



**Minutes of a meeting of the West Norfolk Healthier Communities and Older People Partnership held on Thursday 31<sup>st</sup> January 2008 at 2.00 pm in Meeting Rooms 1 - 2, Kings Court, Chapel Street, Kings Lynn**

**Present:**

- Kate Gordon (Chair) - Queen Elizabeth Hospitals Trust
- Gill Daniels - Skills and Learning Group
- Eddie West-Burnham - West Norfolk MIND
- David Harwood - Borough Council of Kings Lynn & West Norfolk
- Peter Morris - West Norfolk Voluntary & Community Action
- Joanne Haws - Norfolk PCT
- Sue Lowe - Age Concern West Norfolk District
- Sian Kendrick-Jones - Norfolk PCT
- Jane Evans - West Norfolk Carers
- Tony Howell - West Norfolk Fuel & Anti Poverty Forum
- June Stokes - Adult Social Services
- Ben Hunter - BCKLWN
- Kay Ingram - Norfolk & Waveney Mental Health Partnership

**Supported by:**

- Martin Slater - Partnership Delivery Officer
- Sarah Dennis - Democratic Services Officer

**Apologies for absence were received from:**

- John Rees - Norfolk PCT
- Charles Hare Winton - Norfolk Childrens Services

		<b>ACTION</b>
<b>1</b>	<b>Apologies and Introductions</b>  Apologies were as noted above.	
<b>2</b>	<b>Minutes of the Last Meeting held on 22<sup>nd</sup> November 2007 and Matters Arising</b>  The Minutes were agreed as an accurate record.	

	<p><u>Resources</u> Sarah Dennis confirmed that the funding of £19,013 had been returned to the Partnership by the PCT.</p> <p><u>Older Persons Activity Project</u> Sue Lowe reported that the Co-ordinator had been appointed subject to CRB checks and would commence on 4<sup>th</sup> February. Sue would invoice Roger Partridge quarterly for the project costs. The Chair suggested the postholder be invited to a meeting of the HCOPP in a couple of months time. David Harwood noted that a recent report on a project in Manchester had outlined the benefits of play equipment for older people.</p> <p>Roger Partridge would be invited to a future meeting of the HCOPP to update the group with progress of the Older Persons Activity project.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) Roger Partridge be invited to a meeting of the HCOPP</li> <li>2) The Older Persons Activity Co-ordinator be invited to a future meeting of the HCOPP.</li> </ol> <p><u>Healthy Food Initiative in Fairstead</u> The Chair questioned whether this proposed initiative had progressed any further. Sarah Dennis confirmed that nothing had been taken to the Improving Neighbourhoods Board as yet.</p> <p>It was <b>AGREED</b> that:</p> <p>The Neighbourhood Manager be contacted and asked to provide an update on the healthy eating initiative.</p> <p><u>Response to SHA Consultation – ‘Improving Lives, Saving Lives’</u> The Chair reported that there had been very few changes to the document, despite the comments raised by the HCOPP. There were very few priorities for mental health. The importance of including mental health priorities was outlined by the Chair and supported by Eddie West-Burnham.</p> <p>It was <b>AGREED</b> that:</p> <p>The Chair to respond to the East of England SHA document to register the HCOPP’s disappointment in the lack of reference to mental health priorities in the document.</p> <p>Sian Kendrick-Jones highlighted a PCT document which was currently out for consultation and had been circulated to the HCOPP. The deadline for responses was the end of February 2008.</p>	<p><b>SD</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>KG</b></p>
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	<p><u>Community Action Groups</u></p> <p>Peter Morris updated the group on the progress of the CAG meetings. He had met with some parishes and the need to promote the surgeries had been identified. He outlined the importance of ensuring the community and parish councils were involved. Eddie West-Burnham explained there were lots of activities ongoing in the community and there needed to be a link between them all.</p>	
<b>3</b>	<p><b>Chairs Correspondence</b></p> <p>There was none.</p>	
<b>4</b>	<p><b>Resources – Project Group and Budget Update</b></p> <p>This item was taken with item <b>5) – KTP - update on progress</b></p> <p>Martin Slater reported that the first stage of the KTP process had been successful. There would be one associate model for two years, and not a two associate model over three years as originally proposed. This would mean less financial resources would be required.</p> <p>Martin outlined the key issues which included the requirement for the Borough Council to be the accountable body, with Ray Harding, Chief Executive of the Borough Council acting as the Project Chairman, Ian Burbidge, Policy and Performance Manager acting as the Project Supervisor and Martin Slater as the Project Liaison Officer. Although Ian Burbidge was named as the Supervisor, Sian Kendrick-Jones would act in this role to provide the much needed health focus. Martin stressed the importance of a partnership approach to the project.</p> <p>Martin explained that the Council’s Legal department had checked through the contract supplied by Hertfordshire University and had raised a couple of queries that were in the process of being resolved. Some of the costs also needed clarification. Martin explained that the precise details of how the project would work were unclear.</p> <p>The Chair explained the project would take place primarily in Fairstead to gain an understanding of obesity issues in the area. The post holder would be responsible to the HCOPP.</p> <p>There was discussion around the remit of the project and whether there would be a need for a person ‘on the ground’ and whether the project costs had provided for this.</p> <p>In response to a question from Eddie West-Burnham regarding potential support by the Neighbourhood Manager and her team,</p>	

