



Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership
Held on Thursday 28th September 2006 at 2pm
in Meeting Room, Priory House, Austin Street, Kings Lynn

Present:

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| Kate Gordon (Chair) | - | Queen Elizabeth Hospitals Trust |
| Alan Crawshaw | - | West Norfolk Voluntary & Community Action (VCA) |
| Peter Morris | - | West Norfolk Voluntary & Community Action (VCA) |
| June Stokes | - | West Norfolk Primary Care Trust |
| John Rees | - | West Norfolk PCT |
| Sian Kendrick-Jones | - | West Norfolk PCT |
| Andy Piper | - | Head of Environmental Health & Housing, BCKLWN |
| Councillor David Harwood | - | Portfolio Holder for Community, BCKLWN |
| Jane Evans | - | West Norfolk Carers Association |
| Laura Beveridge | - | Partnership Support |
| Martin Slater | - | Partnership Support |
| Sarah Dennis | - | Partnership Support |

Apologies for absence were received from:

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| Maggie Barwell | - | Extended Schools Area Manager |
| Gill Daniels | - | West Norfolk Learning Partnership |
| David Lennard-Jones | - | Area Director, Childrens Services, NCC |

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1	<p>Apologies</p> <p>Apologies were noted for David Lennard-Jones, Maggie Barwell and Gill Daniels.</p> <p>The Chair introduced Peter Morris to the meeting.</p>	

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Minutes of the Last Meeting held on 24th August 2006

Older Persons Local Implementation Team (LIT)

June Stokes gave an update on this item. The Older Persons LIT had met last week. It was anticipated that one group would be set up to focus on Local Area Agreements, Surestart and Living Longer, Living Well. June intended to write to all PCT Chief executives to suggest the implementation of one group.

Green Exercise Fund

Councillor David Harwood noted that the minutes from the last meeting covering this item did not state into which pot of funding the bid would be made. Martin Slater clarified that it was the Green Exercise Fund of the Big Lottery Fund.

Learning Support Assistants (LSAs)

David Harwood requested clarification as to who would be funding the extra hours the LSAs may be requested to work, as in his position as governor of a local school, he noted that it would be difficult for schools to find the funding.

The Chair noted that the Partnership would be hoping to fund this initially, which Martin Slater confirmed. Mainstream funding may be available once the benefits of such an approach are identified.

Localities Data

John Rees had been tasked with meeting with a PCT representative to discuss names for these groups. He noted that Hilary Daniels from the PCT had named four localities (areas) – North, West, South and Norwich. Great Yarmouth would be separate. It was not yet clear how these areas would be referred to. It was agreed to continue to refer to the Health Partnerships localities until a decision had been reached by the PCT. Martin Slater noted that the names could be changed on the Local Knowledge site at no extra cost.

Martin had discussed future developments of the data observatory with John Fisher from Local Futures. The intention was to manage the site using a 'hub and spoke' model. Both Martin and Laura Beveridge would manage the site and individuals from partner agencies would populate the database with their own data. For example discussions had taken place with the data analyst from Kings Lynn police station in order to incorporate local crime data into the system.

Sian Kendrick-Jones explained that data can fail to correspond

	<p>between agencies, for example data between the Police and Accident and Emergency at the hospital can often conflict.</p> <p>John Rees noted that this was a national issue. Martin explained that to date Building Safer Communities (BSC) comparators had been used, but for accidents or crime, for example then NHS or PCT data would be used.</p> <p>In response to a query from the Chair, Laura Beveridge explained that all data on the Knowledge site had metadata to back it up and explain how it was calculated and its origin, which should overcome these issues.</p>	
<p>3</p>	<p>Draft Localities Action Plan</p> <p>June Stokes introduced this item. She explained that she had categorised activity into those things that had been completed, those that were happening now, and those that the group intended to complete in the future if funding was agreed. The Chair noted that funding needed to be discussed at this point. She explained that at the last meeting, June had drawn up two options, which the Chair briefly outlined. Option 1 had a cost of £60,000 and option 2, £120,000. Option 2 had been the preferred option. The West Norfolk Partnership Board would need to be approached for the funding. Martin Slater had verified the financial position for the group and £50,000 remained from the original budget of £80,000 (the balance of which had gone to Local Futures as the Health Partnership's contribution to the website).</p> <p>Martin also explained that at the last Management Group meeting, a proposal had been put forward to allocate all the thematic partnerships some small project funding, of which the Health Partnership had been allocated £6,000. This meant the fund balance for the Health Partnership stood at £56,000.</p> <p>The Chair asked the group to consider if option 1 should be started and then approach the Board with progress to date and a request for further funding, or approach the Board for funding for option 2 of £64,000 (£120,000 cost less £56,000 balance).</p> <p>The West Norfolk Partnership Board will consider funding allocations in the new year. The Management Group will be putting forward proposals that will enable the thematic partnerships to deliver against their priorities and it would therefore not be anticipating funding requests.</p> <p>Councillor Harwood commented that it may be prudent to simply keep the Board updated of the Health Partnership's progress rather than bid for funding.</p>	

