



**Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 23 August 2007 at 2.00 pm in the Committee Suite, Kings Court, Chapel Street, Kings Lynn**

**Present:**

- Kate Gordon (Chair) - Queen Elizabeth Hospitals Trust
- John Rees - Norfolk PCT
- Eddie West-Burnham - West Norfolk MIND
- Sian Kendrick-Jones - Norfolk PCT
- David Harwood - Borough Council of Kings Lynn & West Norfolk
- Gill Daniels - Skills & Learning Group
- Peter Morris - West Norfolk Voluntary & Community Action
- Joanne Haws - Norfolk PCT
- Tony Howell - West Norfolk Fuel & Anti Poverty Forum
- Ben Hunter - Borough Council of Kings Lynn & West Norfolk
- Roger Partridge - Borough Council of Kings Lynn & West Norfolk

**Supported by:**

- Martin Slater - Partnership Delivery Officer
- Kathy Wagg - Democratic Services

**Apologies for absence were received from:**

- Rosemary Hawkins - West Norfolk Fuel & Anti Poverty Forum
- Jane Evans - West Norfolk Carers
- Julia Little - Marshland High School
- Kath Williams - Department of Work and Pensions
- Tom Makin-Bell - Help the Aged
- Sue Lowe - Age Concern West Norfolk District
- Charles Hare-Winton - Norfolk Childrens Services
- Ray Boateng - Adult Social Services – Western Area

		<b>Action</b>
<b>1</b>	<b>Apologies</b>  Apologies were as noted above.	

<p><b>2</b></p>	<p><b>Minutes of the Last Meeting held on 28 June 2007 and Matters Arising</b></p> <p><u>West Norfolk Fuel and Anti Poverty Group</u> (page 10)</p> <p>Tony Howell highlighted that it should read 'EAGA' rather than EAGER as stated in the minutes.</p> <p><u>Whole Life Workshop – 11 July 2007</u></p> <p>Eddie West-Burnham explained that he had attended the workshop and it had proved to be a useful event. The event focussed on a holistic way of working, and the pledges made linked into the work the Partnership was doing.</p> <p>It was <b>AGREED</b> that:</p> <p>The item be placed on the agenda for the next meeting.</p> <p>The minutes were agreed as an accurate record.</p>	<p><b>SD</b></p>
<p><b>3</b></p>	<p><b>Chairs Correspondence</b></p> <p>There was none.</p>	
<p><b>4</b></p>	<p><b>Resources</b></p> <p>The Chair reported that following the last meeting the project group consisting of John Rees, Eddie West-Burnham, Martin Slater and herself had met earlier in August to discuss the use of resources, job description, and terms of reference for the Neighbourhood Officer. However it was felt that until the Knowledge Transfer Partnership had been progressed it was difficult to determine the details in advance.</p> <p><u>Budget</u></p> <p>Martin Slater explained that the Healthier Communities and Older People Partnership had originally been granted £80,000 by the Partnership Board in January 2006. £50,000 of this sum had been held by the PCT. The PCT had spent £30,987 of this £50,000 and the remainder of £19,013 would be returned to the Borough Council for the Healthier Communities and Older People priorities.</p> <p>The Borough Council had held £30,000 in reserves, of which £587 had been spent, leaving a balance of £29,413. The Healthier Communities and Older People budget therefore stood at £48,426.</p>	

