft minutes from the meeting held on Tuesday 6 March were reviewed and accepted as an accurate record of the meeting. <p>Matters arising</p> <ul style="list-style-type: none"> To consider GP Federation representation on the Strategy Board To review Terms of Reference to ensure membership is still appropriate 	<p>Action 6/3:1: MS/JW Action 6/3:3 MS</p>
3	<p>Health and Wellbeing Strategy (HWS) - MS</p> <p>Implementation and monitoring</p> <ul style="list-style-type: none"> The 10-year (2018-2028) Health and Wellbeing Strategy for Milton Keynes was approved at HWB Board meeting on 11th April 2018. Concerns were raised by YCAB about the lack of images. Partners who contributed to the strategy are not mentioned and this was raised as another concern. The Strategy Board discussed the key principles for measuring progress and the overall success of the Health and Wellbeing 10-year strategy, including the use of long-term health and wellbeing measures and short term indicators. The HWB will monitor the indicators and outcomes on an annual basis. The priorities for Year one were identified as: <ul style="list-style-type: none"> Early identification and prevention of escalation (SW3, LW5, AW3) 	

	<ul style="list-style-type: none"> - Mental Health Priorities across the life course (SW2, LW2, AW6) - Homelessness and unsettled accommodation (LW4) • Success Factors: The following people volunteered to work with Public Health on the success factors: MH, FS, RM and NS (SW priorities), SV and AJ (LW and AW) MT, PS and MO. • Wider structure of the HWB: It is important that existing Health and Wellbeing working groups provide the appropriate support and challenge around the delivery of the strategy • The following people volunteered to work with Public Health looking at the wider structure of the HWB, including the role of the Strategy Board and the Patient and Public Forum: MT, MO,PS,SV and AJ • A report providing an overview of the approach to measuring success for the 10-year Health and Wellbeing Strategy for Milton Keynes and to provide an update on areas of focus for Year One of the Health and Wellbeing Strategy will be presented to the HWB on 27 June. • When available, the link to the HWB papers to be circulated to Strategy Board members 	<p style="text-align: center;">Action 5/6: 1 MS/EW</p> <p style="text-align: center;">Action 5/6: 2 MS/EW</p> <p style="text-align: center;">Action 5/6: 3 AG</p>
4	<p>Any other business</p> <p>MK Self-Care Steering Group</p> <ul style="list-style-type: none"> • The SB received a written update from the MK Self-Care Steering Group, membership is made up of local health and social care organisations, including the voluntary sector. • Linking to the priorities of the Health and Wellbeing Strategy, their intention is to take a system wide approach to supporting patients and the general public to improve their knowledge, skills and confidence when making health and social care related decisions. • The SB discussed the positive work of the Self-Care Steering Group, and said it would be helpful to see the groups Terms of Reference and membership. 	<p style="text-align: center;">Action5/6: 4 RW/AG</p>

	<p>Health and Social Care Position Statement (2018 – 2022)</p> <ul style="list-style-type: none"> MO shared with MS the draft Health and Social Care Position Statement (2018-2022), a document co-produced by Bucks CC and NHS Bucks CCG, seeing this as a good example of bringing together health and wellbeing strategies through a whole system approach. The document conveys links to policy direction, gaps and ways to explore collaborative solutions through an integrated market approach. <p>Mental Healthcare Provision for the Homeless</p> <ul style="list-style-type: none"> The Strategy Board requested to see the Partner responses in relation to the Mental Healthcare Provision for the Homeless: Task and Finish Group Report September 2017 <p>Youth Cabinet – Life Skills</p> <ul style="list-style-type: none"> In 2017, young people in MK chose Life Skills as their most important issue. Life skills are elements that are essential for young people to learn in order to be well prepared for adult life. The YCAB have created a summer programme of workshops that young people can sign up to. There are eight different courses to choose from. Link to the How to Survive Life - Summer Programme to be circulated to the SB Youth Cabinet Life Skills <p>Youth Cabinet – All in One card</p> <ul style="list-style-type: none"> The All in One MK card is available to all under 19s permanently resident in Milton Keynes, even those no longer in full or part time education and offers concessionary travel on buses. The YCAB are trying to get local facilities on board with the card to offer discounts. Currently discounts are available at a number of leisure centres and coffee shops Information about the All in One card to be circulated to the SB. All in one card FS to share with the Secondary Heads Forum 	<p>Action 5/6: 5 AG</p> <p>Action 5/6: 6 AG</p> <p>Action 5/6: 7 AG</p> <p>Action 5/6: 8 FS</p>
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5	Date of next meeting	
	<ul style="list-style-type: none"> Date of the next Strategy Board 2.30pm Tuesday 31 July 2018, Room 1.05/1.06, Civic Offices The next Health and Wellbeing Board is 6.30 – 8.30pm Wednesday 27 June 2018, Room 1.02, Civic Offices 	ALL

