

SOMERSET HEALTH AND WELLBEING BOARD (VIRTUAL MEETINGS FROM MAY 2020 DUE TO CORONAVIRUS)



Thursday 21 May 2020

10.00 am Virtual Meeting on Microsoft Teams

To: The members of the Somerset Health and Wellbeing Board (virtual meetings from May 2020 due to Coronavirus)

Cllr C Paul (Chair), Cllr F Nicholson (Vice-Chair), Ed Ford (Vice-Chair), Cllr A Broom, Cllr D Huxtable, Cllr L Vijeh, Cllr R Wyke, Cllr C Booth, Cllr J Keen, Cllr B Hamilton, M Cooke, J Goodchild, T Grant, J Wooster, M Prior and A Murray

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Strategic Manager - Governance and Democratic Services - 13 May 2020

For further information about the meeting, please contact Jennie Murphy on 077905 77336 or email jzmurphy@somerset.gov.uk or Julia Jones on 07790577232 or email jjones@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda and is available at (LINK)

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

AGENDA

Item Somerset Health and Wellbeing Board (virtual meetings from May 2020 due to Coronavirus) - 10.00 am Thursday 21 May 2020

*** Public Guidance notes contained in agenda annexe ***

1 **Apologies for absence**

To receive Board Members' apologies

2 **Declarations of Interest**

3 **Minutes from the meeting held on 16 January 2020** (Pages 5 - 12)

The Board is asked to confirm the minutes are accurate.

4 **Public Question Time**

The Chair will allow members of the public to ask a question or make a statement about any matter on the agenda for this meeting.

5 **Virtual Meeting - Guidance** (Pages 13 - 22)

To receive the report.

6 **Covid 19 - Assurance** (Pages 23 - 26)

To receive the report.

7 **Somerset Health and Wellbeing Board Work Programme** (Pages 27 - 28)

To discuss any items for the work programme. To assist the discussion, attached is the Board's current work programme.

8 **Any other urgent items of business**

The Chair may raise any items of urgent business.

Guidance notes for the meeting

1. Council Public Meetings
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have given local authorities new powers to hold public meetings virtually by using video or telephone conferencing technology
2. **Inspection of Papers**
Any person wishing to inspect Minutes, reports, or the background papers for any item on the Agenda should contact Jennie Murphy on Tel: 077905 77336 or Email: jzmurphy@somerset.gov.uk. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers
3. **Minutes of the Meeting**
Details of the issues discussed and recommendations made at the meeting will be set out in the Minutes, which the Board will be asked to approve as a correct record at its next meeting. In the meantime, information about each meeting can be obtained from Jennie Murphy on Tel: 077905 77336 or email jzmurphy@somerset.gov.uk

4. **Public Question Time**

If you wish to speak, please tell Jennie Murphy, the Board's Clerk, by 5pm 3 clear working days before the meeting - 07905 77336 or email jzmurphy@somerset.gov.uk

At the Chairs' invitation you may ask questions and/or make statements or comments about any matter on the Board's agenda – providing you have given the required notice. You may also present a petition on any matter within the Board's remit. The length of public question time will be no more than 30 minutes in total.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been signed. However, questions or statements about any matter on the Agenda for this meeting may be taken at the time when each matter is considered.

You must direct your questions and comments through the Chairman. You may not take direct part in the debate. The Chairman will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chairman may adjourn the meeting to allow views to be expressed more freely. If an item on the Agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, normally to two minutes only.

5. **Exclusion of Press & Public**

If when considering an item on the Agenda, the Board may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

6. **Recording of Meetings**

The Council supports the principles of openness and transparency, it allows filming, recording and taking photographs at its meetings that are open to the public providing it is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone who wishing to film part or all of the proceedings. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Council's Monitoring Officer (Scott Wooldridge on 01823 355628) so that the Chairman of the meeting can inform those present.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

The Council will be undertaking audio recording of some of its meetings in County Hall as part of its investigation into a business case for the recording and potential webcasting of meetings in the future.

A copy of the Council's Recording of Meetings Protocol should be on display at the meeting for inspection, alternatively contact the Committee Administrator for the meeting in advance.

