



Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 16th November 2006 at 2pm in Meeting Room, Priory House, Austin Street, Kings Lynn

Present:

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| 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 |
| Ben Hunter | - | Environmental Health and Housing, BCKLWN |
| Sue Lowe | - | Age Concern West Norfolk District |
| Gill Daniels | - | West Norfolk Learning Partnership |
| Sian Kendrick-Jones | - | Norfolk PCT |
| David Harwood | - | BCKLWN |
| Martin Slater | - | Partnership Support |
| Laura Beveridge | - | Partnership Support |
| Sarah Dennis | - | Partnership Support |

Apologies for absence were received from:

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| Charles Hare-Winton | - | Area Service Manager – West, Childrens Services |
| Martin Seymour | - | Breckland District Council |
| Jane Evans | - | West Norfolk Carers Association |
| Janice Howell | - | Norfolk Rural Community Council |
| Jim Keown | - | Norfolk PCT |

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1	<p>Apologies</p> <p>Apologies were noted for Charles Hare-Winton, Martin Seymour, Jane Evan, Janice Howell and Jim Keown.</p>	
2	<p>Minutes of the Last Meeting held on 26th October 2006</p> <p>The Minutes of the meeting held on 26th October 2006 were agreed as a correct record.</p>	

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Updates on:

Localities Action Plan

June Stokes had circulated the revised action plan and timetable for completion by project leads. To date none had been returned. June explained that the action plans would need to be returned to her by the end of November at the latest. June highlighted the need to be able to disseminate information effectively and to ascertain where the hubs and localities are. There was also a need to start organising events and gathering information.

In response to a question from the Chair regarding timetables, June Stokes responded by explaining in order to appoint the coordinator in the new year the job specification would need to be circulated in January 2007.

The Chair explained that the Action Group would be meeting at the end of November and would bring any proposals to the next meeting of the Partnership in December. June Stokes also explained that the hours of the Learning Support Assistants need to be extended, but questions arose around whether Maggie Barwell (Extended Schools Manager) would still be available for consultation to this group.

Discussion arose around how to identify neighbourhood groups, and what the term 'neighbourhood' meant. It was identified as a community of interest in a specific geographical area. Hubs needed to be identified and it was important to identify which organisations and groups should belong within the structure. The Chair explained that any group with a health related focus should be encouraged to take part. Gill Daniels requested a list of all organisations that were health related.

John Rees explained that the Neighbourhood Manager's action plan highlighted five mandatory areas in Safer and Stronger. This plan had been presented to the Partnership Management Group on 13th November, and this had been approved in principle.

In response to a question from the Chair as to whether this action plan would be presented at the annual Partnership Forum in December, Martin explained that Partnership priorities would be discussed at the Forum and an action plan drawn up for 2007.

