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AGENDA for a Meeting
of the **West Norfolk Healthier Communities and Older People Partnership**
on **8th March 2007**
between **2.30pm and 4.00pm**
in **Meeting Room, Priory House, Austin Street, Kings Lynn**

AGENDA

1. Apologies
2. Minutes of the last meeting held on 8th February 2007 and matters arising (attached)
3. Chairs correspondence
4. Help the Aged activity in the Borough and business plan – presentation by **Tom Makin** from Help the Aged
5. Resources – follow up to discussion from 8th February 2007
6. Financial Update
7. Partnership Action Plan – Priority 1 - Cardio Vascular Disease / obesity. Action plan progress report and planning for obesity workshop on 20th April 2007 – **John Rees**
8. Partnership Action Plan – Priority 2 – Older People Progress report – **June Stokes**
9. Partnership Action Plan – Priority 3 – Mental Health action plan – draft outline – **Eddie West-Burnham**
10. Update on other Initiatives –
 - Liaison with Lynnsport
 - Food Fortnight 2007
 - DAWN
11. Any Other business
12. Date of next meeting – 5th April 2007 – **to be discussed**

Distribution

- Members of the West Norfolk Healthier Communities and Older People Partnership
- Partnership Secretariat
- Neighbourhood Manager

Partnership Chair:

Kate Gordon

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Secretariat:

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Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 8th February 2007 at 2pm in Meeting Room 1, Kings Court, Chapel Street Kings Lynn

Present:

- | | | |
|---------------------|---|---|
| Kate Gordon (Chair) | - | Queen Elizabeth Hospitals Trust |
| Peter Morris | - | West Norfolk Voluntary & Community Action (VCA) |
| June Stokes | - | Norfolk Primary Care Trust (PCT) |
| John Rees | - | Norfolk PCT |
| Sue Lowe | - | Age Concern West Norfolk District |
| Gill Daniels | - | West Norfolk Learning Partnership |
| Sian Kendrick-Jones | - | Norfolk PCT |
| Joanne Haws | - | Norfolk PCT |
| Peter Weston | - | West Norfolk Deaf Association |
| Martin Slater | - | Partnership Support |
| Laura Beveridge | - | Partnership Support |
| Sarah Dennis | - | Partnership Support |

Apologies for absence were received from:

- | | | |
|---------------------|---|---|
| David Harwood | - | Borough Council Kings Lynn & West Norfolk |
| Martin Seymour | - | Breckland Council |
| Kath Williams | - | The Pension Service |
| Charles Hare-Winton | - | Childrens Services |
| Eddie West-Burnham | - | West Norfolk MIND |
| Jim Keown | - | Norfolk PCT |

		Action
1	Welcome and Apologies Members of the group introduced themselves. Apologies were as noted above.	
2	Minutes of the Last Meeting held on 11th January 2007 Gill Daniels explained that Peter Morris from the West	

	<p>Norfolk VCA should be listed as a member of the Food Fortnight group, and that she omitted his name at the last meeting.</p> <p>Peter Morris had also been tasked with putting a bid together to the Cardiac Network. The deadline for the submission of the bid was Friday 16th February 2007. Eddie West-Burnham had drafted the bid and sent to Joanne Haws from the Norfolk PCT for comments.</p> <p>Sian Kendrick-Jones explained that she would be working with Ben Hunter from the Borough Council's Environmental Health department regarding the ban on smoking in public places later in the year. Sian distributed some information packs containing relevant contact details.</p> <p>The Minutes of the meeting held on 11th January 2007 were agreed as a correct record.</p>	
<p>3</p>	<p>DAWN</p> <p>The Chair explained that officers at the Queen Elizabeth Hospital had received a presentation on DAWN. She also explained that other officers were interested in receiving a presentation. Amanda Lees from the Hospital would be liaising with Laura Beveridge regarding training.</p> <p>The Chair explained that the Queen Elizabeth Hospital would be applying to become a Foundation Trust and that several representatives would be brought in to the Trust, and they would like to base these representatives on the 9 neighbourhoods, with a health champion in each neighbourhood. She questioned whether this would cause a problem with the Partnership. Martin Slater explained that the Partnership would be keen to support working to agreed geographies and would be pleased if the Queen Elizabeth hospital adopted the spatial levels.</p> <p>In response to a question from the Chair regarding data for DAWN, Martin explained that both he and Laura Beveridge would be working with the Borough Council's Environmental Health and Housing team and they would be changing how data would be reported on their 'Flare' database to match that reported on DAWN.</p> <p>Sian Kendrick-Jones reported that she chaired a local teenage pregnancy group and they were keen to see a demonstration of the DAWN database.</p>	