SOMERSET HEALTH AND WELLBEING BOARD

Minutes of a Meeting of the Somerset Health and Wellbeing Board held in the Taunton Library Meeting Room, Taunton Library, Paul Street, Taunton, TA1 3XZ, on Thursday 16 January 2020 at 11.00 am

Present: Cllr F Nicholson (Vice-Chair), Ed Ford (Vice-Chair), Cllr D Huxtable, Cllr C Booth, Cllr J Keen, Cllr B Hamilton, Judith Goodchild, Trudi Grant, Julian Wooster, Mike Prior and James Rimmer

Other Members present: Cllr Mike Best

Apologies for absence: Cllr C Lawrence, Cllr A Broom, Cllr L Vjeh, Cllr R Wyke, Mark Cooke and Alex Murray

420 **Declarations of Interest** - Agenda Item 2

There were no new declarations of interest.

421 **Minutes from the meeting held on Thursday 14th November 2019** - Agenda Item 3

The minutes were agreed.

422 **Public Question Time** - Agenda Item 4

423 **Somerset Safeguarding Children Partnership New Arrangements and Annual Report** - Agenda Item 5

The Board received a report covering the newly formed Somerset Safeguarding Children Partnership. The report summarised the progress in implementing the new safeguarding arrangements for children in Somerset, as required by the Children and Social Work Act (2017) and Working Together to Safeguard Children (2018). This included the merger of the safeguarding children arrangements with the Children's Trust Board, and the future role of the Health and Wellbeing Board. The report also set out key areas of progress and of future focus from the final Somerset Safeguarding Children Board annual report (2018-2019) for information and scrutiny by the Health and Wellbeing Board. The changes to the safeguarding arrangements for children in Somerset are the result of the changes in legislation in 2017 and 2018. The three statutory safeguarding partners for children (Somerset County Council, Somerset Clinical Commissioning Group, and Avon and Somerset Constabulary) have agreed that the Health and Wellbeing Board is the most appropriate group to provide high-level scrutiny of the twelve-monthly report under the new arrangements. This is

one of a range of quality assurance and scrutiny arrangements under the Quality Assurance Framework for the SSCP.

The annual report has been a statutory requirement under the legislation governing the previous Safeguarding Children Board. The merger of the Children's Trust arrangements with the new Somerset Safeguarding Children Partnership is a strategic partnership development, which links to the County Vision of partnership working for the benefit of children and families, with a focus on those most in need of safeguarding to promote the best possible outcomes for children.

The new arrangements for safeguarding children support better integration with health partners in line with the Somerset Four Year Efficiency Plan (Partnership and Integration) and strengthen the role of the Health Safeguarding Children Partnership subgroup. They also promote stronger communities by taking an overarching strategic approach to working with children and families (Think Family) to promote overall wellbeing.

Under the new arrangements, the Health and Wellbeing Board will continue to take oversight of the annual report from the Somerset safeguarding Children Partnership. The tenure of the Independent Chair for the Somerset Safeguarding Children Board, required under the previous legislation, ended on 30 September 2019. In December 2019, the three key safeguarding partners appointed an Independent Scrutineer to provide external scrutiny of the effectiveness of Somerset Safeguarding Children Partnership's multi-agency arrangements in safeguarding and promoting the wellbeing of all children in Somerset. This post will be taken up in January 2020, and the role will include scrutiny of arrangements in place to identify and review Child Safeguarding Practice Reviews which replace Serious Case Reviews under the new legislation.

The Health and Wellbeing Board was asked to note the final report of the Somerset Safeguarding Children Board for 2018-2019. During the year, SSCB which focused on four priority areas:

- 1) Early Help
- 2) Multi-agency Safeguarding
- 3) Neglect
- 4) Child Exploitation/Children Missing.

The new arrangements address safeguarding activity for children will promote safety and wellbeing regardless of geographical differences to promote a safe community for children. (Priority 2).

With the strengthened links to the Somerset Plan for Children, Young People and their Families in Somerset (CYPP), Priority 3 will be addressed through a focus on early help and ensuring that children, young people and their families receive the right help at the right time. This includes a 'Think Family' approach supporting parents, which is a priority identified by children and young people, as well as supporting the emotional health and wellbeing of children and young people.

The new safeguarding partnership arrangements will develop and look to integrate further with other strategic groups, alongside oversight of the Somerset Plan for Children, Young People and their Families to promote healthy and independent lives.

The Board welcomed the detail contained in the report. It was concerned there were several references to 'consistency' as being an area needing improvement. The Board heard that these references were needed to make sure all partners knew what was available and there had been occasions where this had not been the case.

As this was the last report to the Somerset Health and Wellbeing Board it was requested that the scrutineer be invited to a future meeting of the Board to discuss the executive report.

