



Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 29th May 2008 at 2.00 pm in Meeting Rooms 1 - 2, Kings Court, Chapel Street, Kings Lynn

Present:

- Kate Gordon (Chair) - Queen Elizabeth Hospitals Trust
- Eddie West-Burnham - West Norfolk MIND
- Joanne Haws - Norfolk PCT
- Sue Lowe - Age Concern West Norfolk District
- Sian Kendrick-Jones - Norfolk PCT
- John Rees - Norfolk PCT
- Peter Morris - West Norfolk VCA
- June Stokes - Adult Social Services
- Tony Howell - West Norfolk Fuel & Anti Poverty Forum
- Roger Partridge - BCKLWN
- Dominic Spurrier - Age Concern
- Gill Daniels - Skills & Learning Group
- Jane Evans - West Norfolk Carers

Supported by:

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

Apologies for absence were received from:

- Kay Ingram - Norfolk & Waveney Mental Health

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| 1 | <p>Apologies and Introductions</p> <p>Apologies were as noted above. Dominic Spurrier introduced himself to the group and was welcomed by the Chair.</p> | |
| 2 | <p>Minutes of the Last Meeting held on 27th March 2008 and Matters Arising</p> <p>The Chair reported she had provided a written update to the</p> | |

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| | <p>Partnership Board which had been discussed at it's meeting on 31st March 2008.</p> <p><u>Healthy Food Initiative</u> In response to a question from the Chair, Sarah Dennis reported that little progress had been made with this initiative. Martin Slater reported that there were two Neighbourhood Renewal Advisors in place to cover for the Neighbourhood Manager's maternity leave and this could be discussed with them.</p> <p>It was AGREED that:</p> <p>The Healthy Food Initiative be discussed with the two NRA Advisors with a view to taking this forward as soon as possible.</p> <p><u>SHA Consultation</u> The Chair reported that mental health issues were now included in the SHA consultation including prevention and better awareness and the recruitment of more mental health professionals. There was also further emphasis on the importance of the SHA working with health partnerships, reducing obesity as well as mortality rates and incidence of strokes.</p> <p>In response to a question from Eddie West-Burnham regarding the delivery plan, Sian Kendrick-Jones explained that the SHA had drawn up seven pledges and NHS Norfolk had drafted a list of aspirations. The Chair reported that the national program would be launched at the end of June 2008 and would be a ten year program.</p> <p><u>Obesity Foundation</u> Sian Kendrick-Jones explained there were no further updates at present.</p> <p><u>Food Fortnight</u> Gill Daniels noted that Food Fortnight was not on the agenda. The Chair explained this was due to the number of items for this meeting. Martin Slater explained that it was hoped the members of the Health Partnership would put forward some health based ideas for the Food Fortnight initiative.</p> | MS |
| 3 | <p>Chairs Correspondence</p> <p>There was none.</p> | |
| 4 | <p>Resources – Project Group and Budget Update</p> <p>Martin Slater explained that the budget position had not changed since the last meeting. There was still £21,926 unallocated.</p> | |

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| 5 | <p>Partnership Action Plan – Priority 1 – CVD Obesity Action Plan/ Knowledge Transfer Partnership</p> <p>John Rees reported that the KTP application had been submitted in time for the closing date and the results would be available in one month's time. The application had the full support of Ray Mackee, the KTP Advisor, who had a 100% success rate with applications. As soon as a decision had been made, the necessary arrangements could be put in place.</p> | |
| 6 | <p>Partnership Action Plan – Priority 2 – Older People Progress Report</p> <p><u>Update on Action Plan from the Older Peoples Group</u></p> <p>Sue Lowe explained that the action plan for the Older Peoples Group had not been considered since March 2007. This was now in the process of being considered. A sub group had identified a needs profile for West Norfolk and any priority actions. An action plan would now be drawn up. Sue explained the action plan would need to follow the aims and objectives of the Healthier Communities and Older People Partnership and the Partnership as a whole.</p> <p>Sue Lowe explained that the group had considered a time line in the events for older people and how they would need various services. Some services required would be proactive and some reactive. Sue outlined the model used by the West Norfolk Carers, which employed a holistic approach to care. A single point of access was very important for users. There would be factors that influenced the development of service providers, for example capacity, expertise, finances, constitution etc.</p> <p>In response to a question from Sian Kendrick – Jones regarding a similar model in Suffolk, Jane Evans explained that they had recognised that the entire skills mix had not been present and a carers workers forum had come together to address the issues and concerns. The County Council had expressed an interest in the model used by West Norfolk Carers being rolled out to the entire county. Sue Lowe highlighted the role of supermarkets whereby they acted as a single point of access and the voluntary sector should be able to do the same. The Chair reinforced the need to ensure the aims and objectives of the Older Peoples Group matched those of the Health Partnership and West Norfolk Partnership as a whole.</p> <p>Martin Slater explained that the aims needed to be aligned to the Sustainable Community Strategy as this was the Partnership's overarching document.</p> | |

