



**Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 26<sup>th</sup> October 2006 at 2pm in Meeting Room, Priory House, Austin Street, Kings Lynn**

**Present:**

- Kate Gordon (Chair) - Queen Elizabeth Hospitals Trust
- Peter Morris - West Norfolk Voluntary & Community Action (VCA)
- June Stokes - West Norfolk Primary Care Trust
- John Rees - West Norfolk PCT
- Jim Keown - West Norfolk PCT
- Ben Hunter - Environmental Health and Housing, BCKLWN
- Eddie West-Burnham - West Norfolk MIND
- Sue Lowe - Age Concern West Norfolk District
- Janice Howell - Norfolk Rural Community Council
- Martin Slater - Partnership Support
- Kathy Wagg - Partnership Support

**Apologies for absence were received from:**

- Andy Piper - Head of Environmental Health & Housing, BCKLWN
- Councillor David Harwood - Portfolio Holder for Community, BCKLWN
- Gill Daniels - West Norfolk Learning Partnership
- David Lennard-Jones - Area Director, Childrens Services, NCC
- Charles Hare-Winton - Area Service Manager – West, Childrens Services
- Sian Kendrick-Jones - West Norfolk PCT
- Martin Seymour - Breckland District Council
- Jane Evans - West Norfolk Carers Association

		<b>Action</b>
<b>1</b>	<p><b>Apologies</b></p> <p>Apologies were noted for Andy Piper, Councillor David Harwood, Gill Daniels, David Lennard-Jones, Charles Hare-Winton, Sian Kendrick-Jones, Martin Seymour and Jane Evans.</p>	
<b>2</b>	<p><b>Minutes of the Last Meeting held on 28<sup>th</sup> September 2006</b></p> <p>The Minutes of the meeting held on 28 September 2006 were agreed as a correct record.</p>	

	<p><b>Matters arising:</b></p> <p>Localities: Martin Slater informed the Group that the Police had agreed to work to 9 safer neighbourhoods, and it was therefore proposed that the Partnership mirrored this structure in order to promote a common understanding across agencies. It was suggested that the Health Partnership localities be referred to as neighbourhoods in the future. It was confirmed that the Norfolk PCT localities were North, South, West and Norwich. Great Yarmouth would be separate and called East.</p> <p><b>AGREED:</b> That the Partnership followed the Police geography and localities would now be called 'neighbourhoods'.</p> <p>It was reported that the Police would not have the resources for all neighbourhoods until 2008, however they had already allocated resources to some areas. The West Norfolk Partnership had funded 5 PCSO's for the town centre.</p> <p>Now the boundaries for the neighbourhoods are in place, Local Futures will be asked to aggregate the ward level data up to neighbourhood geographies.</p> <p><b>AGREED:</b> That the data will also be available for the Partnership's meeting in December.</p>	
3	<p><b>Membership</b></p> <p>Sue Lowe from Age Concern West Norfolk District was introduced to the meeting.</p> <p>It was highlighted that contact needed to be maintained with Roger Partridge, Sports Development Officer.</p>	
4	<p><b>Update of West Norfolk Strategic Partnership Board</b></p> <p>The Chair reported that she had attended the West Norfolk Partnership Board meeting and given an update report on where the Partnership was at. In relation to funding, Martin Slater explained that proposals would be 'worked up' for consideration by the Management Group in January. It had been confirmed that funding would be available for the thematic partnerships, to tackle the Local Strategic Partnership's priorities. It was also stated at the Board Meeting that a small fund would be made available for each neighbourhood.</p> <p>The Chair highlighted the need for the Partnership to:</p> <ul style="list-style-type: none"> <li>• Provide evidence that the Partnership was spending the money it had effectively</li> </ul>	