	<p>It was AGREED that:</p> <p>1) The Chair to pass details of those officers at the Hospital requiring a demonstration of DAWN to the Partnership Assistant.</p> <p>2) Sian Kendrick-Jones to contact the Partnership Assistant to arrange a demonstration of DAWN to the local teenage pregnancy group.</p>	<p>KG/LB</p> <p>SK-J /LB</p>
<p>4</p>	<p>Partnership Action Plan – Cardio Vascular Disease</p> <p>John Rees explained that he had been working with June Stokes to develop an action plan. June circulated a workshop programme for the draft obesity plan, which had been arranged for 20th April 2007. In response to a question from the Chair regarding the target audience for the workshops, June explained that Fairstead and West Walton would be the two priority areas. It would be important to identify issues common to both areas and to take these issues forward. June explained it would test out what the communities thought the priorities should be.</p> <p>Martin Slater explained that the Planning for Real data could be used to help support the workshops. In response to a question from Peter Morris regarding publicity in the West Norfolk VCA newsletter, June explained that this would take place once all interested parties were happy with the format of the day.</p> <p>In response to a question from Martin regarding attendance figures, John Rees explained that they hoped to have approximately 80 people attend on the day. There would also be facilitators attending. The cost of the day was expected to be in the region of £1,000.</p> <p>It was AGREED that:</p> <p>1) £1,000 be allocated to the obesity workshop plan for 20th April 2007</p> <p>2) A detailed budget breakdown and list of organisations invited to be supplied to this Partnership</p> <p>3) Any comments regarding the workshop plan to be sent to John Rees by close of play on 12th February 2007</p> <p>4) Detailed budget and list of organisations invited to the event to be taken to a future meeting of the Partnership</p>	<p>JS</p> <p>ALL</p> <p>MS</p>

	Management Group.	
5	<p>Partnership Action Plan – Older People</p> <p>June Stokes circulated a paper which outlined the key priorities and actions of the Older People’s Group. She explained that the Older Persons Group had met on 22nd January 2007 and that one of the actions would be to ensure the membership of the Group reflected the need to be able to make decisions on policy and funding. The draft terms of reference would be circulated shortly. The next meeting of the Older Persons Group would be on 12th March 2007.</p> <p>In response to a question from the Chair regarding identifying older people’s priorities, June explained that an Older Persons Forum may prove useful although this would take some time to set up. She would also be investigating other methods of testing priorities.</p> <p>June Stokes noted that further work would be required to ensure all relevant local groups fed into the Older Persons Group. The Chair noted it would be important to be clear as to which areas of need would be identified.</p> <p>It was AGREED that:</p> <p>The Healthier Communities and Older People Partnership to be updated regularly on the work of the Older Persons Group.</p>	JS
6	<p>Partnership Action Plan – Mental Health</p> <p>Eddie West-Burnham would be taking this priority forward and would make a presentation to the Healthier Communities and Older People Partnership at the next meeting on 8th March 2007.</p> <p>At this point, the Chair explained that the issue of funding and resources needed to be discussed. John Rees explained that the PCT did not have any funding to support new initiatives. He suggested that the Healthier Communities and Older People Partnership ask the PCT what their approach would be to supporting Local Strategic Partnerships.</p> <p>Sian Kendrick – Jones explained that it was no longer simply the West Norfolk PCT, but now the whole of Norfolk, although John Rees explained there would be four localities,</p>	

one of which would be West Norfolk. June Stokes explained that the Partnership support post from the PCT had been cut, although the West Norfolk Local Strategic Partnership was considered the best in the county, so the PCT were keen to support.

In response to a question from Sue Lowe regarding the role of health promotion, Sian Kendrick-Jones explained that the PCT would be overseeing this work in the Borough. The Chair noted that the PCT appeared to be withdrawing funding from practical delivery although John Rees explained that the financial difficulties experienced by the PCT were top of their agenda at the moment.

Martin Slater explained that some areas of the county may not need as much support for health improvement. Sian Kendrick-Jones highlighted the fact there would be inequalities within the county and even reasonably better off areas may have small pockets of deprivation.

There was some discussion around how to approach the PCT to address their commitment to the Local Strategic Partnership, and whether the PCT would be able to commit any resources to the Partnership.

The Chair noted that in early action plans the Partnership had looked at the recruitment of a post or a consultant to assist with action planning, although Martin Slater explained approval would be required from the Management Group. There was potential funding of £60,000 at present, with £10,000 of this relating to the bid to the Cardio Vascular project fund. Martin explained that it would be important to ensure that funding was not used to plug gaps which the PCT did not have the resources to fill.

Sandra Haws explained that there would be no PCT funding for patient education and that there would be a part time resource for one year to coordinate her work and a post to mirror this with the work of diabetes.

