



**Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 25<sup>th</sup> October 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
- David Harwood - Borough Council of Kings Lynn & West Norfolk
- Peter Morris - West Norfolk Voluntary & Community Action
- Joanne Haws - Norfolk PCT
- Ben Hunter - Borough Council of Kings Lynn & West Norfolk
- Sue Lowe - Age Concern West Norfolk District
- Sian Kendrick-Jones - Norfolk PCT
- Tony Howell - West Norfolk Fuel & Anti Poverty Forum
- Ray Boateng - Adult Social Services

**Supported by:**

- Martin Slater - Partnership Delivery Officer
- Sarah Dennis - Democratic Services

**Apologies for absence were received from:**

- Tom Makin-Bell - Help the Aged
- Gill Daniels - Skills and Learning Group
- Charles Hare Winton - Norfolk Childrens Services
- Kath Williams - Department of Work & Pensions
- Kay Ingram - Norfolk & Waveney Mental Health Partnership

		<b>Action</b>
<b>1</b>	<b>Apologies and Introductions</b>  Apologies were as noted above.	
<b>2</b>	<b>Minutes of the Last Meeting held on 27<sup>th</sup> September 2007 and Matters Arising</b>	

	<p>The minutes were agreed as an accurate record.</p> <p><u>Health Inequalities</u> The Chair highlighted a recent workshop she had attended outlining health inequalities. She noted that some of the priorities were unclear.</p> <p>The Chair explained that the workshop had highlighted that West Norfolk were working well as a Partnership and were clear about our priorities. A further workshop would be held on 16<sup>th</sup> November. Peter Morris and Sian Kendrick-Jones would be attending. Peter Morris explained that they had also received praise at the workshop for the amount of voluntary sector engagement that had taken place.</p> <p>It was <b>AGREED</b> that:</p> <p>Sian Kendrick-Jones and Peter Morris to attend the follow up workshop on 16<sup>th</sup> November and update the group at its meeting on 22<sup>nd</sup> November 2007.</p> <p><u>Consultation for Adult Mental Health</u> At the last meeting on 27<sup>th</sup> September consideration had been given to inviting a Housing representative to discuss the issues surrounding those with mental health problems. This would be looked at in more detail first and brought to a future meeting of the Healthier Communities and Older People Partnership.</p>	<b>SKJ/PM</b>
<b>3</b>	<p><b>Chairs Correspondence</b></p> <p>There was none.</p>	
<b>4</b>	<p><b>Resources – Project Group and Budget Update</b></p> <p>The Chair explained that funding had recently been agreed for the Older Persons Activity Project to be run by Roger Partridge and questioned whether there had been any other calls on the budget recently.</p> <p>Martin Slater explained that there was an uncommitted balance of £6,926 which included the £2,500 that was no longer required for the audit. An invoice had been sent to Norfolk PCT for £19,013 which was the balance of Partnership funds to be returned although it was not known whether this had been received.</p> <p><i>(Subsequent to this meeting it transpired that the funds had not yet been received by the Borough Council. An email has been sent to</i></p>	

	<p><i>relevant personnel at Norfolk PCT).</i></p> <p>The Chair highlighted the need to consider resources required for 2008/09 if all funds were committed for 2007/08.</p>	
5	<p><b>Knowledge Transfer Partnership – Update on Progress in Fairstead and West Walton</b></p> <p>John Rees explained that he had met with the regional assessor who had suggested some amendments to the bid. These had been made by Claire Higgett and the bid had been sent back to the assessor. John had not heard anything more. The main comment by the assessor had been the issues of public funding.</p> <p>In response to a question from the Chair regarding the issue of whether a public body could make an application for a KTP, John Rees explained that this would be verified. Martin Slater explained that KTP's were designed to bring academia to business and so would depend on whether the Partnership's work was considered a business. The Partnership was not a statutory body so the application had been made on behalf of the Borough Council. John Rees noted this had not been raised as an issue by the KTP Manager.</p> <p>In response to a question from the Chair regarding the overall timescale for the KTP, John Rees explained the final result should be known by December 2007 / January 2008.</p>	
6	<p><b>Partnership Priority 1 – CVD / Obesity Action Plan</b></p> <p>The Chair explained that whilst the KTP was in progress it may prove advantageous to take some other work forward on Fairstead as it may appear to residents that nothing had happened since the initial consultation. Five priorities had arisen from the consultation. These were:</p> <ul style="list-style-type: none"> <li>• The provision of a non GP based medical drop in centre</li> <li>• A weight clinic with long term support</li> <li>• Breakfast clubs for children</li> <li>• Provision of dietary advice</li> <li>• Provision of a range of activities for men, women and children.</li> </ul> <p>The Chair noted that some of these would be long term issues, although the provision of dietary advice could be looked at quite quickly.</p>	

