



**Notes of a meeting of the West Norfolk Health Partnership  
Held on Thursday 24<sup>th</sup> August 2006 at 2pm  
in Meeting Room 3, Borough Council Offices, Kings Lynn**

**Present:**

Kate Gordon (Chair)	-	Queen Elizabeth Hospitals Trust
Gill Daniels	-	West Norfolk Learning Partnership
Janice Howell	-	Norfolk Rural Community Council
Alan Crawshaw	-	West Norfolk Voluntary & Community Action (VCA)
June Stokes	-	West Norfolk Primary Care Trust
Martin Seymour	-	Breckland / West Norfolk PCT
John Rees	-	West Norfolk PCT
Eddie West-Burnham	-	West Norfolk MIND
Sian Kendrick-Jones	-	West Norfolk PCT
Maggie Barwell	-	Extended Schools Area Manager Norfolk
Laura Beveridge	-	Partnership Support
Martin Slater	-	Partnership Support
Sarah Dennis	-	Partnership Support

**Apologies for absence were received from:**

Councillor David Harwood	-	Borough Council of Kings Lynn & West Norfolk
Andy Piper	-	Borough Council of Kings Lynn & West Norfolk

		<b>Action</b>
<b>1</b>	<p><b>Apologies and Minutes of Last Meeting</b></p> <p>Martin Slater, Partnership Delivery Officer introduced Laura Beveridge, Partnership Assistant and Sarah Dennis, Democratic Services Officer (Partnership) to the meeting. The Chair thanked Martin for the appointments and welcomed Laura and Sarah to the meeting.</p> <p>Apologies for absence were as noted above.</p>	

Older Persons Local Implementation Team

June Stokes had met with Karen Wadham to discuss the brief and remit of the Older Persons Local Implementation Team. The National Service Framework for this was ongoing. The sub group 'Living Longer, Living Well' was also ongoing.

**AGREED:** That June Stokes would bring the terms of reference for the Older Persons Implementation team to the next Health Partnership meeting.

JS

Green Exercise Fund

Alan Crawshaw reported on this item. Vicky Etheridge, Neighbourhood Manager had co-ordinated a meeting to discuss a bid for the 5 wards high on the deprivation index. Alan reported that disappointment had been expressed at the lack of representation of rural areas within the bid. Vicky was not able to incorporate this due to the late stage of completion of the bid, but this was something that would be considered in future bids.

Eddie West-Burnham also highlighted the lack of rural areas in the bid and noted that it was disappointing as West Norfolk was more than just a town. West Norfolk has some areas of outstanding natural beauty which would have been ideal to include. Eddie noted that MIND is already looking at rural areas and the need for these to be included in any future bid.

Martin Seymour noted that bids should be researched on an ongoing basis.

The Chair reported that she had made contact with Roger Partridge, Sports Development Officer for the Borough Council to see how the Health Partnership could link to West Norfolk Sports. Martin Slater commented that there was a named Sports Council representative on the West Norfolk Partnership Board, which would facilitate joined up working.

It was also noted that there was a typing error on page 2 of the minutes dated 27<sup>th</sup> July 2006.

**AGREED:** Comments were noted and the minutes agreed as a correct record.

2

## Update on Data Analysis

### Report on outcome of further work on localities data

Martin Slater introduced this item. He noted that there would need to be changes to the health localities on the system to reflect the changes agreed at the last meeting i.e. mirroring the neighbourhoods used by Norfolk Constabulary. There would be a cost attached to this as the data on the system would need to be re-arranged by Local Futures. In view of the costs involved, Martin had spoken to Alan Hayes from Norfolk Constabulary (who has recently moved post) and he had also consulted with Alan's replacement, Tony Cherington to confirm the geography.

The Chair queried when the data changes would be made to which Martin explained that Local Futures were awaiting our go-ahead and then the changes could be made. A decision was imminent regarding the name to be used for these localities. Debate arose over whether these should be localities, neighbourhoods or communities. Martin argued that the term neighbourhood was misleading as this implied quite a small catchment and some of the 'neighbourhoods' covered several wards.

John Rees noted that the newly formed Primary Care Trust (PCT) would have to form certain areas based on the Local Strategic Partnership or practice based areas.