The Board asked why some child protection plans ended and then shortly after another one is introduced. It was interested to know if there was a time limit on these plans. Members were informed that when a Case Conference agrees that issues have been addressed, the child would be removed from a Child Protection Plan. There could then be a change or resurgence of issues resulting in a new plan being created.

The Board was informed that Somerset Safeguarding was good when compared to other comparable areas.

The Somerset Health and Wellbeing Board:

- **Noted the new arrangements for safeguarding children in Somerset,**
- **Endorsed the final annual report of the Somerset Safeguarding Children Board,**
- **Agreed to share information on the new safeguarding arrangements with their organisations.**

424 'Our Plan' - The Somerset plan for children, young people and families 2019 - 2022 - Agenda Item 6

The Board received a report in April 2019 following the Somerset Children's Trust (SCT) approval and launch of 'Our Plan- Somerset's plan for children, young people and their families 2019 -2022' (the 'Plan'). The plan was co-produced by partnership staff working with the children, young people and families they support; through a series of engagement events and worker's session plans. The plan includes the priorities for Somerset, identified by children and young people, to support them to be happy, healthy and well prepared for adulthood. It also presents the challenges to achieving this ambition and states the areas of concern from the previous 2016- 2019 plan that require a continued focus. The plan provides clear direction for the new Somerset Safeguarding Children's Partnership (SSCP) (the 'Partnership') and has

enabled better working together on shared priorities in order to make the necessary changes to improve outcomes for children, young people and families in Somerset.

The Plan was co-produced with young people in Somerset. They played a key role in shaping the plan. The plan supports 'Improving Lives' – the Somerset Health and Wellbeing strategy. Key priorities for Somerset are strengthening families and communities, the importance of partnership working, providing the tools for families to help themselves and intervening early when we need to. The focal point of the plan is to realise the vision of all partners for our children and young people to be happy, healthy and preparing for adulthood. It builds on improvements already underway and identifies our next steps. In this plan we have used the learning of the previous plan - 2016 to 2019 - which we believe has already made, and can continue to make, a real difference in the lives of children and young people.

The engagement with young people in Somerset led to the focus being on seven challenge areas, they were: -

- Keeping our children and young people safe,
- Neglect,
- Child Exploitation,
- Improving education outcomes for all children,
- Lack of higher education,
- Rural poverty and
- Workforce Issues.

The Board had the opportunity to see a video that demonstrated the high level on engagement from the young people and the commitment they gave to producing a plan that reflected their concerns and aspirations.

The Board heard that the Somerset Plan for Children, Young People and Families 2019 - 2022 presented an opportunity, as well as a great responsibility. A responsibility which the Somerset partnership is privileged to hold and an opportunity it is determined to seize. To achieve the above ambitions within the very significant financial pressures and constraints faced by all partners the plan for children, young people and families requires endorsement to continue to transform the delivery arrangements for local services and explore opportunities to find efficiencies in the way services are delivered in the best interests of children and their families.

The Boards welcomed the presentation, video and plan. They were particularly struck by one particular reference to needing an 'aircraft oxygen mask' approach, meaning that by giving help to parents (oxygen) they would then be better able to look after their children. The Board was interested to know what sort of publicity had been undertaken to share the plan wider in Somerset. It was informed that there was a communication plan that included social media (Twitter and Facebook) as well as sharing the plan with voluntary sector

partners. The Board members were asked to use and share the plan to promote awareness and encourage further engagement from young people in Somerset.

The Somerset Health and Wellbeing Board endorsed:

- **'Our Plan' which seeks to improve outcomes for children, young people and their families**
- **'Our Plan' which underpins the work of the newly formed Somerset Safeguarding Children Partnership (SSCP)**
- **The plan which aligned with and informed Programme 3 of the Improving Lives strategy- 'Fairer life chances and opportunity for all'**
- **And agreed that members advocate for and share 'Our Plan' with their networks.**

425 **Better Care Fund** - Agenda Item 7

The Better Care Fund for 2019/20 was approved by the Health and Wellbeing Board in September and submitted to the national team. This has now been accepted by the National Team. While this approval was awaited the plan was approved and validated locally and nationally. The paper presented to the Board set out progress against the metrics and returns required as well as giving an update on the implementation of proposed new schemes.

The scheme will offer with the initial support of two trusted assessors to carry out assessments on behalf on the care and nursing home providers. The scheme is completely voluntary and there is no obligation for care providers to participate. There will be no charge to the care providers interested in taking part in this initial one-year pilot. The trusted assessors are now in place and began the scheme on the 2nd December. Prior to that date they continued to work with homes and care providers to sign them up to the scheme and ensure that they can have as wide a reach as possible.

