



**Report of:** Shak Rafiq (Communications Manager, NHS Leeds Clinical Commissioning Group)

**Report to:** Leeds Health and Wellbeing Board

**Date:** 20 February 2020

**Subject:** Developing the NHS Leeds CCG Annual Report 2019-20: 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021'

Are specific geographical areas affected? If relevant, name(s) of area(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

NHS England requires all NHS Clinical Commissioning Groups (CCGs) to produce annual reports in a prescribed format to a specific timescale. As part of this, one of the statutory requirements is for CCGs to review to what extent they have contributed to the local joint health and wellbeing strategy, to include it in their annual reports and to consult with the Health and Wellbeing Board in preparing them. This is the formal wording from NHS England's guidance "Please review the extent to which the CCG has contributed to the delivery of any joint health and wellbeing strategy to which it was required to have regard under section 116B(1)(b) of the Local Government and Public Involvement in Health Act 2007. It is a statutory requirement to include this review in your annual report and to consult with each relevant Health and Wellbeing Board in preparing it."

To fulfil this requirement, NHS Leeds CCG will include in its annual report for 2019-20 a section on 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021'. As national timescales do not align with the Leeds Health and Wellbeing Board meetings, this report outlines the process to be followed in para 2.4, in line with what was agreed for the previous years, to ensure that HWB members are appropriately consulted.

### Recommendations

The Health and Wellbeing Board is asked to:

- Note the process to develop the NHS Leeds CCG draft annual report.
- Note the extent to which NHS Leeds CCG has contributed to the delivery of the Leeds Health and Wellbeing Strategy 2016-2021.
- Note the recording of this acknowledgement in the NHS Leeds CCG's annual reports according to statutory requirement.

## **1 Purpose of this report**

- 1.1 The purpose of this report is for the HWB to note the process of developing the NHS Leeds CCG Annual Report 2019-20 section on 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021' as national timescales do not align with the Leeds Health and Wellbeing Board meetings

## **2 Background information**

- 2.1 NHS England requires all NHS Clinical Commissioning Groups (CCGs) to produce annual reports in a prescribed format to a specific timescale.
- 2.2 The annual report has three sections:
- Performance Report, including an overview and performance analysis
  - Accountability Report, including a corporate governance report, CCG members' report, statement of the Accountable Officer's responsibilities, governance statement and remuneration and staff report
  - Annual Accounts
- 2.3 One of the statutory requirements is for CCGs to review to what extent they have contributed to the local joint health and wellbeing strategy, to include this review in our annual reports and to consult with the Health and Wellbeing Board in preparing them.
- 2.4 To fulfil this requirement, NHS Leeds CCG will include in its draft annual report for 2019-20 a section on 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021' which HWB members will be consulted on. We have a well-established process for collating and presenting this information. When benchmarking with other CCGs, we are confident we provide the most comprehensive update that showcases our contribution to help deliver the ambitions of our health and care system.
- 2.5 As NHSE national timescales do not align with the Leeds Health and Wellbeing Board meetings, the following process will be followed, in line with what was agreed for the previous year, to ensure that HWB members are appropriately consulted:
- 20 Feb 2020 – HWB members to note the process
  - Early Mar 2020 – Development of the NHS Leeds CCG draft annual report
  - Late Mar 2020 - Chair of HWB to be briefed on the draft 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021'.
  - 28 Mar 2020 – HWB members to receive the draft 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021' via email to provide comments/feedback.
  - 16 Apr 2020 – The NHS Leeds CCG draft annual report submitted to Department of Health and Social Care
  - 29 Apr 2020 - Draft 'Delivering the Leeds Health and Wellbeing Strategy 2016-2021' retrospectively noted at HWB meeting.

2.6 The NHS Leeds CCG Annual Report 2019-20 will undertake a similar approach to the previous year (see pages 53 - 59 of the [NHS Leeds CCG Annual Report for 2018-19](#)) and will draw on the content that was provided by NHS Leeds CCG for *Leeds Health and Wellbeing Board: Reviewing the Year 2019*, which is to be agreed at HWB on 20 February 2019.

### **3 Main issues**

3.1 NHS Leeds CCG considers effective partnership working to be fundamental to the way we do our business and will reflect this throughout our annual report.

3.2 NHS Leeds CCG is represented on the Leeds Health and Wellbeing Board. We actively supported the Joint Strategic Assessment (JSA) to identify the current health and wellbeing needs of local communities and highlight health inequalities to improve the health of the poorest the fastest.