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| <p>It was AGREED that:</p> <p>Martin Slater would attend the Older Peoples Group meeting on 11th June 2008 to discuss the links with the Sustainable Community Strategy.</p> <p><u>More Choices Better Choices Consultation</u></p> <p>In response to a question from Sue Lowe regarding Partnership involvement in this consultation, June Stokes explained it was a Social Services consultation document and the closing date for feedback was 30th May 2008. Martin Slater noted he had made contact with the organisers of the consultation and questioned why there were no events in Kings Lynn. Jane Evans explained there had been events in Kings Lynn although details of these had not reached the target audience.</p> | <p>MS</p> |
| <p>It was AGREED that:</p> <p>1) Any comments regarding the consultation to be communicated to Maureen Begley at Adult Social Services</p> <p>2) The role of Social Services to be an agenda item at the meeting on 31st July 2008.</p> | <p>ALL</p> <p>SD</p> |
| <p><u>Older Peoples Forum</u></p> <p>June Stokes introduced this item and explained that one of the priorities of the Older Peoples Group had been the need to involve local people in decision making. A workshop had been held in February 2008 and members of the public had been invited to attend. They had expressed an interest in the setting up of a Forum. A further meeting had been held on 29th April 2008 to outline the responsibilities of a Forum and its role. Tom Makin Bell and John Plaice from Surestart in Later Life had agreed to provide some funding towards the Forum. A request had been made to Future East for some funding towards the cost of a development worker and administrative support also. A further meeting had been scheduled for 20th June where a speed dating exercise would take place. A meeting in September 2008 would cover the issues of how to publicly launch the Forum.</p> <p>In response to a question from the Chair regarding the role of the Forum, June Stokes explained the need to ascertain what it was the public wanted to see happen, or respond to Government enquiries for example. It was anticipated the Forum would be able to undertake this role, as well as campaigning on behalf of older people over various issues.</p> <p>In response to a question from the Chair regarding the existence of other Fora, for example the Youth Forum, Martin Slater explained this was still in its early stages and that the Youth Forum had been</p> | |

established as a group with whom agencies could consult.

Discussion took place around the requirement for a development worker. The Youth Forum was supported by main streamed resources and the County Council. June Stokes explained they did not anticipate the development worker being in post long term although administrative support would be required.

The Chair explained that the Health Partnership would be unable to commit resources at present in the absence of a detailed plan. Peter Morris explained that attempting to locate sources of funding took up valuable officer time, although Sue Lowe explained that this was an issue every voluntary organisation faced.

Regarding secretariat support for the Forum, Martin Slater explained that the Partnership Secretariat were currently working to full capacity. Peter Morris explained the West Norfolk VCA could provide administrative support at a charge and this may be one way a Forum could access this type of support.

Sue Lowe questioned whether the Older Peoples Group and its sub groups should be replaced by a single Forum. June Stokes explained the Forum was a completely independent group. Martin Slater explained that sources of funding for a Forum may prevent it from being totally independent.

It was **AGREED** that:

A fully costed proposal be brought to the next meeting of the Health Partnership on 31st July 2008, including role, purpose and priorities of the Forum.

Sports Activity Co-ordinator

This item was taken directly after item 4.

Roger Partridge explained that the Lottery bid for this post had been successful and a bid had also been submitted to Activity Norfolk. He introduced Dominic Spurrier to the group, who had been in post for four months.

Dominic gave an outline of his role to date, which had included ascertaining which activities were in place around the borough, production of a newsletter, the 'walking to health' initiative in Kings Lynn and Downham Market, tea dances and exercise classes. Dominic reported that several members of the public had said they would like new classes to be set up as they felt awkward attending classes already running. Dominic explained there was also a shortage of instructors for new classes. He would be linking in to other organisations such as University of the Third Age, Women's