Social workers have been placed in Accident and Emergency departments this winter to add to the multi-disciplinary approach and give further options to prevent admission. Yeovil Hospital already have the staff in place and Musgrove Park will follow shortly. In addition, we have piloted placing a social worker with the South West Ambulance Service and believe that the advice and support of social work can make a real difference to people who reach out and dial 999. It is likely that we will utilise social workers with mental health experience given the conversations with SWAST.

The Board was informed that the Better Care Fund aligns and supports Somerset County Council's plans, particularly in relation to the provision of Primary Care Networks, person-centred care and a greater focus on prevention. Our BCF plan fully supports the national recognition of the wider determinants

of health and wellbeing like isolation and loneliness, diet, exercise and other lifestyle choices and circumstances. Our prevention programme which is in part supported by the BCF together with our new community orientated approaches are specifically intended to help people improve and address these determinants, in a way that enhances communities and longer term creates sustainable public services.

Promoting independence has resulted in more older people in Somerset being able to stay in their own homes for longer. This is a very positive step but does mean that there is currently a reduced demand for and over supply of nursing care beds; currently there are 700 more bed spaces that needed. Consequently, there are no plans to build new care homes. Some of these beds are made available for respite and other short-term options (step-down care).

The purpose of presenting this paper to the Somerset Health and Wellbeing Board was to invite suggestions for consideration for the Better Care Fund next year. The Board discussed the report and members were interested to know how to make sure any plans were appropriately linked with the Housing agenda. In particular, making sure single elderly people living in small villages are able to maintain their local support network while continuing to live in their own home. Utilising simple adaptations and support to allow this local connection to continue. The 'lifting' service that operates in urban areas has proved very successful in reducing the need for an ambulance or attendance at A&E.

The Somerset Health and Wellbeing Board: -

- **Received an update on the progress of Somerset's Better Care Fund**
- **Considered its role in the oversight and shaping of the Better Care Fund.**

426 **Sustainability and Transformation Plan** - Agenda Item 8

The Board received an update on the Workforce covered by the Somerset Sustainability and Transformation Plan. The Board had requested an update on recruitment and retention of health and care workers. A particular concern about the number of GP's in Somerset against a national shortage. There is a challenge in all areas of Health and Social Care in filling all vacancies. There have been several initiatives to address this, one being the establishment of a Social Worker Degree course in Yeovil, another to make the number and range of apprenticeships attractive and wide ranging. There have been over 500 at Hinkley Point, 500 in the NHS, and 200 in Somerset County Council. This was towards improving the Higher Education provision in Somerset. There was some discussion around the lack of a University in Somerset, the lack of support

from the LEP for such a facility and the ground work that needs to be put in place to secure such a facility.

The general workforce risks are centred on the following areas: -

- Somerset is a net importer of graduate professional staff – we do not make enough of our own and struggle to attract younger graduates to move here,
- We have fewer young people and more older people than average, reflected in the workforce and
- County-wide mobility is restricted by geography and travel limitations.

To address this the long-term workforce plan there is a five-year programme to develop the current workforce and to attract the future workforce. The key workstreams to support this are: -

- Making Somerset health & care services the “best place to work”,
- Developing a culture of collaboration and inclusivity,
- Addressing urgent workforce shortages and
- Reshaping skills/roles/ways of working to deliver future services.

The Board was informed that Somerset has a challenge around young people leaving the county between the ages of 20 and 34 and then returning between the ages of 34 to 50. This is because there is a perception that they need to leave the county to achieve progression in their career. As a result, 25% of the Somerset Health and Social Care workforce are over 55 years old which does pose a challenge. The solution is to configure the workforce around the risk areas and make more use training existing staff to a higher level, for example Nurse Practitioners and advanced Paramedics. Somerset has been successful in encouraging GP’s to the area and had made use of international recruitment. The Board challenged the ethics of recruiting from poorer countries to fulfil the needs of the more affluent countries. The Board was assured that those sorts of practices are long gone. The NHS now supports people from places like the Philippines to train in local facilities for those who specifically want to work part of their career overseas. These people are trained over and above the needs of the local population. These ensure that recruitment is sustainable and ethical. Better use of new technology has been able to assist some remote areas and lessons from this could provide a solution to some of the challenges posed by the rural isolation of some communities in Somerset.

The Board was interested to know how much of an impact the affordability of housing was to the recruitment and retention of some staff in the care sector. There was some discussion about the use of key worker housing policies. It was agreed that before this could be proposed there would need to be sufficient data to justify key worker housing being part of workforce planning.