Martin Slater noted that the Partnership were in the process of several initiatives that would help with some of these priorities, such as the provision of the Multi Use Games Areas and the post of Urban Sports Motivator. Martin highlighted the recent success of the provision of fresh fruit and vegetables on Hillington Square for its residents. Martin suggested that pump prime funding could be provided for a similar initiative on Fairstead. There were very few healthy foods available on the estate. David Harwood suggested that the Local Action group could be involved in such an initiative. Martin Slater explained that there was a Community Development Officer working on Fairstead and there was a possibility they could be involved. It would be important to ensure any project was sustainable.

Eddie West Burnham arrived at 2.28pm.

Sian Kendrick-Jones noted that if a need could be demonstrated then a local business may show an interest in supporting the project.

Eddie West-Burnham gave an outline of the planned allotment scheme, which was based in North Lynn. This would be an organic market gardening scheme, providing fruit and vegetables to the five SSCF areas. The intention would also be to visit community centres and homes with an organic box. The scheme would be non profit making, with all funds raised going back into the scheme. Government funding of £80,000 over three years had been awarded and Council officers were very supportive of the scheme. Eddie explained that a part time allotment manager would be recruited next week. Eddie highlighted the well documented links between mental and physical health.

Eddie West-Burnham explained that the allotment was located close to the composting scheme run by Forward and Futures and so there would be opportunities for joint working. There was potential to work with the Discovery Centre also.

Peter Morris reported that there would be potential for people in hard to reach areas to gain skills in catering. Eddie West-Burnham explained there was a café based in Swaffham offering this type of opportunity. In response to a question from Eddie regarding the café at the Healthy Living Centre in North Lynn, Ben Hunter confirmed that this was up and running again.

It was **AGREED** that:

1) Discussions to be held with the Neighbourhood Manager regarding the involvement of a Community Development Officer in a healthy eating scheme at Fairstead

**MS**

	<p>2) The officer to report to a future meeting of the Healthier Communities and Older People Partnership to report on the viability of such a scheme</p> <p>3) The Healthier Communities and Older People Partnership make a commitment that there may be potential for funding such a scheme</p> <p>4) An update regarding the Healthy Living Centre café be brought to future meetings of the Healthier Communities and Older People Partnership.</p>	<b>BH</b>
<b>7</b>	<p><b>Partnership Priority 2 – Older People Progress Report</b></p> <p><u>Priorities / Action Plan from the Older Peoples Group</u></p> <p>Sue Lowe introduced this item and explained that a sub group of the Older Peoples Group had identified two main categories of priorities. These were:</p> <p>Choice, Voice and Control – this would include setting up an older persons forum with funding support from Adult Social Services and Surestart in Later Life. It would incorporate the transition to care and dealing with the finances associated with this transition.</p> <p>Prevention – the provision of support for financial issues, for example selling property and moving into care, benefits advice etc. Also accessing services, for example dietary advice and assistance with transport.</p> <p>There was also potential to link in with Eddie West-Burnham’s project as there were strong links between this project and mental health issues.</p> <p>In response to a question from the Chair regarding how the aims would be prioritised, Sue Lowe explained that needs profiles had been considered and June Stokes had completed some work whereby gaps in provision would be identified. The next meeting of the group would be in January 2008.</p> <p>Ray Boateng noted that the key issues would be to inform recipients of services in West Norfolk. A Forum would help to achieve this.</p> <p>Martin Slater explained that Freebridge Community Housing had a service level agreement with the Citizens Advice Bureau to provide debt advice for Freebridge tenants. Discussions had been held regarding expansion of this service although it was not clear of the issue of debt locally.</p>	