3.3 We consider ourselves to be full partners in commissioning health and care services for the benefit of local people, actively supporting the 12 priority areas:

- A child friendly city and the best start in life;
- An age friendly city where people age well;
- Strong, engaged and well-connected communities;
- Housing and the environment enable all people of Leeds to be healthy;
- A strong economy, with local jobs;
- Get more people, more physically active, more often;
- Maximise the benefits from information and technology;
- A stronger focus on prevention;
- Support self-care, with more people managing their condition;
- Promote mental and physical health equally;
- A valued, well trained and supported workforce; and
- The best care, in the right place, at the right time.

3.4 Members will be given the opportunity to contribute to this year's annual report and agree the key achievements that we have collectively delivered on the Leeds Health and Wellbeing Strategy 2016-2021 as outlined in the process for para 2.4.

3.5 Although CCG annual reports follow a formal prescribed framework, in keeping with previous years, it will also include a more accessible summary version that reviews some of our achievements, how we have involved citizens and how we have allocated our budget.

### **4 Health and Wellbeing Board governance**

#### **4.1 Consultation, engagement and hearing citizen voice**

4.1.1 All CCG annual reports must demonstrate how they have met their statutory duty to involve the public in our commissioning activity. The guidance, for reference purposes, is as below.

4.1.2 *"Please explain how the CCG has discharged its duty under [Section 14Z2 of the NHS Act 2006 \(as amended 2012\)](#) to involve the public (individuals and*

*communities you serve) in commissioning activities and the impact that engagement activity has had. This includes designing and planning, decision-making and proposals for change that will impact on individuals or groups and how health services are provided to them. It is a statutory requirement to demonstrate how this duty has been met in your annual report.”*

## **4.2 Equality and diversity / cohesion and integration**

4.2.1 The annual report will include a contribution from our equality lead demonstrating how the CCG has met its duty to the equality, diversity and inclusion agenda. The CCG annual report will also aim to demonstrate how NHS Leeds CCG contributes to reducing health inequalities either through the work of the Health and Wellbeing Board or through local schemes, often at neighbourhood level, through its member GP practices.

## **4.3 Resources and value for money**

4.3.1 The CCG annual report will be publically published document that provides an open and transparent reflection on our performance over the year. It also offers taxpayers the opportunity to see how we have made use of our publicly-funded resources.

## **4.4 Legal Implications, access to information and call In**

4.4.1 There are no access to information and call-in implications arising from this report.

## **4.5 Risk management**

4.5.1 A risk register is held and regularly monitored by NHS Leeds CCG.

## **5 Conclusions**

5.1 The process in developing the NHS Leeds CCG draft annual report for 2019-20 will aim to ensure that the Leeds Health and Wellbeing Board are still engaged in a timely manner when national timescales do not align with Leeds Health and Wellbeing Board meetings. This gives members a chance to contribute to this particular statutory requirement as part of the wider prescribed set of guidelines that govern the preparation and presentation of the CCG annual report.

## **6 Recommendations**

6.1 The Health and Wellbeing Board is asked to:

- Note the process to develop the NHS Leeds CCG draft annual report.
- Note the extent to which NHS Leeds CCG has contributed to the delivery of the Leeds Health and Wellbeing Strategy 2016-2021.
- Note the recording of this acknowledgement in the NHS Leeds CCG's annual reports according to statutory requirement.

## **7 Background documents**

None

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**How does this help reduce health inequalities in Leeds?**

The annual report of NHS Leeds CCG will highlight joined up working to reduce health inequalities, outlining plans, targets and achievements.

**How does this help create a high quality health and care system?**

The annual report provides a narrative on how NHS Leeds CCG has worked in partnership to help create and sustain a high-quality health and care system.

**How does this help to have a financially sustainable health and care system?**

The annual reports outlines how the CCG is working in partnership across the Leeds health and social care economy as part of the wider ICS and Leeds Plan process.

**Future challenges or opportunities**

N/A

<b>Priorities of the Leeds Health and Wellbeing Strategy 2016-21</b>	
A Child Friendly City and the best start in life	X
An Age Friendly City where people age well	X
Strong, engaged and well-connected communities	X
Housing and the environment enable all people of Leeds to be healthy	X
A strong economy with quality, local jobs	X
Get more people, more physically active, more often	X
Maximise the benefits of information and technology	X
A stronger focus on prevention	X
Support self-care, with more people managing their own conditions	X
Promote mental and physical health equally	X
A valued, well trained and supported workforce	X
The best care, in the right place, at the right time	X