The Somerset Health and Wellbeing Board received the Sustainability Transformation Plan report and commented.

427 Somerset Health and Wellbeing Board Work Programme - Agenda Item 9

The Somerset Health and Wellbeing Board agreed to: -

- **Move Healthwatch update from March to May and for**
- **Julia Jones and Louise Woolway to agree forward plan for 2020 based on information from the executive meetings.**

428 Any other urgent items of business - Agenda Item 10

There were no other items of business.

(The meeting ended at 12.50 pm)

CHAIR

Virtual Committee Meetings procedure and guidance

Author: Julia Jones, Governance Specialist – Democratic Services
Contact Details: jjones@somerset.gov.uk

1. Summary

- 1.1.** This report looks at the procedure and guidance for new virtual committee meetings starting in May and for the foreseeable future. It outlines the new regulations that came into force on 4 April 2020 and the various considerations emerging from these and notes there are likely to be further updates and issues during this transition period.

2. Issues for consideration

- 2.1.** The committee is asked to consider the information contained in this report.

3. Background

- 3.1.** The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have given local authorities new powers to hold public meetings virtually by using video or telephone conferencing technology.

Remote attendance is permitted as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting (in line with the public participation scheme). To ensure reliability an audio-conferencing solution is preferred, but video conferencing can be achieved in some circumstances.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

A precis of the Regulations is contained in Appendix 1 of this report.

4. Guidance

- 4.1.** This guidance is an immediate response to the above regulations and is based on the information available at the time. Therefore, we will update the guidance, if necessary as we receive further information.

4.2. Accessing meetings

Microsoft Teams is the virtual meetings solution recommended for hosting remote / virtual meetings by Somerset County Council. It has functionality for audio, video, and screen sharing and you do not need to be a member of an organisation (or have a Teams account) to join a Teams meeting.

For external users, they can also use the Teams app, by downloading it to their laptop, smartphone or tablet.

External participants can be sent the meeting request via email and if a participant is included in this way, they can use all the functions of Teams (video / chat) in the meeting. This might be useful for external presenters at Committee meetings, for example NHS / CCG Officers.

Alternatively, someone can be added to a meeting as a voice call. This can be done at the appropriate time in the meeting by the Democratic Services Officer.

There is also provision for a conference call number and ID to be given to external people who are calling in, which is another mechanism for them to join the meeting. Again, this will be coordinated by the Democratic Services Officer as part of the meeting administration.

4.3. Accessing agendas and reports

Democratic Services will continue to publish the agenda and reports for committee meetings ahead of these taking place on the Council's website and will notify councillors by email in line with usual practice.

Because of the Covid19 social distancing requirements, printed copies will no longer be available for inspection at the Council's offices and this requirement was removed by the Regulations.

4.4. Meeting procedures

At the start of the virtual meeting, the Democratic Services Officer will check all required attendees are present (viewing the participant list).

The Democratic Services Officer will also have details of any Members of the public attending and / or press. The public and press will be notified via the meeting information on the website that they will need to contact the Democratic Services Officer to obtain the link or code for the meeting.

The Chair will ask all Members and Officers to **turn off all unnecessary microphones**, unless they are speaking. This prevents background noise, coughing etc which is intrusive and disruptive during the meeting. Members would then need to turn their microphones back on when they wish to speak.

The Chair, who will use video when speaking will ask all participants to **turn off their video cameras**. It cannot be stressed enough how important it is to turn off the video (unless you are the Chair or speaking). This helps with call quality. There is no facility for the Democratic Services Officer to turn off other participants video (like you can with microphones) or even see who has their video turned on, so it is even more important that participants are aware of this.

Some of the virtual meetings will be recorded by the Council in line with the current audio recording protocol. Participants will be asked to only turn on their microphones **when they are invited to speak and keep their video functions turned off**. This is good practice for all meetings, but especially important because the meeting is recorded. The recording is not like a webcast, because what is being recorded can be different to what you see on screen, even as a meeting organiser. So, participants could be being filmed, even if they are not speaking, simply by virtue of having their video switched on. It might be helpful to think in terms of switching the mic on and off at the appropriate times, just like it would be in the committee room.

For members of the Committee who wish to speak in the debate, they should click on the meeting chat facility and simply write their question or state they wish to ask a question so that the Chair and meeting administrator are aware. When the Chair invites someone to speak at the meeting, the speaker should say whom they are for the benefit of everyone listening to the meeting so it is clear who is speaking at any point.

