

Lincolnshire Health and Wellbeing Board Assurance Framework

1. Introduction

Lincolnshire Health and Wellbeing Board (the Board) was established in response to the Health and Social Care Act 2012 to act as a forum for key leaders from the health and care system to work together to improve the health and wellbeing of the people of Lincolnshire, and to promote the integration of services. The Board became a formal committee of the County Council in April 2013.

The Joint Health and Wellbeing Strategy for Lincolnshire (2013-18) (JHWS) was formally approved by the Shadow Health and Wellbeing Board on 19 September 2012 for implementation from April 2013. The JHWS is a high level document which sets out the five year strategic commissioning direction which organisations need to take account of when planning and delivering services to improve the health and wellbeing of the people of Lincolnshire. It was developed following an extensive consultation exercise and is based on the priorities identified in the Joint Strategic Needs Assessment (JSNA).

The Board is responsible for developing the JHWS and as part of agreeing the strategy the Board confirmed that board members would *'hold each other to account for ensuring the commissioning and decommissioning decisions are in line with the strategy and deliver the outcomes which are included in each of the five thematic sections.'* Therefore one of the HWB's ongoing roles is to assure itself, the Council and Partners that progress is being made to deliver the outcomes defined in the JHWS and that the Board is meeting its statutory responsibilities.

2. Purpose

This paper sets out the Board's Assurance Framework which will be used to assess the impact of the strategy and provide assurance that progress is being made to achieve the outcomes and priorities detailed in the JHWS. The approach also includes mechanisms for reviewing the Board's governance arrangements in order to meet its statutory obligations as well as assessing the Board's level of maturity and progress towards being an exemplar HWB.

In addition to the five themes, the JHWS also includes three cross cutting issues: Mental Health, Inequalities and Carers. These cross cutting issues are woven into the all or most of the five themes and therefore will be reported as part of the Theme mechanisms detailed in this paper.

3. Overview of the Assurance Framework

The Assurance Framework is based on three levels:

- Theme Review;
- Internal HWB Review and
- External Review.

The key elements of the HWB Assurance Framework are shown in the Figure 1 and outlined in more detail in the following sections.