	<p>There was some discussion as to whether it would be appropriate to update the Management Group or the Board as to the progress of the Health Partnership.</p> <p>It was agreed that the Chair's report outlining progress of the Health Partnership to date would be taken to the Management Group and then to the Board.</p> <p>June Stokes tabled the Action Plan for option 2 which outlined key officers responsible for implementation. She noted that it was important to involve people who could influence both on the ground and at a strategic level. This would create ownership and help influence change.</p> <p>June noted the members of the Action Group who were responsible for the Action Plan's implementation. These were John Rees, Martin Slater, Vicky Etheridge, Maggie Barwell, Martin Seymour, Sian Kendrick-Jones, June Stokes and Peter Morris. June was in the process of drawing up terms of reference for the Action Group.</p> <p>In response to an item on the action plan which noted the work in the Western and Kings Lynn localities, Martin Slater noted that although the Neighbourhood Manager has 5 areas to focus on, her remit could cover areas further afield providing there were benefits within these 5 areas.</p> <p>In response to a question from Alan Crawshaw regarding the stakeholders, June responded by noting that stakeholders are not simply those at a strategic level but who can influence change within their community. John Rees felt that Vicky Etheridge, the Neighbourhood Manager had quickly identified those people within the community who were able to influence change.</p> <p>Alan Crawshaw noted it was important to have secure financial controls. The Chair noted that the primary costs would be the Locality Co-ordinator and the additional hours for the Learning Support Assistants. June Stokes explained that the job specifications would be prepared mid October and the appointment process would start in December, with appointments made in the new year.</p> <p>Martin Slater questioned whether healthy eating courses should be run early on in the action plan to attempt to promote the long term benefits. Sian Kendrick-Jones noted that this could be linked to healthy eating in schools, for example promotion of healthy packed lunches.</p> <p>John Rees explained that any event must be underpinned by the Action Plan and identified as a need by the community and not</p>	<p>KG</p>
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	<p>simply instructing the community as to what was planned.</p> <p>David Harwood questioned whether an event could be joined up with Food Fortnight, which had been successful in previous years. Martin Slater explained that Food Fortnight would not be running this year, but hopefully would run in 2007, and would be a multi agency event.</p> <p>Jane Evans noted that Daisy Line from the West Norfolk VCA had undertaken a fact finding exercise on localities, as part of the Planning for Real event, although Martin Slater explained that not all issues raised had been health related. He noted that perhaps Vicky Etheridge could hold an event in one of her 5 localities. Jane reported that several men from the various localities had identified a need for cooking skills, for example.</p> <p>Martin reported that the Discovery Centre were running a healthy eating menu, which had attracted lots of interest.</p> <p>It was agreed that the Action Group would begin to collate opportunities for events and bring these ideas to the next Healthier Communities and Older People's Partnership meeting.</p> <p>Discussion took place concerning the basis of the 'hub' for the Learning Support Assistants. In response to a question from Peter Morris regarding the next steps, John Rees noted that each area would have its own individual needs and these would need to be identified. The key would be to match resources to need and do this in a joined up way.</p> <p>Peter Morris questioned how communities would fit into the model if they lived in the area, but did not attend the local school, or vice versa. Martin Slater noted that this should not be an issue as localities are a collection of wards and geography should not prove too restrictive.</p> <p>The Chair thanked June Stokes for her work on the action plan.</p>	JS
4	<p>Draft Report for West Norfolk Partnership Board</p> <p>The Chair introduced this item. The report had been circulated with the agenda.</p> <p>The primary function of the report should be to demonstrate progress to date and not to be a direct request for funding at this stage.</p> <p>It was agreed that Laura Beveridge and June Stokes would draft a time line for the action plan, for presentation with Kate's report.</p>	JS/LB

<p>5</p>	<p>Contacts with Other Organisations – West Norfolk Sports Council</p> <p>The Chair explained that she had met with Roger Partridge – representative from the West Norfolk Sports Council. The Sports Council hoped to work with the Health Partnership as it would strengthen their funding position. The Chair noted that it would be beneficial to ensure good relationships between health and sport. Sian Kendrick-Jones noted that sometimes the word ‘sport’ may dissuade people from involvement. It should be about getting people active in general.</p> <p>In response to a query from David Harwood regarding patient groups, the Chair noted these needed to be included and Martin Slater explained that with the new change in partnership structure, all agencies would be linked together and working much more closely.</p> <p>Discussion arose around the types of organisation that needed to be represented on the Health Partnership, including Social Services.</p> <p>It was agreed that:</p> <ol style="list-style-type: none"> 1) Roger Partridge be invited to attend the Action Group on behalf of the West Norfolk Sports Council 2) Karen Wadham at Social Services to be contacted to invite a representative to attend the Health Partnership 3) Sue Low at Age Concern to be invited to attend the Health Partnership 4) Peter Morris to look at other organisations that could be invited to attend the Health partnership or Action Group to facilitate joined up working. 	<p>KG</p> <p>SD</p> <p>SD</p> <p>PM</p>
<p>6</p>	<p>Proposed Schedule of Meetings for 2007</p> <p>The schedule of meetings circulated with the agenda was agreed, with a minor amendment to the venue for the meeting on 8th March 2007.</p>	<p>SD</p>

