

FINAL MINUTES

Health and Wellbeing Board Executive Committee

25 May 2017, 3.30 - 5.00pm

Attendees Present

Roger Harris (Chair), Ian Wake, Rory Patterson, Jeanette Hucey and Darren Kristiansen.

Apologies

Mandy Ansell, Kim James, Maria Payne, Julie Rogers, Les Billingham, Malcolm Taylor, Jane Foster-Taylor and Ceri Armstrong

Item No.	Subject	Action
1.	Welcome and apologies	
	The Chair noted apologies that had been received.	
2.	Notes from the last meeting	
	Notes of HWB Executive Committee meeting in March were agreed. The Chair noted completed actions.	
3.	Action Plan refresh	
	<p>Executive Committee members were updated about progress on the annual action plan refresh which included:</p> <ul style="list-style-type: none"> • Over half of the twenty action plans have now been refreshed and progress is continuing to be made with action plan leads. • Solid progress is being made across all action plans, with many actions having been completed and subsequent actions developed. • Action plan leads are continuing to finalise the outcome framework, ensuring that progress can be regularly monitored, providing accountability and reassurance that strategic outcomes are being achieved. <p>Executive Committee members recognised the merits of Goal Sponsors regularly reviewing progress being made against action plans with leads as part of helping to further embed them into every-day business. It was agreed that Goal Sponsors may wish to consider including a regular item on the Health and Wellbeing Strategy at DMT meetings.</p> <p>Executive Committee members were advised about proposals received to create a web-based version of the Health and Wellbeing Strategy. Executive Committee agreed that the Strategy is easily accessible to the public and partners and is provided in format that is user friendly. Members welcomed the proposal but agreed that a web-based version of the Strategy, without graphics, is not required at this time.</p>	<p>Action Goal Sponsors</p> <p>Action Darren (complete)</p>
4.	Health and Wellbeing Board Terms of Reference	
	The Health and Wellbeing Board's Terms of Reference includes a	

	<p>commitment that they are subject to an annual review. Executive Committee members were advised that consequential amendments were being proposed to ensure that the TOR reflects current membership.</p> <p>Executive Committee members were informed that Democratic Services colleagues have advised that Council has agreed that consequential amendments to the Health and Wellbeing Board's Terms of Reference can be approved by the Monitoring Officer, supported by the Governance Group, comprising the three leaders and the Monitoring Officer.</p> <p>Executive Committee members agreed that substantial engagement activity undertaken to inform emerging programmes and policies facilitates the removal of the Board committing to host at least one stakeholder forum each year.</p> <p>Executive Committee members agreed further amendments to the TOR and that once made the reviewed TOR should be circulated with these minutes</p>	Action Darren (Complete)
5.	<p>Health and Wellbeing Strategy Emerging Annual Report</p> <p>Executive Committee members agreed that the format of the annual report should be consistent with the Health and Wellbeing Strategy.</p> <p>Executive Committee members acknowledged the importance of setting out key achievements across all five goals and where practicable, all twenty action plans.</p> <p>Executive Committee members agreed that the draft annual report should be circulated to action plan leads for further contributions and to provide opportunities for leads to amend contributions already provided.</p> <p>Executive Committee members welcomed the progress that had been made and agreed that another draft will be considered at their meeting in June.</p>	<p>Action Darren / HWB Strategy Action Plan Leads</p> <p>Action Darren</p>
6.	<p>Agenda for HWB meeting of 10 May</p> <p>Executive Committee members considered the agenda for the next Health and Wellbeing Board meeting. It was agreed that an updated meeting planner would be circulated with these minutes to reflect decisions taken.</p>	Action Darren
7.	<p>AOB</p> <p>No items were raised</p>	

Meeting concluded at 4:49pm