It is important that the chat function is used solely for this purpose or to raise a point of order, otherwise it is very distracting if other questions/conversations are happening within the chat, simultaneous to the meeting.

When referring to reports or making specific comments, Councillors should refer to the report and page number so that all Members of the Committee have a clear understanding of what is being discussed at all times.

4.5. Minutes of the meeting

Following consent from the committee, the Chair will sign the minutes of the meeting as a correct record at the next scheduled virtual meeting of the committee remotely using an electronic signature.

4.6. Public Participation

Participation by members of the public will continue in line with the current public participation scheme.

This can include speaking and / or asking formal questions and / or making representations at various Committee in line with the scheme.

Members of the public can listen to or observe the proceedings of a committee. They are asked to contact the Democratic Services Officer to obtain a conference ID which will allow them to dial into the meeting.

When a member of the public is addressing a meeting, in line with the public participation scheme, they will be invited to speak at the appropriate time by the Chair.

Both they and the Democratic Services Officer will need to ensure their microphone is enabled so the meeting can hear them.

It must be switched off again after they have made their statement or asked their question.

4.7. Voting

Within the Team facility, there is a straight-forward mechanism to deal with voting.

The chat function should be used to ask the Committee to take a vote. When it comes to taking formal votes, the Democratic Services Officer will type in the chat 'All those in favour'. Those in favour of the proposal should type in 'yes' and those against should type 'no'. Members wishing to abstain from voting should type 'abstain' or alternatively no response will represent an abstention.

If a Chair does not wish to use this mechanism, they may choose to ask each Member (of the Committee) to vote in turn. If this is the case, Councillors should express their vote verbally and the Democratic Services Officer will record the outcome of votes and announce these to the meeting.

4.8. Confidential or exempt issues

There are times when part of a council meeting is not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such periods of a meeting.

Any Councillor in remote attendance needs to ensure that only they are able to hear the debate or consider any exempt information else they could be in breach of the Council's Code of Conduct.

If there are members of the public and press that attempt to listen to the private / closed session part of the meeting, then the Democratic Services Officer will ask them to leave or if necessary then to virtually remove the participant from the meeting.

4.9. Disturbance from Members of the Public

In line with the council's procedural rules, if any member of the public disrupts a meeting the Chair will ask them to stop and if necessary, advise them that they may be asked to leave the virtual meeting.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

4.10. Technical issues

In the event that the Chair or Democratic Services Officer identifies a failure of the remote participation facility, the Chair should declare an adjournment while the fault is addressed.

If it is not possible to address the fault or if the meeting becomes inquorate at any point, the meeting can only continue with information items only and decision items will have to be postponed to the next virtual meeting.

5. Implications

5.1. General principles

There are some general principles to guide how remote formal meetings to which the public will have access, will operate. These include:

- People being clear about their respective roles.
- Recognising that meeting remotely requires a different approach to the agenda and to behaviour than a meeting in person;
- The need to think carefully about – and plan for – how everyone involved in the meeting will be able to actively contribute;
- Having a clear focus on the actual outcome of the meeting.

Remote meetings will not be able to run in the same way as meetings are run in person as participants will not be able to pick up on physical and verbal cues from others such as nods or shakes of heads. The focusing of attention on a speaker (or others in the room) all play an important role.

In light of the uncertainty of the Covid19 pandemic and with councils focusing resources on delivering essential services, getting remote meetings "right" will be a challenge. Virtual meetings are new ways of working for councils and it should be recognised that there may be occasions where despite planning things can go wrong.

5.2. Expectations

People's physical presence in the same space has a significant impact on behaviour. Behaviour which might seem normal when everyone is in the council chamber – heckling, applause, the raising of points of order, all part of the cut and thrust of political debate – are likely to feel alien and possibly slightly absurd

when participants are sitting at tables in their homes. It's necessary to emphasise the cognitive dissonance that may result, and the way that we will need to shift our expectations of how "normal" meeting activity will need to change.

- Plan to do less. Committees are likely to transacting less work; agendas and work programmes may need to change at short notice. Planning to do less in committee than would be usual will provide flexibility when things don't go as planned;
- Take more time to prepare. Chairs and committee members will need to put more time into thinking about a meeting's outcomes;
- Take more time in the meeting. There will be a need to pause discussion, remind people of the process and the meeting's outcomes, and work to ensure that everyone is able to contribute.