Alan Crawshaw reported that he had met with Martin Slater to discuss the Local Knowledge site. He raised concerns regarding whether the voluntary sector would be able to submit data to the system or whether they would see the need to do so. One of the issues Alan raised was that the data on the site must be independently verified. He explained that a lot of the voluntary sector's data was qualitative and not quantitative which can make independent verification more difficult. West Norfolk Knowledge site contains more quantitative data.

The Voluntary and Community Action (VCA), local voluntary sector and the Norfolk Rural Community Council (RCC) are in the process of constructing a database which will show activity in any given location. This database will be web-based eventually and could link to the West Norfolk Partnership's site.

Eddie West-Burnham reinforced the need for validation of data, and added that linking to the West Norfolk Partnership site would assist with this. Many voluntary organisations are very much paper-based which can make data validation more difficult.

	<p>John Rees noted that it is easy to analyse data too much and criticise its worth, but more frequent use of data ensures its accuracy.</p> <p><b>AGREED:-</b> 1) That John Rees meet with a representative of the PCT to determine the preferred name for these groups and report back to the Health Partnership.</p> <p>2) That the agreed name be used to instruct Local Futures to change the data analysis on the Local Knowledge site.</p> <p>3) That as much data as possible should be put on to the Knowledge site and the Health Partnership encourage the use of this data.</p>	<p>JR</p> <p>MS</p> <p>ALL</p>
<p><b>3</b></p>	<p><b>Localities Action Plan</b></p> <p>The Chair introduced this item by thanking June Stokes for her work on drafting these plans. June had met with Martin Slater, Maggie Barwell, John Rees, Martin Seymour and Vicky Etheridge to put the plans together.</p> <p>June had tabled action plans based on two options. The first option was to tackle localities on a phased basis, which would mean expanding in the Western area and to start two new localities from April 2007. Preparation could begin in October 2006 so that the two new localities could actually be launched from April 2007. The final two localities could then be launched in April 2008. This option would need one co-ordinator.</p> <p>The second option was to start all four remaining localities in April 2008. This option would require two co-ordinators.</p> <p>June highlighted the fact that the hours of the Learning Support Assistants (LSA) could be extended so that they could work in identified clusters. This would need to happen in each school. They could work with families and schools in the community.</p> <p>LSAs would be required for both options 1 and 2.</p> <p>Maggie Barwell is in the process of identifying all the cluster areas. Once this has taken place John Rees, Maggie Barwell and Martin Slater will meet with all headteachers, identify the LSAs, decide on 2 specific areas and then identify roles and responsibilities.</p>	

Sian Kendrick-Jones questioned whether Healthy Norfolk Schools could be consulted to which Martin Slater responded by highlighting the implementation of an action plan that would identify the County wide plan that would also be matched to local issues. This would also assist the Health Partnership in accessing County wide funding streams.

June highlighted the requirement for background work for activity plan A and to be able to present outcomes to headteachers and show the direct benefits to both schools and the local community.

June Stokes highlighted each action point on the activity plans and the named co-ordinator for each action.

Discussions took place around the signing up of people from statutory agencies who can influence change. The plans need people who have the power to influence.

The Chair highlighted the costs of each option:

Option 1 - £60,000  
Option 2 - £120,000.

The difference in cost is due to the fact that option 1 requires 10 LSA hours whereby option 2 requires 20 LSA hours.

Alan Crawshaw questioned how likely funding would be to which Martin Slater responded by stating that the Health Partnership had approximately £50,000 of funding left from the allocated total of £80,000 for 2006/07. Martin explained that it would be the West Norfolk Partnership Board's decision as to how much funding was allocated for the 2007/08 financial year. Martin explained that both himself and Ian Burbidge, Policy & Performance Manager would meet to discuss equitable divisions of funding between each partnership group, and then take to the Partnership Board for approval.

June Stokes explained that by the time relevant personnel were in place there may only be three months costs to account for, which would significantly reduce the stated costs as these costs were based on annual estimates.

Several comments were made by members of the Partnership around the availability of second homes funding in future years, whether extra funding could be levered in from other sources, and whether each option could be scaled up or down dependent on

availability of resources and the costing of 'in kind' time. There was also discussion around whether to be cautious and request smaller amounts of funding from the Board or request the higher amount and negotiate downwards.

June Stokes explained that either option would need two years to 'bed in' properly so this would increase the amount of funding required.

June noted that there was still work to do on the action plan. The Chair ran through each action point in turn on Plan A and highlighted the importance of identifying clear responsibilities and outcomes for each action point.

