

Health and Wellbeing Board - Reporting Requirements

Standing Items:

Agenda Items	Frequency	Work Area	Source/Requirement
Joint Health and Wellbeing Strategy	To be determined by strategy (annual update?)	Multi-agency	Health and Social Care Act 2012, S193 – (2)The responsible local authority and each of its partner clinical commissioning groups must prepare a strategy for meeting the needs included in the assessment by the exercise of functions of the authority, the National Health Service Commissioning Board or the clinical commissioning groups (“a joint health and wellbeing strategy”). Requirement to consult: Local Government and Public Involvement in Health Act 2007 (legislation.gov.uk)
Integrated Care System updates	Ad-hoc	Multi-agency	Health & Social Care Act 2012, S195 – Duty to encourage integrated working A Health and Wellbeing Board must, in particular, provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.
Integrated Care Partnership Assembly	Bi-annually	Multi-agency	To approve the Integrated Care Strategy, and then to receive update/monitoring
ICEOG annual report (s75) Under review re ICS	Annually	Multi-agency	Health & Social Care Act 2012, S195 – Duty to encourage integrated working & S197 Participation of NHS Commissioning Board A Health and Wellbeing Board must, in particular, provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services. Required in Integrated Commissioning Executive Officers Group (ICEOG) Terms of Reference, provide commissioning oversight, link to HWB priorities etc.
Sub-group reporting	Bi-annually	Multi-agency	Sub-groups updates - CYPSP, HIG, HPG, JSNA Working Group plus any Task and Finish groups – Data and Insights for Action, Cost of Living Crisis?
Commissioning Plans Under review re ICS	Annually	CCG / ICS	Requirement to review commissioning plans / to be clear how commissioning plans address the JSNA and align to / achieve the outcomes of the JHWS Role of the HWB (What a difference a place makes The growing impact of health and wellbeing boards (local.gov.uk)): “Have oversight of relevant local authority and CCG plans to make sure they are aligned with JSNAs and JHWSs unless there is a good reason not to. CCGs must involve the HWB in preparing or making significant changes to their commissioning plans, and it is good practice for the ‘NHS Commissioning Board’ to involve HWBs when developing their commissioning plans”. Health and Social Care Act, 2012, S197 sets out participation of NHS Commissioning Board
Mental Health Strategy / Mental Health Collaborative	Annually	CCG	Approval of the multi-agency strategy, and continued update against outcomes Required due to link to JHWS priority Mental Health Collaborative oversees delivery of the MH Strategy - Include sight of outcomes, measures, indicators (MH Outcomes F/W)

DPH Annual Report	Annually	Public Health	DPH Annual Report on the health of the local population – the DPH has a duty to write a report, whereas the authority has a duty to publish it (section 73B(5) & (6) of the 2006 Act, inserted by section 31 of the 2012 Act). The content and structure of the report is something to be decided locally.
Pharmaceutical Needs Assessment	Three-yearly (plus annual update?)	Public Health	The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, Part 2 - The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 (legislation.gov.uk) The statement of the needs for pharmaceutical services which each HWB is required to publish by virtue of section 128A of the 2006 Act F1 (pharmaceutical needs assessments), whether it is the statement of its first assessment or of any revised assessment, is referred to in these Regulations as a “pharmaceutical needs assessment”. Each HWB must publish its first pharmaceutical needs assessment by 1st April 2015.
JSNA Annual Summary		Public Health	Health and Social Care Act 2012, S192 <i>Requiring additional bi-annual work programme update to engage HWB in priorities</i>
Safer Communities Board	Annually	Public Health	Annual update and key link to Safer Communities Board, links with Safeguarding annual reports on agenda
Better Care Fund	Quarterly	Adult Social Care	The national guidance on BCF and HWB has required that it is reported quarterly to HWB Section 9 – Reporting in 2019/20: 102. The primary purpose of BCF reporting is to ensure a clear and accurate account of continued compliance with the key requirements and conditions of the Fund. The secondary purpose is to inform policy making, the national support offer and local practice sharing by providing a fuller insight from narrative feedback on local progress, challenges and highlights on the implementation of BCF plans and progress on wider integration. 103. To service these purposes, areas are required to provide quarterly reporting for the BCF over 2019-20 in relation to the CCG minimum contribution and the Winter Pressures grant. 104. These reports are discussed and signed-off by HWBs (or with appropriate delegation) as part of their responsibility for overseeing BCF plans locally. National partners recommend that this approach is built into s.75 agreements. Monitoring will include confirmation that s75 agreement is in place. 105. The reporting template will be made available to the local systems with associated guidance and timetables via the Better Care Exchange, an online platform that all Better Care leads are able to access.
LeDeR Annual Review	Annually	Adult Social Care	Requirement, from NHSE, that the LeDeR annual report is presented to an ‘appropriate committee of health and social care partners that is open to public scrutiny’. Policy also states, ‘responsibility for delivery of review with CCG – ICS for action implementation, ‘local leaders’ good practice to bring to HWB’. B0428-LeDeR-policy-2021.pdf (england.nhs.uk) - Page 21 ref quality governance.
Carers Strategy	Annual update re progress against strategy	Adult Social Care	Approval multi agency strategy.
Herefordshire Safeguarding	Annually	Adult Social Care	“maintain a relationship and dialogue with” Care Act 2014 – 14.160 Every SAB must send a copy of its report to: <ul style="list-style-type: none"> the chief executive and leader of the local authority

Adults Board Annual Report			<ul style="list-style-type: none"> the police and crime commissioner and the chief constable the local Healthwatch the chair of the health and wellbeing board <p>14.161 It is expected that those organisations will fully consider the contents of the report and how they can improve their contributions to both safeguarding throughout their own organisation and to the joint work of the Board.</p>
Children's Safeguarding Partnership	Annually	Children's Services	<p>HWB ToR "maintain a relationship and dialogue with"</p> <p>There is no requirement to take the HCSP or the CDOP annual report to the HWBB.</p> <p>SE - Used to be clear as a requirement in Working Together to Safeguard Children, which is HM Government statutory guidance. All that guidance now says however is;</p> <p>"43. Safeguarding partners should make sure the report is widely available, and the published safeguarding arrangements should set out where the reports will be published.</p> <p>44. A copy of all published reports should be sent to the Child Safeguarding Practice Review Panel and the What Works Centre for Children's Social Care within seven days of being published."</p>
Child Death Overview Panel	Annually	Children's Services	<p>H&W joint Panel since October 2019. Should report to the local Safeguarding Children Board and the HWB on child death patterns. There is no requirement to take the HCSP or the CDOP annual report to the HWBB. The CDOP does feed into HCSP, so sensible to present both annual reports at the same time to whichever overarching groups.</p>
Children and Young People's Plan	Annually	Children's Services	<p>Nothing mandates its inclusion on HWB (only at Council) but multi-agency engagement and link to JHWS / delivery of the strategy.</p> <p>Policy F/W which goes to Council includes CYP Plan. (+ historic Ofsted requirement).</p>

Criteria for ad-hoc agenda items:

- Issue affects health and well-being and is relevant to local strategy
- Issue affects whole county – except where they it relates to a particularly serious local problem or a particularly innovative local solution that may be generalizable at a later date
- New and emerging issues – for example, national policy and implications, horizon scanning, best practice elsewhere
- Topical issues of widespread public interest
- Key updates and assurances: safeguarding / health protection / health improvement / health and social care commissioning