	<p>It was AGREED that:</p> <p>1) Discussions to be held with health based groups in the voluntary and community sector and they be encouraged to take part in the role of the Healthier Communities and Older People Partnership.</p> <p>2) A list of health related organisations to be sent to Gill Daniels as requested</p> <p>3) A meeting to be held to discuss how to take forward the role of the Learning and Skills Partnership within the Healthier Communities and Older People Partnership</p> <p>4) The Neighbourhood Manager's action plan to be presented to the Healthier Communities and Older People Partnership at a later date.</p> <p><u>Partnership Action Plan</u></p> <p>The Chair welcomed Martin Slater's approach outlined at the last meeting, which would follow the lines of other partnership plans. Martin explained that it had been suggested to wait until the health data was available before action planning, and this data was now available.</p> <p><u>Local Futures / Data Preparation</u></p> <p>The Chair introduced this item by explaining that Local Futures had been approached to ascertain how best to present the neighbourhood data. Martin Slater gave a presentation on DAWN (Data About West Norfolk) which highlighted the amount of data available for comparison. John Rees noted the use of DAWN as a guide. Laura Beveridge explained that the data was from both national and local sources, and included data from the 2001 census.</p> <p>DAWN was highlighted as a 'question generator.' There may be reasons for certain trends that could be investigated.</p> <p>In response to a question from Sue Lowe regarding the changes to certain areas due to the new Norfolk Primary Care Trust (PCT) and whether this was reflected, Martin Slater responded by stating that if the areas were listed on the map, then this would reflect current areas.</p> <p>There was discussion around how the data regarding the deprivation index had been used to attract the Safer and Stronger Communities Funding. David Harwood noted that it also highlighted issues where funding had been allocated in</p>	<p>PM</p> <p>JS</p> <p>KG/JS/GD</p> <p>MS</p>
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	<p>previous years but did not appear to have had a noticeable impact. It was recognised that it was important to change behaviours and attitudes in certain areas.</p> <p>John Rees explained it was important to look at the priorities and decide what the main issues were. These may be different in rural and urban areas. In response to a question from the Chair, Laura Beveridge explained data would be easy to extract from the system, although John Rees noted the interpretation of this data may be more difficult. It was important to assess issues ‘on the ground’ and then look at the data on the system to see if this supported the views of the community. David Harwood stressed the importance of getting local communities involved.</p> <p>The Chair asked whether plans for each neighbourhood could have the data relevant to that neighbourhood alongside for comparison purposes. She also questioned whether the neighbourhood work should match that of the Neighbourhood Manager. The consensus was that the plan should follow the areas mapped by the Neighbourhood Manager and then extended outwards. David Harwood explained that it was sometimes difficult to see results in the short term, it was important to change people’s perceptions and their way of life.</p> <p>Martin Slater highlighted the importance of selecting the relevant data as there was lots of data available on the site. Ward profiles were available which could be used to create neighbourhood profiles. David Harwood noted that some wards were very much based on individual estates and so it would be easy to make comparisons between these estates.</p> <p>David Harwood queried whether the site was the Norfolk County Council portal, to which Martin Slater explained that the Norfolk portal was in the very early stages and the DAWN site was not the same.</p> <p>It was AGREED that:</p> <p>1) Logins for DAWN to be circulated to all members of the Healthier Communities and Older People Partnership</p> <p>2) Profiles for each neighbourhood to be assimilated, starting with Kings Lynn.</p>	<p>LB</p> <p>LB</p>
<p>4</p>	<p>Relations with other Health Groups including Older People’s Local Implementation Team (LIT)</p> <p>The Chair had received a letter from Kate Jackson, Chair of the</p>	

	<p>Older Persons LIT. There were now three groups in West Norfolk with a remit to cover older people. Kate Jackson had requested that to bring the work of all three groups together, she had recommended that the Healthier Communities and Older People Partnership be the point of accountability. The first meeting of the Older People's LIT was 27th January 2007. In response to a question from John Rees regarding the sort of information this Partnership would require from the LIT, June Stokes tabled a paper outlining the LIT's terms of reference. It was also suggested to use the data from DAWN to decide where to focus actions for older people.</p> <p>Sue Lowe noted that the Surestart Later Life Initiative had been approached by the LIT. She questioned whether the Surestart initiative would be aware of the West Norfolk Partnership. It was important to avoid duplication, where possible.</p> <p>It was AGREED that:</p> <p>1) The Chair to draft a letter to Kate Jackson, Chair of the Older Peoples LIT to agree that the Healthier Communities and Older People Partnership be the central, accountable body for the older peoples groups in West Norfolk.</p> <p>2) The Older Peoples LIT to be approached to give a demonstration to the Healthier Communities and Older People Partnership in February 2007.</p>	<p>KG</p> <p>JS</p>
<p>5</p>	<p>Any Other Business</p> <p><u>Forthcoming meeting with John Battersby – Norfolk PCT</u></p> <p>John Battersby had been appointed the Director of Public Health for the Norfolk PCT, and the Chair explained it would be important to convey to him the work of this Partnership. David Harwood questioned the representation of the PCT at various meetings, particularly comments he had received from a representative in Great Yarmouth. John Rees explained that the situation would continue for some time as people settled into their new roles. This view was supported by Sian Kendrick-Jones who noted that there would be fewer people covering the same roles as before. Peter Morris explained that the voluntary and community sector had felt the PCT had 'gone quiet' recently. The Chair noted this should be relayed to John Battersby.</p> <p>It was AGREED that:</p> <p>1) The role of the PCT to be reinforced to the voluntary and</p>	<p>PM</p>

6	Date of Next Meeting Thursday 14th December 2006 in the Meeting room at Priory House, Austin Street, Kings Lynn.	
	The meeting closed at 3.33pm.	