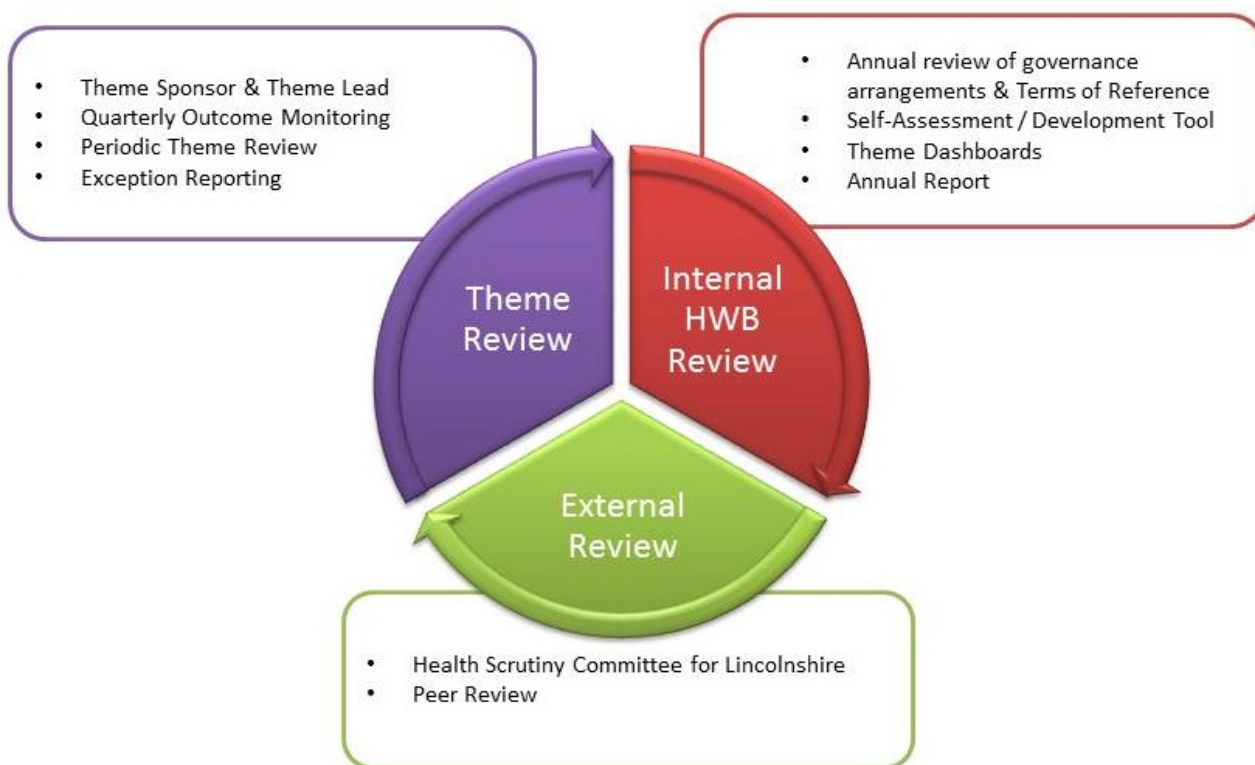


Fig 1: Key elements of the Health and Wellbeing Board's Assurance Framework

3.1 Theme Review

- **Theme Sponsor & Theme Lead Roles**

As a member of the Board, the Theme Sponsor will support the work of the Board by providing guidance, advice and advocacy for the Theme. Working in conjunction with the Theme Lead, the Theme Sponsor will be required to take forward the outcomes of the JHWS providing assurance to the Board that the priorities remain current and address the needs identified in the JSNA.

The Theme Lead is responsible for overseeing the progress of the Theme, providing overall direction and a steer to partner organisations. The Theme Lead is a key role, providing the bridge between stakeholders and the Theme Sponsor.

The appendix to this Framework provides further details on the operational governance supporting the JHWS, including role descriptions for the Theme Sponsor and Theme Leads roles.

- **Quarterly Outcome Monitoring**

Reports on the Theme's leading and secondary outcome measures will be provided to each Theme Lead on a quarterly basis via the Programme Manager Health and Wellbeing. Theme Leads will be responsible for reviewing the report and liaising with the Theme Sponsor to discuss any areas of concern.

A high level summary will be shared with the Board for information and any areas of concern can be raised, by exception, with the Board through the Exception Reporting mechanism. Quarter 4/annual data will be used to populate the Theme Dashboards which

will form part of the annual Assurance Report on the JHWS presented to the Board in September.

- **Exception Reporting**

Through the '*Joint Health and Wellbeing Strategy Theme Update*' standing agenda item Theme Sponsors can raise, by exception, issues (both negative and positive) with the Board which impact on the delivery of the JHWS.

- **Periodic Theme Reviews**

As required by the Board, Theme Sponsors and Theme Leads will be required to undertake periodic reviews of the JHWS to ensure:

- The priorities and outcomes in each Theme remain valid and take account of any new/emerging evidence or changes to the JSNA;
- The right things are being monitored to enable the Theme to demonstrate progress in meeting the outcomes in the JHWS;
- The Theme is able to identify any priorities or issues that are not being addressed and look for opportunities that need a whole system approach;
- Appropriate mechanisms are in place to support the Theme.

3.2 Internal HWB Review

- **Annual review of Terms of Reference & Board Governance**

The Terms of Reference and Procedural Rules will be reviewed by the Board on an annual basis.

- **HWB Self-Assessment/Development Tool**

Annually the Board will review its performance and effectiveness using the Health and Wellbeing System Improvement Development Tool (Sept 2014)¹ developed nationally by the Local Government Association. The tool is a maturity matrix which asks the Board to consider and challenge its own practice, to benchmark with others and to promote the development of an improvement plan.

- **JHWS Theme Dashboards**

The Theme Dashboards give a high level snapshot on each of the JHWS themes and provides key information to enable the Board to measure the impact of the JHWS. In addition to providing a 'summary position statement' detailing progress on the delivery of the Theme, the dashboard will also include information on the leading outcomes indicators. JHWS Theme Dashboards will be reported annual in September, or as indicated by the Board.

A standard template, further guidance and information on timescales will be issued to Theme Leads along with the Quarter 4 Outcome Monitoring Report.

- **Annual Report**

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<http://www.local.gov.uk/documents/10180/11493/Health+and+wellbeing+system+improvement+programmme+development+tool+-+September+2013/e1acf67f-6be8-4a99-90b5-45ecec4d11e9>

The HWB Annual Report is intended as a public facing document to share with partners, stakeholders and the public. It will take information from for example, the Theme Dashboards, Self-Assessment and Case Studies to evidence how the Board is meeting its statutory responsibilities and improving the outcomes for the people of Lincolnshire.

3.3 External Review

- **Health Scrutiny Committee for Lincolnshire**

Health Scrutiny Committee for Lincolnshire is responsible for holding the Board to account for its work to improve the health and wellbeing of the people of Lincolnshire, including its responsibilities in relation to the JSNA and JHWS. A formal protocol between Health Scrutiny and the Board was agreed in December 2014.

- **Peer Review**

To evaluate its progress and achievements as well as exchange ideas and learning, the HWB may choose to undergo a Peer Review Challenge as part of the LGA offer to Health and Wellbeing Board.