Summary of Actions from Health and Wellbeing Strategy Board 2018/19

Action Ref	Action	Lead	Progress	Status
6/3:1	To consider GP Federation representation on the Strategy Board	MS/JW	Continuing	In progress
6/3:2	To confirm Strategy Board dates for 2018/19	AG		Complete
6/3:3	To review Terms of Reference to ensure membership is still appropriate	MS	Continuing	In progress
5/6:1	To set up a small group to look at success factors	MS/EW	Continuing	In progress
5/6:2	To set up a small group to look at the wider structure of the HWB	MS/EW	Continuing	In progress
5/6:3	To circulate link to papers for next HWB to Strategy Board members	AG	Circulated 21/06/18	Complete
5/6:4	To obtain and circulate ToR and membership of Self-Care Steering Group	RW/AG	Circulated 21/06/18	Complete
5/6:5	To circulate Partner responses to MH task and finish group report	AG	Circulated 21/06/18	Complete
5/6:6	To circulate links to Life Skills Workshops and All in One Card	AG	Circulated 21/06/18 Also circulated to School Nursing Service, Leadership and Governance, and the Healthy Young Peoples Network	Complete
5/6:7	To share Life Skills workshops and All in One Card with the Secondary Heads Forum	FS	Continuing	In progress

HEALTH AND WELLBEING BOARD PROPOSED FORWARD PLAN 2018 - 19			
MEETING TYPE	DATE	TIME & VENUE	AGENDA ITEM
HWB WDG	10 October 2018	6.30 – 8.00pm Suite 1.05/1.06	<ol style="list-style-type: none"> 1. Place Based Integration 2. Better Care Fund 3. Non elective admissions
HWB	21 November 2018	6.30 – 8.30pm	<ol style="list-style-type: none"> 1. Sustainability and Transformation Partnership 2. Findings of thematic review – out of hospital services 3. Findings of thematic review – long term conditions 4. Safeguarding Annual Report 2017/18 5. HWB Forward Plan
HWB WDG	Date tbc January		
HWB	6 February 2019	6.30 – 8.30pm	<ol style="list-style-type: none"> 1. Sustainability and Transformation Partnership 2. Findings of thematic review – mental health 3. HWB Forward Plan
HWB WDG	Date tbc March		
HWB	10 April 2019	6.30 – 8.30pm	<ol style="list-style-type: none"> 1. Sustainability and Transformation Partnership 2. Findings of thematic review - prevention 3. Better Care Fund Performance Report 4. HWB Forward Plan
HWB WDG	Date tbc May		

REGULAR ITEMS		
TIMING	HWB	HWB WDG
EVERY MEETING	<ul style="list-style-type: none"> Sustainability and Transformation Partnership 	<ul style="list-style-type: none"> Proposed HWB agendas Draft HWB Forward Plan
QUARTERLY	<ul style="list-style-type: none"> Better Care Fund Performance Report 	
ANNUALLY	<ul style="list-style-type: none"> Public Health Annual Report Better Care Fund Plan CCG Commissioning Intentions 	