Martin Slater explained that there may be organisations that have their funding withdrawn by the PCT and then approach the Partnership for funding. The Partnership commissioned work and did not accept bids for funding. It was noted that the PCT did provide some funding to the Borough Council's Community Development department, although this was by no means guaranteed for future years.

Peter Weston explained that the PCT had funded projects costing approximately £860,000 some years ago that could

have been considered to be the responsibility of Social Services and the Borough Council. June Stokes explained that the PCT were still supporting a number of organisations.

It would be important to clarify whether financial support would be sought from the PCT or simply a commitment to the Partnership.

There was discussion around approval of a post whose role would be to attract funding to the Partnership for specific areas of work. Sue Lowe noted that Age Concern were in the process of submitting a similar bid and could link these together. Sian Kendrick-Jones explained that there may be human resource issues associated with employing someone and who would be their employer. In response to a question from Peter Weston, Martin Slater explained that the Partnership would be unable to employ someone due to various human resource issues such as leave, line management etc. Existing Partnership posts are 'managed' by statutory organisations.

The Chair questioned whether the post would be something the Partnership could fund in the very short term with a view to the PCT funding in future years. Sue Lowe explained that there would be potential funding of approximately £300,000 per annum for five years for the Eastern region that may be used to fund such an initiative.

Martin Slater explained that some of the Healthier Communities and Older People Partnership funding was held by the PCT. Sian Kendrick-Jones explained that if the funding was still held by the PCT after 1st April 2007, it may be regarded as a PCT underspend.

In response to a question from Peter Morris regarding long term budget planning, Martin explained that funding would be allocated to priorities but these would be for the Healthier Communities and Older People Partnership to decide.

June Stokes circulated a draft job description for the post of Health Improvement / Obesity Project Plan Manager. John Rees explained that this would be pump priming funding and then the community would eventually take over this role. Peter Weston highlighted the importance of keeping abreast of available funding streams and Sue Lowe noted the importance of a sound marketing strategy. June explained that her post would finish at the end of June 2007.

It was **AGREED** that:

	<p>1) The Chair to draft a letter to the Chair of the PCT requesting clarification as to the long term commitment of the PCT to the Healthier Communities and Older People Partnership.</p> <p>2) This letter to be circulated to John Rees, Martin Slater and June Stokes for verification prior to sending to the Chair of the PCT.</p> <p>3) John Rees to seek to reassure the Healthier Communities and Older People Partnership that the Partnership funding held by the PCT will still be available for Partnership priorities after 1st April 2007.</p>	<p>KG</p> <p>KG/MS/JS/JR</p> <p>JR</p>
<p>7</p>	<p>Other Initiatives</p> <p><u>Liaison with Lynnsport</u></p> <p>Martin Slater had met with the strategic sub group. This project was still in its early stages. There would be a follow up meeting with Roger Partridge, Sports Development Officer on Monday 12th February. Any firm proposals would come back to the Healthier Communities and Older People Partnership at a future meeting.</p> <p><u>Food Fortnight 2007</u></p> <p>Gill Daniels reported that this was progressing well, although the health profile needed raising still. This would be an important role for the Healthier Communities and Older People Partnership.</p> <p>Gill explained that she had met with the Research and Business Services sector at the University of East Anglia (UEA) and the Head of the Faculty was an expert in obesity. They were keen to get involved and could provide some talks or workshops if required. They had suggested a workshop around eating disorders, in conjunction with the Eating Disorders Association, although Gill requested the Partnership's views on this, as this may be seen as a contentious issue. There would be a cost associated with these.</p> <p>The Chair welcomed the interest from the UEA. Sian Kendrick-Jones highlighted the importance of ensuring there would be adequate information for attendees to take away with them to offer support and advice. Sue Lowe also highlighted the importance of ensuring that overeating was included as an eating disorder and not just anorexia and</p>	

	<p>bulimia. The Chair also noted that rather than focussing on malnutrition the focus could be on healthy eating in the elderly for example.</p> <p>Sian Kendrick-Jones explained that to ensure parents could attend any workshops, there may need to be evening sessions, although she accepted this may then be an issue for the UEA.</p> <p>It was AGREED that;</p> <p>1) Any ideas for the proposed workshops to be emailed to Gill Daniels (gilldaniels@aol.com)</p> <p>2) Consideration to be given to John Rees visiting the Head of Faculty at the Research and Business department at the UEA with a view to progress proposals.</p>	<p>ALL</p> <p>JR/GD</p>
8	<p>Any Other Business</p> <p>There was none.</p>	
9	<p>Date of Next Meeting</p> <p>The date of the next meeting will be Thursday 8th March 2007 at 2.00pm in Meeting Room 2, Kings Court, Chapel Street, Kings Lynn.</p>	
	<p>The meeting finished at 3.45pm</p>	