	<p>From this total, there had been allocations as follows:</p> <ul style="list-style-type: none"> <li>• Knowledge Transfer Partnership - £30,000</li> <li>• Beating the Blues - £5,000</li> <li>• Audit for stroke prevention - £2,500.</li> </ul> <p>The funding for the audit was no longer required and would be returned to the budget, leaving an unallocated budget of £13,426.</p> <p>Martin Slater explained that there was a budget for the data observatory if the project were to be revived. Joanne Haws explained that there was currently a bid in progress for external funding which would change the way the bidding system worked, the results of which would be known in October.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The sum of money allocated to the Audit (£2,500) be returned to the budget</li> <li>2) The Norfolk PCT be invoiced for £19,013 by the Borough Council for funds as yet unspent, and this amount to be held in reserve for Healthier Communities and Older People Priorities</li> <li>3) The revised budget statement to be circulated with the minutes.</li> </ol> <p><u>Beating the Blues</u></p> <p>It was explained that two licences would be obtained to carry out the work in two practices – one being Fairstead. Eddie West-Burnham had been in contact with Dr Malcolm Skinner whose practice was in Swaffham but also covered the areas between Downham Market and Swaffham.</p> <p>In relation to the data observatory, Eddie explained that he was hoping to use Rick Fordham. It was hoped to make better use of the Beating the Blues evaluation tool.</p> <p>In relation to DAWN, it was highlighted that this Group was a major contributor to the funding, and this could be used to the Partnership's advantage in relation to future funding if required.</p> <p>It was <b>AGREED</b> that:</p> <p>The original budget allocation of £5,000 allocated to the Beating the Blues project remain.</p>	<p><b>SD</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>EWB/SD</b></p>
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<p><b>5</b></p>	<p><b>Knowledge Transfer Partnership</b></p> <p>John Rees gave an update on progress. He explained that Phase 1 form filling in had now been completed. The form had been sent to Claire Higgett at Hertfordshire University, although it would not meet the 6 September deadline but would be submitted on 11 October. An interview would then be held with the Panel. Once the Panel had met the results would be known. It was hoped that the project would be up and running in January/February 2008.</p> <p>In relation to the survey, Hertfordshire had advised that they could not do both parts. John Rees was arranging a meeting to go to Hertfordshire for the survey and also to meet with Professor Buckroyd. It may limit the approach to Fairstead only and not West Walton.</p> <p>The Chair suggested that the project should start in Fairstead and then move into different localities.</p>	
<p><b>6</b></p>	<p><b>Partnership Action Plan – Priority 1 – Cardio Vascular Disease / Obesity</b></p> <p>The Chair highlighted that a meeting had been held in Fairstead, with 5 priorities being agreed. Julia Little from Marshland High School would hold a similar meeting in September at West Walton.</p>	
<p><b>7</b></p>	<p><b>Partnership Action Plan – Priority 2 – Older People</b></p> <p>The Chair explained that a meeting of the Older Persons Group met on 2 July 2007 where a Chair and Vice-Chair were elected. The Group was now up and running and developing a programme of work. A further report would be made at the next meeting.</p> <p><b>Older Persons Activity Development Project</b></p> <p>Roger Partridge presented a proposal to employ a coordinator on a 2 year contract to assess needs, target priority areas and deliver an activity programme for older people in West Norfolk which would result in an increase in participation and active lifestyles amongst the older population of West Norfolk (50+). He then outlined the actions that the coordinator would undertake; together with the outcomes/benefits associated with the project. The total cost of the project for a two year period was £42,000 made up of funding from Active Norfolk/Lloyds Pharmacy, Age Concern, Borough Council, Sport England (lottery) and West Norfolk Partnership. The Partnership was therefore being asked to contribute £6,500 per annum for two years. A bid would also need</p>	

	<p>to be submitted to Sport England by early September. In order for the bid to be successful Sport England needed to be assured that funds were in place for the project.</p> <p>It was highlighted that the coordinator would work for Age Concern and as employers Age Concern would have day to day management responsibility. Overall, a management steering group would be established with key stakeholders to manage and direct the project.</p> <p>Martin Slater advised that work was on-going on the Audit Commissions Health Inequalities and the focus for this would be physical activity.</p> <p>Eddie West-Burnham raised concern that there were many people also vulnerable at a younger age and also those who were just under 50. Roger explained that the project would have to be branded carefully and encourage an active lifestyle at a younger age.</p> <p>The Chair highlighted that the project closely linked into the Older People's project and with supporting people in communities.</p> <p>The Partnership supported the project in principle however could only offer funding for year one.</p> <p>It was therefore <b>AGREED</b> that:</p> <p>(1) The Partnership supported the project and would contribute £6,500 funding for year one.</p> <p>(2) That Martin Slater investigate sources of funding for the project in year two. Once this has been established a letter of support from the Partnership be sent to Roger Partridge to be included as part of the lottery bid.</p> <p>(3) That Roger Partridge be invited back to the meeting once the outcome of the lottery bid is known</p>	<p><b>MS</b></p> <p><b>MS/SD</b></p>
<p><b>8</b></p>	<p><b>Partnership Action Plan – Priority 3 – Mental Health</b></p> <p><u>Beating The Blues</u></p> <p>Eddie West - Burnham reported that he had met with Elaine Ridge, the Practice Nurse at Fairstead. The project was due to go live on 1<sup>st</sup> October. The pathway was making progress and a project plan was being developed.</p> <p>The Chair stated that there was a need to see a degree of</p>	