	<p>Martin Slater updated the group on the challenges facing Freebridge regarding its adaptations to properties. There was a fund of approximately £2 million available but individual adaptations were dependent on a report from an occupational therapist. There were ten occupational therapists for the whole county and all were based in Norwich. There was potential for a therapist to be based at Freebridge although there appeared to be confusion as to whether Freebridge or Adult Social Services would be responsible for the associated costs.</p> <p>Tony Howell explained that when he was involved with adaptations there were occupational therapists in Kings Lynn, Hunstanton and Downham Market. Freebridge had recently caught up with some of the backlog of adaptations, and the Borough Council had provided funding to assist with this backlog as it dated back to pre transfer.</p> <p>David Harwood expressed concern that the £2 million had been spent although the backlog had not been reduced at all. David explained that the Council were often inundated with requests for Disabled Facilities Grants after an occupational therapist had visited and there was a large strain on the budget as funding from central Government was insufficient. Tony Howell explained that it would be owner occupiers and private sector tenants that were eligible for these grants.</p> <p>Martin Slater highlighted the fact that there would ultimately be a cost to the adaptations not being completed and organisations would pick up this cost. Ray Boateng noted it would probably be Adult Social Services who would have to pick up the cost of people going into care.</p> <p>David Harwood highlighted the importance of ensuring there was no duplication between the work of the County Strategic Partnership Older Persons Group.</p> <p>It was <b>AGREED</b> that:</p> <p>The Healthier Communities and Older People Partnership to be kept informed of progress from the County Strategic Partnership Older Peoples Group.</p>	<b>DH</b>
<b>8</b>	<p><b>Partnership Action Plan – Priority 3 – Mental Health</b></p> <p><u>Beating the Blues</u></p> <p>Eddie West-Burnham explained there had been no referrals to the program as yet, although Joanne Haws had details of two potential referrals. Eddie explained that staff at the PCT were very busy but</p>	

	<p>would attempt to assist. Eddie reported that there was the potential for 250 people to be eligible for this programme. After initial concerns that there would be an overlap with work at the Fermoy, staff at the centre were now keen to help with the project and would refer people where possible. There was also the possibility that work could take place in Litcham, as the rural element of the scheme.</p> <p>Martin Slater questioned whether there was anything the Partnership could do to assist the Beating the Blues project and to obtain some referrals. Eddie West-Burnham explained that there were plenty of people eligible for the scheme on Fairstead.</p> <p>Joanne Haws explained that referrals may only be found when GPs undertook their annual review. All patients with CVD were automatically screened for depression annually. Eddie noted that patients with conditions such as type II diabetes would also be considered for the programme as they were also at risk of suffering depression. Joanne Haws reported that a recent clinic screening of ten patients had shown that none of these were suffering depression although in other instances the rate could be 50%.</p> <p>The Chair highlighted the use of talking therapies, which Eddie West Burnham explained would attract funding of £170 million over three years. The premise was that clinicians did not need to undertake this work but that lay people could be trained for the role instead.</p> <p>There was discussion around the need for a representative from PCT commissioning to attend the meeting order that the Healthier Communities and Older People Partnership could have an input into the commissioning process.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The PCT to give consideration to providing assistance with the referrals for the Beating the Blues programme</li> <li>2) Malcolm Skinner to be invited to a meeting of the Healthier Communities and Older People Partnership to advise the group on the practice based commissioning process.</li> </ol> <p><u>Social Inclusion / Whole Life Project</u></p> <p>Kay Ingram was unable to attend the meeting and so this item would be taken at the next meeting on 22<sup>nd</sup> November 2007.</p>	<p><b>SKJ</b></p> <p><b>KG/SD</b></p>
<p><b>9</b></p>	<p><b>Food Fortnight</b></p>	