5.3. Supporting members

The amount of work to effectively Chair these meetings is likely to increase and report authors and presenting officers will need to be mindful of how they can support the Chair and committee in these new arrangements. This includes producing reports timely for publication, providing clear and easy to read information in presentations or slides that are viewable on small screens and being clear what is expected of them at formal meetings.

6. Background papers

- 6.1.** Appendix 1 - A precis of the Regulations for local authorities to hold virtual meetings.

Appendix 1

A Briefing on the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 come into force from 4th April 2020.

The regulations are made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

The Regulations apply to local authority meetings (and police and crime panel meetings) that are required to be held, or held, before 7th May 2021.

In the Regulations, "the 1972 Act" means the Local Government Act 1972 and "local authority" includes a County Council (and numerous other bodies).

Frequency of Meetings / Annual Meetings

A local authority is permitted to alter the frequency, move or cancel such meetings, without requirement for further notice. In reality this means a meeting can be cancelled, even if the agenda has been published.

When an appointment would otherwise be made at an annual meeting, such an appointment continues until the next annual meeting of the authority or until such time as that authority may determine.

Remote Attendance in Local Authority Meetings

A meeting is not limited to a meeting of persons all of whom, or any of whom, are present in the same place. The reference to a "place" includes reference to more than one place including electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

A Member 'in remote attendance' can attend the meeting as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard any members of the public entitled to attend the meeting. The regulations would prefer a visual solution, but audio is sufficient.

This also relates to members of the public attending the meeting being heard, but preferably seen.

To be clear, the above caveats (in relation to Members of the authority and the public) includes a person who is attending by remote access.

The Regulations clarify that any reference to being "present" at a meeting includes being present through remote attendance... and a "place" where a meeting is held, or to be held, includes reference to more than one place (including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers).

Standing Orders

The provision in the Regulation overrides provisions in existing standing orders or rules governing the meeting.

However, a local authority may make other standing orders regarding issues such as voting, member and public access to documents; and remote access of public and press to a local authority meeting to enable them to attend or participate. This doesn't appear necessary as current processes allow this and access to meetings and public participation will continue.

Annual Meeting

Paragraphs 1 and 7 of Schedule 12 to the 1972 Act are disapplied which means the removal of the requirement to hold an annual meeting.

Access to Information

The requirement for a paper copy of an agenda to be displayed in the Council's offices has been removed, so publishing on the website only is acceptable.

Access of Public and Press

The Regulations clarify that a meeting being "open to the public" includes access to the meeting through remote means (video conferencing, live webcast, interactive streaming). Where a meeting is accessible to the public through such remote means the meeting is deemed open to the public whether or not members of the public are able to attend the meeting in person.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have also been amended to reflect the new arrangements in terms of access to documents and meetings, but still retains the need for publication of key decisions, general exception, cases of special urgency etc.

The provisions in relation to the inspection and supply / copy of documents have been disapplied, but the Authority would still need to make any background papers available for inspection through other means (for example the website).

This page is intentionally left blank

Covid 19

Lead Officer: Trudi Grant Director of Public Health
 Author: Louise Woolway Deputy Director of Public Health
 Contact Details: 01823 357269

<p>Summary:</p>	<p>The Board will have oversight of the response to Covid19 to date:</p> <ul style="list-style-type: none"> • What has been done to date • Where are we now with the pandemic • What are we focusing on for the future? <p>As it is a fast-moving pandemic a presentation will be made at the Board meeting to reflect the situation and guidance to date.</p> <p>The current Covid-19 (coronavirus) outbreak has been designated a global pandemic by the World Health Organisation.</p> <p>The Avon and Somerset Local Resilience Forum (ASLRF) declared a Major Incident on 19th March, triggering the local responding organisations to design and mobilise multi-agency workstreams and groups fit for managing the response.</p>		
<p>Recommendations:</p>	<p>That the Somerset Health and Wellbeing Board receives for information</p> <p>1. Covid19 response in Somerset</p>		
<p>Reasons for recommendations:</p>	<p>It is important for the Board to have oversight of the work to date in relation to the response and to understand and influence future work going forwards</p>		
<p>Links to The Improving Lives Strategy</p>	<p>Please tick the Improving Lives priorities influenced by the delivery of this work</p> <table border="1" data-bbox="544 2067 1457 2105"> <tr> <td data-bbox="544 2067 1289 2105">A County infrastructure that drives</td> <td data-bbox="1289 2067 1457 2105">x</td> </tr> </table>	A County infrastructure that drives	x
A County infrastructure that drives	x		