4. Proposed Timeline of Activities for 2015/16

Assurance Level	Activity	Timeframe
Theme Review	Quarterly Outcome Monitoring	<i>Provisional dates by which Quarterly Outcome Monitoring Reports will be made available to Theme Leads</i> 2014/5 Q4 – 21 May 2015 2015/16 Q1 – 20 August 2015 Q2 – 21 November 2015 Q3 – 20 February 2016 Q4 – 20 May 2016
	Periodic (Mid Term) Review	March – May <i>(outcome from review to be tabled at June HWB meeting)</i>
Internal HWB Review	Annual Review of TORs	June
	Self-Assessment	September
	Theme Dashboards	September
	Annual Report	Autumn
External Review	Health Scrutiny	To be scheduled from September 2015

Operational Governance for the Joint Health and Wellbeing Strategy

Theme Sponsor – (member of the Lincolnshire Health and Wellbeing Board)

Role

The role of the Theme Sponsor is to support the work of the Board by providing guidance, advice and advocacy for the Theme. Working in conjunction with the Theme Lead, the Theme Sponsor will be required to take forward the theme outcomes in the Joint Health and Wellbeing Strategy (JHWS) providing assurance to the Board that the priorities remain current and address the needs identified in the Joint Strategic Needs Assessment (JSNA).

Responsibilities

- To act as the advocate for the Theme on the Board and promote the JHWS to wider partners;
- To act as the link between the Board and the Theme Lead/Theme Delivery Group;
- To provide advice and guidance to the Theme Lead as required;
- To work in conjunction with the Theme Lead to steer the Theme and agree the approach to be taken to ensure progress;
- To review the Quarterly Theme Outcome Report in conjunction with the Theme Lead;
- To raise, by exception, any issues identified by the Theme Lead/Theme Delivery Group with the Board;
- To endorse changes/updates to the Theme Chapter in the JHWS ahead of the formal approval by the Board;
- To agree with the Theme Lead a list of core stakeholders and partners who should be engaged;
- To review the draft Theme Dashboard in order to approve it for submission to the Board as part of the HWB Annual Assurance process;
- To be available, where possible, to attend any Theme meetings or engagement events.

Theme Lead – (Public Health Consultant)

Role

The Theme Lead is responsible for overseeing the progress of the Theme, providing overall direction and steer to partner organisations. Working in conjunction with the Theme Sponsor, the Theme Lead is required to work with partners to provide assurance to the Board that the outcomes in the JHWS are being met and needs identified in the JSNA are being addressed.

Responsibilities

- To provide oversight of the dependencies and linkages between the Theme and other Council services, partners/agencies, providers and other relevant organisations;
- To promote and raise awareness of the JHWS/Theme with stakeholders and partners;
- To liaise with the Theme Sponsor to review the Quarterly Theme Outcome Report, highlighting any areas of concern that need to be escalated to the Board;
- To put in place appropriate structures/delivery mechanisms to support the Theme including if necessary the establishment of task and finish groups;
- To work in conjunction with the Theme Sponsor to steer the Theme and agree the approach to be taken to ensure progress;
- To lead on engaging partners/stakeholders with an interest in the Theme in order to drive change;
- To lead the Theme mid-term review, overseeing the development of relevant documentation to support the refresh of the Theme as required by the Board;
- To work in conjunction with the Programme Manager – Health and Wellbeing to develop the Theme Dashboard and any other documentation required by the Board as part of the Annual JHWS Assurance process;
- To liaise with the Programme Manager – Health and Wellbeing on any related matters as required by the Board

Operational Governance supporting the Joint Health and Wellbeing Strategy (as at June 2015)

**Theme 1
Promoting
Healthier
Lifestyles**

Sponsors

Dr Sunil Hindocha
Cllr Nick Worth

Lead

Chris Weston

Delivery Mechanism

In process of being
established

**Theme 2
Improve the
Health &
Wellbeing of Older
People**

Sponsors

Dr Kevin Hill
Cllr Ron Oxby

Lead

Dr Tony Hill

Delivery Mechanism

Excellent Ageing
Partnership

**Theme 3
Delivering High
Quality Care for
Major Causes of Ill
Health & Disability**

Sponsors

Vacant
Cllr Nigel Pepper

Lead

Kakoli Choudhury

Delivery Mechanism

Theme 3 Delivery
Group

**Theme 4
Improve Health &
Social Outcomes for
Children & Reduce
Inequalities**

Sponsors

Dr Vindi Bhandal
Cllr David Brailsford

Lead

Mandy Clarkson

Delivery Mechanism

Women & Children's
Delivery Board

**Theme 5
Tackling the Social
Determinants of Health**

Sponsors

Cllr Marion Brighton
Healthwatch Rep

Lead

Mandy Clarkson

Delivery Mechanism

In process of being
established