



Bristol Clinical Commissioning Group

Health and Wellbeing Board

DATE : Thursday 27 November 2014

TIME : 2.00pm

VENUE : Brunel House, St George's Road, BS1 5UY

Distribution:

Members of the Health and Wellbeing Board

Note: Agenda Item 5 sets out details of a key decision for approval by the Mayor. Please note that on this occasion the Mayor is not able to attend the meeting, so has delegated in this instance decision making to Councillor Gus Hoyt, Assistant Mayor for Neighbourhoods.

Copies to: Strategic Leadership Team

Issued by :

Suzanne Ogborne

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Date: 18 November 2014

A G E N D A

PART A – PUBLIC FORUM AND STANDARD ITEMS

1. Public forum (up to half an hour is allowed for this item)

The order of business for public forum will be:

- a. Petitions and statements from Bristol residents (petitions to be heard before statements).
- b. Questions from Bristol residents.
- c. Petitions and statements notified by councillors (petitions to be heard before statements).
- d. Questions from councillors.

PLEASE ALSO NOTE:

Petitions and statements (must be about matters on the agenda):

- Members of the public and members of the Council, provided they give notice in writing or by e-mail (and include their name, address, and details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12.00 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.
- One statement per member of the public and one statement per member of Council shall be admissible.
- A maximum of one minute shall be allowed to present each petition and statement.
- The deadline for receipt of petitions and statements for the 27 November 2014 Health and Wellbeing Board is **12.00 noon on 26 November**. These should be sent, in writing or by e-mail to:
Democratic Services, Bristol City Council, PO Box 3176, Bristol BS3 9FS e-mail: democratic.services@bristol.gov.uk

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply

cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.

- The deadline for receipt of questions for the 27 November Health and Wellbeing Board is **4.30 pm on Friday, 21 November**. These should be sent, in writing or by e-mail to: Democratic Services, Bristol City Council, PO Box 3176, Bristol BS3 9FS
e-mail: democratic.services@bristol.gov.uk

2. Declarations of interest

To note any interests of the Mayor / executive relevant to the consideration of items on this agenda.

3. Welcome

4. Minutes of the Health and Wellbeing Board – 4 September 2014

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PART B: ANY KEY DECISIONS - TO BE TAKEN BY THE MAYOR:

- 5. 2.10pm Programme of Public Health Intervention Proposals.
Councillor Gus Hoyt, Assistant Mayor for Neighbourhoods**

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PART C – BOARD ITEMS

- 6. 2.25pm Developing the Bristol Alcohol Harm Reduction Strategy
and Action Plan. Page: 34**

**Barbara Coleman, Service Manager: Public Health
Commissioning & Performance and Katie Porter, Alcohol
Strategy Manager, Crime and Substance Misuse**

Paper and appendices attached.

- 7. 2.55pm NHS 5 Year Forward View Page: 40**

Justine Rawlings, Bristol Clinical Commissioning Group

Paper and appendix attached.

- 8. 3.05pm Bristol CCG Draft Commissioning Intentions Page: 52**

Justine Rawlings, Bristol Clinical Commissioning Group

Paper attached.

- 9. 3.20pm Pharmaceutical Needs Assessment Update Page: 63**

Chris Hine, Consultant in Public Health Medicine, Bristol City Council

Paper and appendix attached.

- 10. 3.30 pm HealthWatch Special Inquiry into hospital discharge Page: 72**

Morgan Daly, HealthWatch, Bristol

Paper and appendix attached

- 11. 3.45 pm Board Champions Update Page: 97**

Kathy Eastwood, Service Manager: Health Strategy Bristol City Council

Paper attached

- 12. 3.50pm Any Other Business**

- 13. 4.00pm Close**

Items for Information

- i. Libraries for the Future - involving the citizens of Bristol in designing a new library service – for further information:
<http://www.bristol.gov.uk/page/leisure-and-culture/future-bris-tols-libraries-consultation>
- ii. Introduction to the Avon Primary Care Research Collaborative (item attached)
- iii. Public Health England (PHE) – Tooth Decay in Children (item attached)
- iv. Transfer of funding for the 0-5 Healthy Child Programme from NHS England to Public Health, Bristol City Council (report attached)

Public Information Sheet

Emergency Evacuation Procedure

Brunel House Emergency Evacuation Plan

In an emergency, evacuate the building using the nearest fire exit unless advised otherwise by the Chief Fire Warden or emergency services.

Fire Assembly Area

The assembly point is at the top of the Brandon Steep in the park area (or as advised by the Chief Fire Warden).

Fire Alarm Tests

Fire alarm is tested for no more than 15 seconds on each Tuesday at 9.30 am.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information Act 1985)

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk

You can also inspect papers at either the City Hall Reception or at our Record Office, “B” Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail bro@bristol.gov.uk; telephone 0117 92 24236.

Other formats and languages and assistance For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a headset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

Public Forum

Members of the public may make a written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to democratic.services@bristol.gov.uk or sent to Bristol City Council, Democratic Services Section, 4th Floor Clifton Wing, Brunel House, P O Box 3176, Bristol BS3 9FS (Postcode for satnav purposes is BS1 5UY), or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet.

Process during the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.
- You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

Register of Interests

The Register of Interests for Members is available on our website at www.bristol.gov.uk

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.

Webcasting/Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for 2 years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now mean that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. (Oral commentary is not permitted during the meeting as it would be disruptive) Members of the public should therefore be aware that they may be filmed by others attending and that is not within the Council's control.