	<p>productivity, supports economic prosperity and sustainable public services</p> <p>Safe, vibrant and well-balanced communities able to enjoy and benefit from the natural environment</p> <p>Fairer life chances and opportunity for all</p> <p>Improved health and wellbeing and more people living healthy and independent lives for longer</p>	<p></p> <p><i>x</i></p> <p><i>x</i></p> <p><i>x</i></p>
	<p>Protecting the health and wellbeing of the local population is key to the management of the Covid 19 response</p>	
<p>Financial, Legal, HR, Social value and partnership Implications:</p>	<p>We are responding to a major incident; which is the global Covid19 pandemic. The response to the outbreak is complex, multi-faceted and multi- agency. There has been a tremendous amount of partnership working across the system to respond to the outbreak.</p> <p>Central government funding has been made available across the system in order to respond to the outbreak.</p> <p>Workforce considerations include working from home where you can, furloughing, business support grants, support for the self-employed. Organisations have put business continuity plans in place to ensure critical services can be maintained.</p>	
<p>Equalities Implications:</p>	<p>Evidence to date indicates black and Asian people are more likely to be badly affected by coronavirus. Public Health England are leading work to investigate why this is the case and aim to report its findings by the end of May.</p> <p>It is a disease that impacts significantly on those who are elderly, and those with other existing medical conditions. 2.5 million people nationally are being shielded in order to mitigate the impact of the outbreak for those who are extremely clinically medically vulnerable.</p> <p>Strict adherence to social distancing (2 metres apart) is encouraged for those who are at increased risk e.g. aged 70 and over, those with specific chronic pre-existing conditions and pregnant women</p>	
<p>Risk Assessment:</p>	<p>Central Government have an alert system with a score of 1-5 which will determine the actions taken, and the expected behaviour of the population. This is risk-based approach based on the five tests for easing measures</p>	

	<ol style="list-style-type: none"> 1. NHS's ability to cope 2. Sustained and consistent fall in death rates 3. Reliable data demonstrating infection rates are decreasing to manageable levels 4. Confidence that operational issues are in hand e.g. testing and PPE 5. Confidence that the measures taken do not result in a second peak of infections that overwhelm the NHS
--	--

1. Background

- 1.1.** The World Health Organisation declared Covid19 a pandemic on the 11th March 2020.
- 1.2.** Organisations from across the health and wellbeing system locally have been working together to respond to the outbreak. The presentation to the Board will aim to capture the work to date to give Board members an understanding of what has been happening and what the focus is for future work

2. Improving Lives Priorities and Outcomes

- 2.1.** There is a major focus with the pandemic on protecting lives as well as improving lives within the context of responding to a major incident.

3. Consultations undertaken

- 3.1.** Not applicable

4. Request of the Board and Board members

- 4.1.** To note the report

5. Background papers

- 5.1.** COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Staying alert and safe (social distancing)

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

6. Report Sign-Off

6.1

Report Sign off	Seen by:	Name	Date
	Relevant Senior Manager / Lead Officer (Director Level)	Trudi Grant	Click or tap to enter a date.
	Cabinet Member / Portfolio Holder (if applicable)	Clare Paul	Click or tap to enter a date.
	Monitoring Officer (Somerset County Council)	Scott Wooldridge	Click or tap to enter a date.

Health and Wellbeing Board Work Programme – May 2020

Agenda item	Meeting Date	Details and Lead Officer
Health and Wellbeing Board Meeting	21 May 2020 10am	
Virtual meetings		Julia Jones
Covid-19 update		Lou Woolway
Health and Wellbeing Board Meeting (10am start)	16 July 2020 10am	
Covid-19 update		Lou Woolway
Health and Wellbeing Board Meeting	17 September 2020 10am	
Covid-19 update		Lou Woolway
Somerset Health Protection Annual Assurance Report		Alison Bell and Jessica Bishop
Somerset Safeguarding Adults Board Annual Report		Stephen Miles
Health and Wellbeing Board Meeting	26 November 2020 10am	
Covid-19 update		Lou Woolway
JSNA update		Pip Tucker
Director of Public Health Report – Prevention		Trudi Grant
Annual Report of the HWBB		Lou Woolway

Health and Wellbeing Board Work Programme – May 2020

Safer Somerset Partnership		Lucy Macready
----------------------------	--	---------------

Member information sheets?:

HealthWatch update		Hannah Gray
SEND update		Claire Winter
Better Care Fund		Tim Baverstock
Safeguarding Children		Caroline Dowson

To add later?:

HWBB Performance Report		James Hadley
-------------------------	--	--------------