	<p>oversight and the Group needed to be updated.</p> <p><u>Social Inclusion</u></p> <p>This needed to be on the agenda for the next meeting.</p>	<b>SD</b>
<b>9</b>	<p><b>Sustainable Community Strategy</b></p> <p>Martin Slater highlighted the recent SCS workshops and the State of the Borough report which assessed Kings Lynn against Local Authority districts nationally. The report highlighted key local issues as well as future drivers of change which would affect West Norfolk in the future. The priority areas had been identified as:</p> <ul style="list-style-type: none"> <li>• Education and Skills</li> <li>• Competitive and Enterprising</li> <li>• Be connected</li> <li>• Socially Inclusive</li> <li>• Sustainable Growth</li> <li>• High Quality of Life</li> </ul> <p>Martin explained that the Strategy would be taken to a future meeting of the Management Group and signed off formally by the Partnership Board in October.</p>	
<b>10</b>	<p><b>Food Fortnight</b></p> <p>Gill Daniels reported that the programme for Food Fortnight was now complete and at the printers. The brochure would be ready at the beginning of October. Food Fortnight would take place between 27<sup>th</sup> October and 10<sup>th</sup> November 2007.</p> <p>Gill also reported that the Library Service would be holding a Health week at Gaywood Library from 17<sup>th</sup> to 21<sup>st</sup> September and she had posters available for display.</p>	
<b>11</b>	<p><b>Any Other Business</b></p> <p><u>Older Peoples Programme</u></p> <p>Peter Morris highlighted a letter recently received at the VCA regarding an initiative run by the Older Peoples Programme that intended to carry out research exploring older people's experiences of choice and control over how they lived their daily lives. West Norfolk was one of four sites that had been selected for the Programme, although the selection criteria were unclear. Peter explained that the project appeared to duplicate the work of</p>	

	<p>the Surestart for Later Life project. It appeared to be a worthwhile project although would commit extra resources.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) Sian Kendrick-Jones and Peter Morris to investigate the criteria by which West Norfolk was selected for the programme</li> <li>2) Sian Kendrick-Jones or Peter Morris to attend the stakeholder events to be held in September 2007.</li> </ol> <p><u>Norfolk Older Peoples Forum</u></p> <p>Peter Morris explained that each district, with the exception of Breckland had direct involvement with the Forum. Breckland would be holding a Health and Wellbeing Partnership meeting on 4<sup>th</sup> September. A VCA representative would be attending.</p> <p><u>Consultation for Adult Mental Health</u></p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) This item to be placed on the agenda for the next meeting on 27<sup>th</sup> September 2007</li> <li>2) The Chair to forward relevant information to Sarah Dennis for inclusion on the agenda.</li> </ol> <p><u>Community Based Public Health Outcomes</u></p> <p>Professor Kopelman from the UEA would be attending the next meeting on 27<sup>th</sup> September to discuss community based public health outcomes.</p> <p><u>Gardening Scheme</u></p> <p>Eddie West-Burnham explained that there was a gardening scheme up and running in North Lynn and requested that this item be placed on the agenda for the meeting in October 2007.</p> <p>It was <b>AGREED</b> that:</p> <p>The gardening scheme be placed on the agenda for the meeting on 25<sup>th</sup> October 2007.</p> <p><u>West Norfolk Scrap Mart</u></p> <p>This was a project that promoted reuse, reduce and recycle. Several local community groups were already involved for example</p>	<p><b>SKJ/PM</b></p> <p><b>SKJ/PM</b></p> <p><b>SD</b></p> <p><b>KG/SD</b></p> <p><b>SD</b></p>
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	<p>FANG, North Lynn Action Group, Forward and Futures. An outline proposal had been taken to a recent meeting of the Neighbourhood Management Board.</p> <p>It was <b>AGREED</b> that:</p> <p>The Scrap Mart project be considered for a future agenda item.</p> <p><u>Post Office Closures</u></p> <p>David Harwood explained that there was consultation at present to propose the closure of approximately 2500 post offices. This could mean the loss of one third of post offices in rural areas. Data surrounding the closures would be investigated as there was a possibility that some of the information used by the Post Office in it's consultation was out of date. David Harwood would update the Partnership as appropriate.</p>	<b>KG/SD</b>
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on <b>Thursday 27 September 2007</b> at <b>2.00pm</b> in Meeting Room 1, Kings Court, Chapel Street, Kings Lynn.</p>	
	<p><b>The meeting closed at 3.38 pm</b></p>	