	Food Fortnight would take place between 27 <sup>th</sup> October and 10 <sup>th</sup> November, with the main event, 'Around the World in 80 Dishes' taking place on Sunday 28 <sup>th</sup> October at Lynnsport.	
<b>10</b>	<p><b>Improving Lives, Saving Lives Consultation</b></p> <p>The consultation document had been circulated. The Chair highlighted the fact that some of the eleven pledges in the consultation document matched the priorities of the Healthier Communities and Older People Partnership. The Chair questioned whether the group would like to feedback on the document. John Rees suggested that this should be completed as the Healthier Communities Partnership and not individually.</p> <p>Sian Kendrick-Jones explained that the PCT would be drafting their own strategy shortly and this would also contain a list of pledges. Sian reported that next year Lord Darcy would report back on the consultation and the final document would be released.</p> <p>The Chair noted that mental health did not appear to be mentioned in the consultation document although Ray Boateng noted it was partly covered in pledge seven which was to improve the lives of those with long term illnesses. The Chair noted that as part of the feedback, the need for a more specific pledge regarding mental health could be noted.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The Chair to draft a letter of response to the consultation, outlining the three main priorities of the Healthier Communities and Older People Partnership and highlighting the inequalities in health in the Borough</li> <li>2) Martin Slater to provide the Chair with a brief statement regarding the West Norfolk Partnership for inclusion in the consultation feedback.</li> </ol>	<p><b>KG</b></p> <p><b>MS</b></p>
<b>11</b>	<p><b>Comprehensive Spending Review – New Performance Framework</b></p> <p>Martin Slater introduced this item and reported that the new performance indicators were intended to streamline those already in existence. Norfolk County Council would be selecting 35 indicators from 200 to monitor the performance of the Local Area Agreement (LAA). Not all county priorities would overlap to West Norfolk. Martin suggested selecting from the list of indicators to evidence the difference the work of the Healthier Communities</p>	

	<p>Partnership was making.</p> <p>Martin Slater explained that once the metadata was published, he would be able to assess which indicators could be tracked and monitored locally to evidence the work of the Partnership.</p> <p>In response to a question from the Chair regarding the priorities already agreed by the Partnership, Martin Slater explained these would not be changed as they were informed by the Sustainable Community Strategy (SCS) and very much evidence based.</p> <p>In response to a question from Sue Lowe regarding the link between the LAA and the Local Development Framework (LDF), Martin explained that the refreshed SCS update needed to have clear links to the LDF. The Partnership would be working closely with the Borough Council's Planning department to ensure these links were in place.</p> <p>It was <b>AGREED</b> that:</p> <p>The new performance indicators to be circulated with the minutes of the meeting.</p>	<b>SD</b>
<b>12</b>	<p><b>Post Office Closures</b></p> <p>David Harwood explained there was nothing more to report surrounding the closures as yet although he noted that 184 post offices were to close in the East Midlands. This was a large number particularly if the distance between the post offices was taken into consideration. Martin Slater explained that approximately 15% of post offices were earmarked to close in Norfolk. The Borough Council had written to all parish councils offering support for those who wished to campaign to keep their local post office open. Peter Morris would be assisting with links to the Rural Community Council. When the list of proposed closures was made public, due in January 2008, a more proactive approach could be taken. Some post offices had shops attached to them and there would be further implications for closure.</p> <p>David Harwood expressed concern surrounding the impact of post office closures and in particular the implications for older people and the management of their finances.</p> <p>The Chair highlighted the links between the potential closures and the impact on health.</p> <p>It was <b>AGREED</b> that;</p> <p>Post Office closures to be a standing agenda item.</p>	<b>SD</b>

<b>13</b>	<p><b>Gardening Scheme</b></p> <p>This item had been covered under item 6.</p> <p>It was <b>AGREED</b> that:</p> <p>Eddie West-Burnham to circulate further details of the scheme.</p>	<b>EWB/SD</b>
<b>14</b>	<p><b>Any Other Business</b></p> <p><u>Social Inclusion Database</u> Eddie West – Burnham explained that he required access to the Sports Directory that was published by the Borough Council’s Sports Development Officer.</p> <p>Eddie also explained that the consultation period for the Norfolk County Council review of mental health day services would finish in the following week and urged all members to respond if they had not done so already.</p> <p><u>Childhood Obesity</u> Sian Kendrick-Jones reported that the PCT had recently completed a survey of 4 to 5 and 10 to 11 year olds regarding height and weight. This information would be published on the Norfolk Data Observatory in December 2007.</p> <p>In response to a question from David Harwood regarding an initiative to undertake this type of research in schools, Sian explained that this was taking place at present.</p>	
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on <b>Thursday 22<sup>nd</sup> November 2007</b> at <b>2.00pm</b> in Meeting Rooms 1 to 3, Kings Court, Chapel Street, Kings Lynn.</p>	
	<b>The meeting closed at 3.46 pm</b>	