	<ul style="list-style-type: none"> <li>• Produce results.</li> </ul>	
<b>5</b>	<p><b>Draft Localities Action Plan</b></p> <p>June Stokes introduced this item and tabled a revised Action Plan. She explained that the Action Plan was at the stage where funding was required to progress some of the Tasks. She was asking the Partnership to approve the Action Plan and then for the lead officers to complete a project plan so that an overarching plan for the Group was established. She further explained that the project plans would identify where funding was required and how the funding was being used.</p> <p>Following suggestions it was agreed that the Plan would be amended including revising the timescales, and circulated.</p> <p>The issue of identifying local champions from the natural communities was raised and it was confirmed that in some cases this would include key individuals.</p> <p>Janice Howell asked how this piece of work would fit in with the rural areas and how would people from these areas relate to it for example how would residents from Monks Close and Priory Road, North Wootton be included. Discussion on this issue took place and it was emphasised that one of the Partnership’s challenges would be to make this work for both urban and rural areas by drilling down and looking for natural communities.</p> <p>The Chair thanked June Stokes for her work on the action plan.</p> <p><b>AGREED:</b> (1) That the Action Plan be amended.</p> <p>(2) That those people identified in the Action Plan undertake to complete the project plans.</p>	
<b>6</b>	<p><b>Mapping Relationships</b></p> <p>June Stokes introduced the item and tabled a paper which identified existing organisations following an audit which had taken place earlier in the year.</p> <p>Discussion took place concerning how the informal social networks and community groups would be included and it was confirmed that Vicky Etheridge, the Neighbourhood Manager had contact with some of the Community Groups in the areas in which she was working. It was highlighted that this would not reach out as far as rural areas and concern was expressed on how rural areas could become engaged. It was highlighted that Parish Councils and Village Hall Management Groups were always useful contacts within the communities and that they needed to be approached.</p>	

	<p><b>AGREED:</b> That the document be updated and community groups be added into the document once they have been established.</p>	JS
7	<p><b>Local Area Agreement – local priorities/targets</b></p> <p>Martin Slater tabled a paper which detailed a number of priorities for West Norfolk which had been informed by the Local Area Agreement and the partnerships strategic framework.</p> <p>It was suggested that these priority outcomes coupled with the evidence available from the data observatory should direct the Health partnership neighbourhood based working approach.</p> <p>It was suggested that one issue which could be looked at was the prevention of depression, and it was explained that this could be established as a priority as it could help to prevent the loss of jobs. Martin explained that information existed in the observatory and presently there was freedom in achieving these outcomes without targets having to be set.</p> <p>Janice Howell stated that the issue of poverty and low wages in Norfolk needed to be addressed as people either had to settle for low wages or leave Norfolk. Martin Slater explained that a number of agencies needed skilled workers, and recently an Opportunities Day had been held where over 1,000 children had attended. In addition lots of information existed on the website detailing initiatives that were currently being carried out.</p> <p>John Rees felt that it would be best to wait until the health data was available at the neighbourhood level before the partnership determined its priorities.</p> <p>It was <b>AGREED</b> that:</p> <p>The partnership would set its priorities when the neighbourhood level data is available.</p>	
8	<p><b>Older Peoples LIT</b></p> <p>June Stokes explained that a key issue was for better preventative services and intervention. It was noted that a lot of work was being carried out by individual groups however these needed to be amalgamated into one group.</p> <p>The Chair explained that a multi agency group originally led by Norfolk Adult Services had carried out some work using POPS money. Their work would feed into what was trying to be achieved for older people and into the Action Plan. Funding Streams also needed to be identified on the Schedule.</p>	

	<p><b>Mental Health LIT</b></p> <p>Jim Keown updated the Partnership on issues relating to Mental Health LIT.</p> <p>Eddie West-Burnham stated that he was just starting to acknowledge the lack of robust community services that are community driven working in challenging climates.</p> <p>The Chair stated that the Partnership wanted from the LIT a preventative agenda to prevent re-occurring admissions.</p> <p><b>AGREED:</b> That in relation to Older Peoples LIT and Mental Health LIT, the Partnership identifies an area of work to progress further at the next meeting.</p>	
9	<p><b>Any other business</b></p> <p><b>Food Fortnight:</b> It was reported that Food Fortnight would be taking place in autumn 2007 the dates were yet to be confirmed. Gill Daniels would be leading the project and would present the project plan to the Management Group. Thought needed to be given on how the Healthy Partnership could be involved.</p>	
10	<p><b>Date of next meeting</b></p> <p>Thursday 16 November 2006 at 2.00 pm – First Floor Meeting Room, Priory House, King’s Lynn.</p>	
	<p><b>The meeting closed at 4.00 pm</b></p>	