

**Health & Well Being Partnership Board
Thursday 18th September 2008, 2 – 5pm**

Oxford Town Hall (The Long Room)

(Co)Chair – Dr Stephen Richards

#	Item	Note	Person responsible	Action required	Time allocated
Part A: Strategic Issues for discussion and development by members of the Board					
1.	Welcome, Introductions Apologies	No paper	Stephen Richards	Give apologies for: <ul style="list-style-type: none"> • Eddy McDowall • • 	2pm 5 mins
2.	HWBP future strategic framework	Paper 2 – highlight existence of refreshed HWBP Officer Group	Jonathan McWilliam and Ian Davies	To agree or amend proposals arising from the away-day to develop a HWBP work programme.	2.05pm 15 mins
3.	Developing work plans to cover HWBP priorities: * a) Promoting mental well-being b) Reducing obesity to combat disease and dependency c) Preventing ill health in the aging population	a) Paper 3 + presentation b) Paper 3 + presentation c) Paper 3 + presentation	Fenella Trevillion/ Benedict Leigh Angela Baker/ Chris Freeman Paul Purnell/ Age Concern	To enable members of the Board to: <ul style="list-style-type: none"> • collaboratively review and develop activities in support of its work programme priorities. • clarify what lies inside and outside the scope of each priority. • identify the milestones & outcomes the Board intend to achieve. 	2.20pm 30 mins 30 mins 30 mins
	Tea and Coffee Break				3.50pm 10 mins
4.	Vale Health Improvement Plan	No paper – presentation	David Stevens	To comment on the local priorities Vale are taking forward in their plan and the process used.	4pm 20 mins

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Part B: Governance issues for decision or cross-cutting projects for signing off by members of the Board					
5.	Monitoring health & social care related targets in the Local Area Agreement (LAA/ LAA2)	Paper 5	Jackie Wilderspin	To report on current performance against the four LAA2 targets for which HWBP is accountable.	4:20pm 10 mins
6.	Sustainable Community Strategy – SMART targets for the Delivery Plan	Paper 6	Jackie Wilderspin	To approve SMART targets for the health & well-being aspects of the 20:30 Delivery Plan.	4:30pm 10 mins
7.	Extra Care Housing Governance Plan	Paper 7	Nick Welch/ Nigel Holmes	To approve the governance arrangements for Extra Care Housing.	4:40pm 10 mins
Part C: Items of information for noting by members of the Board					
8.	Introduction to items	Paper 8		Note following items	4:50pm
9.	Minutes of the last formal meeting held on 20-Mar-08 and matters arising	Paper 9 – minutes. A Summary and a Full away-day report are on the web		Agree minutes as an accurate record.	4:50pm 0 mins
10.	Update on Partnership Governance arrangements	Paper 10 – governance arrangements available on the web		To report on latest proposals from Public Service Board.	4:50pm 0 mins
11.	Joint Strategic Needs Assessment (JSNA)	Paper 11 – JSNA available on the web		To sign off the JSNA.	4:50pm 0 mins
12.	Sustainable Community Strategy b) Area Based Grant	Paper 12 – Area Based Grant consultation		To note feedback from officer group to Sep meeting of Public Service board (PSB)	4:50pm 0 mins

#	Item	Note	Person responsible	Action required	Time allocated
13.	Future Meetings dates 2008-09/ a) Forward Plan b) Next meeting			a) To agree 2009 meeting dates as: <ul style="list-style-type: none"> • 19 March 2009 • 18 June 2009 • 17 September 2009 • 10 December 2009 b) Next meeting 11 Dec, 2:30pm NB: <u>Please note different start time.</u>	

* Members are asked to prepare for Item 3 by thinking about what their respective organisations can offer to the prioritised work streams