The action points on Plan B were also discussed. In response to a question from the Chair, Maggie Barwell explained that the work of the Learning Support Assistants (LSAs) will be completed through the extended schools programme. This should not be an issue as the LSAs already worked 9am until 3pm in schools at present and this role would help them to extend their working hours. Maggie also explained the need for a co-ordinator to support the LSAs in their work.

Martin Seymour questioned whether LSAs were best placed for this role regarding their placement in specific localities. Janice Howell questioned whether the schools would be expected to pick up the additional costs of the extra hours. Maggie Barwell explained that the extended schools budget would cover some of the costs and that by linking to Healthy Schools there may be other funding sources accessible.

Janice Howell noted some of the issues centring on schools to which Eddie West-Burnham highlighted the need for pragmatism and the need to ensure the whole community is involved including volunteers and professionals from different sources.

In response to a question from the Chair re evaluating progress, June highlighted the need for evaluation points to be incorporated into the action plans. Every individual responsible for an action must provide a brief outline, outcomes expected etc.

**AGREED:-** 1) That Option 2 be the preferred activity plan, with a cost of £120,000 over a full year be proposed to the Partnership Board.

2) That the funding request of £120,000 be taken to the West Norfolk Partnership Board on 12<sup>th</sup> October 2006.

KG

	<p>3) That the balance of funding for the Health Partnership be confirmed at the next Health Partnership meeting on 28<sup>th</sup> September. Confirmation to also be obtained regarding being able to roll balances forward.</p> <p>4) That the Health Partnership members identified on the action plan draw up a brief outline of how they intend to progress their action and submit to June Stokes by the next meeting on 28<sup>th</sup> September.</p> <p>5) That all action plan activities to be co-ordinated by June Stokes.</p> <p>5) That all Health Partnership members bring names of agencies to the meeting on 28<sup>th</sup> September who would be beneficial to involve in the activity plan.</p> <p>6) The Chair to draw up a paper outlining all activity planned and relevant costings and circulate to all Health Partnership members as soon as possible.</p> <p>7) That the paper drawn up by the Chair and agreed by the Partnership Members be taken to the next West Norfolk Partnership Board meeting on 12th October 2006 along with the list of relevant personnel.</p>	<p>MS</p> <p>ALL</p> <p>JS</p> <p>ALL</p> <p>KG</p> <p>KG/MS</p>
<p><b>4</b></p>	<p><b>Any Other Business</b></p> <p><u>When Time Collapses</u> Eddie West-Burnham highlighted a play entitled 'When Time Collapses' which would be performed at the College on 20<sup>th</sup> September.</p> <p><u>West Norfolk VCA &amp; HM Treasury Event</u> Alan Crawshaw explained that a consultation and workshop event would take place on 6<sup>th</sup> September at the Professional Development Centre, and the treasury were particularly keen to meet with community and ethnic groups. They were also keen to discuss what works in the voluntary sector, what doesn't work so well and any barriers to voluntary work.</p> <p><u>Health Partnership Meetings</u></p> <p>In response to a question re the frequency of meetings it was</p> <p><b>AGREED:-</b> 1) That the Health partnership would meet on a monthly basis.</p>	

	<p>2) A calendar of meetings for 2007 be drawn up as soon as possible</p> <p>3) The date of the meeting in October be changed from 19<sup>th</sup> October to 26<sup>th</sup> October.</p>	<p>SD</p> <p>SD</p>
<b>5</b>	<p><b>Date of Next Meeting</b></p> <p>It was noted that the next meeting is scheduled for <b>Thursday 28<sup>th</sup> September 2006</b> at <b>2pm</b> in the <b>First Floor Meeting Room, Priory House, Austin Street, Kings Lynn.</b></p>	
<b>6</b>	<p><b>Future Meetings</b></p> <p>Please note that future meetings of the Health Partnership will be as follows:</p> <p><b>26<sup>th</sup> October 2006 - First Floor Meeting Room, Priory House, Austin Street, Kings Lynn– 2pm – 4pm</b>  <b>16<sup>th</sup> November 2006 – Cresswell Room St James – 2pm – 4pm</b>  <b>14<sup>th</sup> December 2006 – Cresswell Room, St James – 2pm – 4pm.</b></p>	
	<b>The meeting closed at 3.40pm.</b>	