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| | <p>Institute and the British Legion.</p> <p>In response to a question from the Chair regarding Dominic's appointment, Dominic explained his post was for a two year period and his targets would include measuring numbers of new users undertaking an activity for example. Roger Partridge explained it was hoped that after the two year period further funding would be forthcoming, although if this was not the case it was anticipated that the groups would be self sufficient.</p> <p>The Chair remarked on how much Dominic had achieved in such a short time and thanked Dominic for his presentation and invited him to attend to provide a further update in six months time.</p> <p>It was AGREED that:</p> <p>Dominic Spurrier be invited to attend the meeting of the Healthier Communities and Older People Partnership on Thursday 27th November 2008 to provide a further update of his work.</p> | DS/SD |
| 7 | <p>Partnership Action Plan Priority 3 – Mental Health</p> <p><u>Beating the Blues Performance Report and Update on Workshop</u> Eddie West-Burnham and Joanne Haws gave a presentation outlining the workshop held on 25th April 2008. Eddie explained they had struggled to obtain referrals from GPs to the programme and a change of staff in the middle of the program had not helped this fact. Eddie had met with Mark Weston and Malcolm Skinner from Norfolk PCT to attempt to increase the number of referrals, although Eddie reported that GP surgeries not included in the relevant catchment area had made some referrals.</p> <p>Eddie West-Burnham explained that the licence would expire in October 2008 and although the program for clients was for ten weeks, the licence provider had agreed that anyone joining the program before October could complete the course.</p> <p>There was discussion around the need for referrals including those who had self referred. The scheme had been restricted to the two surgeries due to the potential numbers that could have been referred.</p> <p>Eddie would provide a further update at the meeting on 31st July 2008.</p> <p><u>Social Inclusion / Whole Life Project</u> Eddie West-Burnham updated the group regarding the proposal for an electronic database. Eddie had spoken to Roger Partridge regarding the transfer of information on to such a database. Eddie had met with the commissioners at the County Council regarding a</p> | EWB |

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| | <p>Norfolk wide project, although funding would be required. The Chair explained this proposal could be included on the list of projects to consider for funding by the Health Partnership.</p> <p>June Stokes left the meeting at 3.40pm.</p> <p>Eddie explained if the County Council did not take the project on, it could be something 'owned' by West Norfolk. Sue Lowe highlighted the Data Observatory and questioned whether it could be linked to this. Martin Slater explained that the Data Observatory was for statistical information. Contact information was constantly changing which would mean the database would require constant updating, and therefore management may prove difficult. Eddie West-Burnham explained that West Norfolk MIND could be the administrator and be responsible for the update of any information.</p> <p>It was AGREED that:</p> <p>The creation of a contacts database be considered at a future meeting of the Partnership Management Group.</p> | MS |
| 8 | <p>LAA Indicators – Update on Progress to Date</p> <p>Martin Slater circulated a paper that had been drafted for the Partnership Management Group. It outlined the importance of internal performance management and external scrutiny of the Partnership and the need to develop a summary of key performance indicators to measure the impact of the Partnership's work. The national indicator set for Local Authorities and Partnerships contained 198 indicators and it would be these that would form the basis for monitoring progress towards outcomes detailed in the Local Area Agreement for Norfolk. Martin Slater had extracted some of the indicators that related to adult health and well being as well as the staying healthy elements of the children and young people themes. Martin explained a performance management system needed to be in place by early July and therefore any feedback on the Indicators would need to be received by that time.</p> <p>It was AGREED that:</p> <p>1) Any comments on the proposed indicators for performance monitoring the work of the Health Partnership be communicated to Martin Slater as soon as possible</p> <p>2) Martin Slater to circulate indicator definitions to partners, if required.</p> | <p>ALL</p> <p>MS</p> |
| 9 | <p>Update on Unitary Status</p> | |

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| | <p>Ian Burbidge attended the meeting for this item and gave a presentation regarding the Local Government Review process to date and options for Norfolk. The Chair noted that the Review would affect all organisations represented on the Partnership. In response to a question from Sian Kendrick-Jones regarding the impact of Growth Point Status in the LGR, Ian Burbidge explained that regeneration would always be an important issue for the borough and it would be important to ensure that these regeneration projects did not stall in the LGR process.</p> <p>The Chair thanked Ian for his presentation.</p> <p>It was AGREED that:</p> <p>The presentation be circulated to members of the Health Partnership.</p> | SD |
| 10 | <p>Any Other Business</p> <p><u>Food Fortnight</u> Gill Daniels explained the copy deadline for the Food Fortnight brochure was the end of July 2008 and any dates for events would need to be submitted well in advance of this deadline. Gill highlighted the opportunity of putting forward events with a health message. Sian Kendrick-Jones explained she anticipated some ideas coming forward from the PCT. Any information that needed to be circulated to the group could be done via Sarah Dennis.</p> | |
| 11 | <p>Date of Next Meeting</p> <p>The next meeting will be held on Thursday 31st July 2008 at 2.00pm. Venue to be confirmed.</p> | |
| | <p>The meeting closed at 4.13pm</p> | |