



# Health and Wellbeing Board

7 May 2014

**Report title** Health and Social Care Strategic Overview Group to inform Local Intelligence: Terms of Reference and Governance Arrangements

**Cabinet member with lead responsibility** Councillor Sandra Samuels  
Health and Wellbeing

**Wards affected** All

**Accountable director** Sarah Norman, Community

**Originating service** Public Health

**Accountable employee(s)** Ros Jervis                      Director Public Health  
Tel    01902 554211  
Email    ros.jervis@wolverhampton.gov.uk

**Report to be/has been considered by**

---

**Recommendation(s) for action or decision:**

The Health and Wellbeing Board is recommended to:

1.1 Approve the proposed Terms of Reference and governance arrangements for the Health and Social Care Strategic Group to inform local intelligence.

**1.0 Purpose**

1.1 The purpose of this report is to seek approval from the Health and Wellbeing Board for the proposed Terms of Reference and the governance arrangements for the Health and Social Care Strategic Group to inform local intelligence.

**2.0 Background**

2.1 The Health and Wellbeing Board discussed the establishment of a Health and Social Care Information group to inform local intelligence in relation to performance reports for integrated initiatives on 31<sup>st</sup> March 2014.

2.2 This approval was subject to submission of a report highlighting the proposed Terms of Reference and governance arrangements for the 'Group' for consideration by the Health and Wellbeing Board in May 2014.

### **3.0 Proposed Terms of Reference for the Health and Social Care Strategic Group**

3.1 The proposed Terms of Reference (ToR) for the Health and Social Care Strategic Group is outlined in Appendix A.

3.2 The ToR refers to the Health and Social Care Information and Metric Oversight Group, however the precise name of the group will be decided at the inaugural meeting proposed for mid-May 2014.

3.3 The governance arrangements include reporting to the Health and Wellbeing Board and the Interim Board of the Better Care Fund as a standing agenda item.

3.4 Failure to reach consensus within the group on issues that impact on performance will be escalated to the Health and Wellbeing Board for resolution as an exceptional item within the standing quarterly report.

3.4 The ToR also acknowledge the commercial sensitivity surrounding the commissioner - provider relationship, indicating that it may not always be appropriate for all partners to be present for the entire meeting on some occasions. The decision regarding the need for a closed section of the meeting will be made by the chair of the 'Group' based on the agenda items for discussion or submissions made by other partners. Therefore consideration will be given to identifying core group members at the inaugural meeting.

### **4.0 Financial implications**

4.1 The council's participation in the group will be resourced by existing budgeted staff; there are therefore no direct financial implications.

4.2 This group will have oversight of the performance of the Better Care Fund which will be introduced in full in 2015/16, and will draw together £20.0 million of NHS and local authority funding in Wolverhampton. Approximately one quarter of this funding will be subject to meeting a number of performance targets.

[DK/25042014/I]

### **5.0 Legal implications**

5.1 There are no anticipated legal implications to group and the Terms of Reference outlines the need for all partner agencies to adhere to Information Governance policies and data sharing agreements.

[TS/17042014/R]

## **6.0 Equalities implications**

6.1 This proposal does not directly impact on service delivery or employment therefore does not have any explicit equalities implications. However, if the review of performance indicates that there is inequitable service provision action will be taken to ensure that all inequalities highlighted are addressed. The group will ensure that decisions and processes follow the requirements of the Public Sector Equality Duty, reflected in the Terms of Reference, to endure compliance with the law and the best outcomes for Wolverhampton.

## **7.0 Environmental implications**

7.1 There are no anticipated environmental implications of this proposal.

## **8.0 Human resources implications**

8.1 There are no anticipated human resource implications of this proposal.

## **9.0 Corporate landlord implications**

9.1 This proposal does not have any implications for the Council's property portfolio.

## **10.0 Schedule of background papers**

10.1 The Health and Social Care Strategic Overview Group to inform Local Intelligence report was presented to the Health and Wellbeing on 31<sup>st</sup> March 2014

## Appendix One

### **Draft Terms of Reference: Health and Social Care Information and Metric Oversight Group**

#### **Purpose**

To support delivery of the priorities outlined in the Joint Health and Wellbeing Strategy 2013-2018 and the implementation of other integration and partnership initiatives, in particular the Better Care Fund.

#### **Background**

Integrated working has been necessary in the development of performance reports to support the delivery of the Joint Health & Wellbeing Strategy and the preparation work for the implementation of the Better Care Fund. This has highlighted the need to think more proactively about how performance and information management is handled across partner agencies in order to better monitor delivery of joint initiatives in a timely manner.

The proposal to establish a strategic Health and Social Care oversight group was approved by the Wolverhampton Health and Wellbeing Board on 31<sup>st</sup> March 2014. The principal aim would be to provide a strategic overview of performance and information management for joint working and integration initiatives and agendas.

#### **Governance**

The Health and Social Care Information and Metric Oversight Group will report directly to the Health and Wellbeing Board and will be a quarterly standing item on the Health and Wellbeing Board agenda. The group will also report to the Interim Delivery Board of the Better Care Fund.

If consensus on a particular issue cannot be achieved within the usual business of the group, the matter will be escalated to Health and Wellbeing Board for resolution via an exceptional item within the standing report.

#### **Membership**

*To be confirmed*

*Due to the commercial sensitivity surrounding the commissioner provider relationship, it may not always be appropriate for all partners to be present for the whole of every meeting. The decision regarding the need for a closed section of the meeting will be made by the chair based on the agenda items for discussion or submissions made by other partners. Therefore consideration should be given to identifying core group members.*

At least one senior performance or information lead from each organisation or service area and nominated deputy with commitment to attend all meetings

*Suggested Organisations and Service Areas:*

- *Public Health*
- *Social Care*
- *Wolverhampton Clinical Commissioning Group*

- *Royal Wolverhampton NHS Trust*
- *Black Country Partnership Foundation*

*Information Governance representation for discussion*

### **Frequency of Meetings**

The meetings will be held bi-monthly and *ad hoc* meetings may also be convened to respond to identified information requirements.

### **Remit of Health and Social Care Information and Metric Oversight Group:**

- To establish a collaborative, outcome focused approach to Health and Social Care performance in Wolverhampton
- To support the Joint Health and Wellbeing Strategy and the Better Care Fund performance reports; other partnership work may also require support
- To produce consistent and robust information to provide co-ordinated analysis, monitoring and prediction of integrated outcomes
- To facilitate timely information and data sharing across Health and Social Care in line with Information Governance requirements with resolution for information sharing issues
- To provide early identification of areas where unmet targets or under performance may impact on strategic outcomes which may subsequently require more in-depth review or action
- To develop an 'Information Directory' to increase awareness of data held and metrics available within each organisation
- To provide a forum for shared learning and promotion of best practice in performance reporting and the production of Information Management reports
- To ensure that decisions and processes follow the requirements of the Public Sector Equality Duty in compliance with the law to achieve the best outcomes for Wolverhampton.

### **Date of Review:**

Six Months following Inaugural meeting and twelve monthly thereafter.