Martin Slater confirmed this would be the case as part of the Safer Stronger remit was to address health inequalities. The Chair suggested this support needed to be built into any forward planning by the Improving Neighbourhoods Board.

Martin Slater outlined the proposal for a Neighbourhood Charter using Fairstead as the pilot. The Charter would be an agreement between residents and service providers to maintain services. The Chair highlighted the importance of ensuring that the work on the Charter was linked to mental health and the older person's activities.

In response to a question from Eddie West-Burnham regarding the linking of projects in the absence of the Neighbourhood Manager, Martin Slater explained that key people met monthly in the form of the Management Group, and there would soon be an 'e-zine' published, which was an electronic newsletter that would be sent to all partners and interested parties.

#### Budget

Martin Slater circulated the budget for the HCOPP and explained that due to the fact the KTP was now a two year project as opposed to three years, there had been a reduction in costs. The project costs had been supplied by Claire Higgitt, Project Co-ordinator at Hertfordshire University and were expected to be approximately £113,870. Funding would come from the following sources:

Health Partnership - £15,000

General Partnership Funds - £43,000

DTI - £55,870

The PCT had agreed to fund the third and final year of the project and it was hoped a contribution of £20,000 would be forthcoming from them, even though the project was now for two years. If this was the case, the general Partnership contribution would only need to be £23,000. A letter had been sent to John Battersby at the PCT to remind them of their commitment.

Martin highlighted the funding left in the HCOPP budget which amounted to £21,926. Sue Lowe noted that the older peoples project was no longer entitled 'Fit as a Fiddle' and June Stokes noted that the note regarding Go East was no longer applicable.

In response to a question from the Chair regarding any unspent funding at the end of the financial year, Martin Slater reported that this could be carried forward into the new financial year. Sian Kendrick-Jones highlighted the work of the Obesity Foundation in Cambridge. The Chair also explained that the UEA were commissioning work surrounding obesity and if they were to support the KTP, this could raise the profile considerably.

	<p>In response to a question from Eddie West-Burnham regarding measuring the success of the project, Martin Slater explained that the project incorporated an element of project evaluation and measurement of outcomes. This would also link to national indicators as well as the Sustainable Community Strategy and the Local Area Agreement.</p> <p>Sian Kendrick-Jones explained there was currently not enough data available regarding obesity and this project would greatly assist with this. Eddie noted the importance of ensuring the project delivered and had measurable targets. Sian noted that there would not be a significant, measurable change in the levels of obesity within the two year project time frame, even if the baseline data provided was accurate. The project would be longer term.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The Improving Neighbourhoods Board be prepared to include assisting with the KTP in their action plan as it would meet the Safer Stronger criteria of addressing health inequalities</li> <li>2) The notes on the budget report for the KTP be deleted</li> <li>3) Sian Kendrick- Jones to investigate any links with the KTP project and the Obesity Foundation in Cambridge</li> <li>4) Martin Slater to keep the HCOPP informed of any progress and updates regarding the KTP.</li> </ol>	<p><b>VE</b></p> <p><b>SD</b></p> <p><b>SKJ</b></p> <p><b>MS</b></p>
<p><b>5</b></p>	<p><b>Partnership Action Plan – Priority 1 – CVD / Obesity Action Plan and KTP Update on Progress</b></p> <p>This item was taken with item 4) above.</p>	
<p><b>6</b></p>	<p><b>Partnership Action Plan – Priority 2 – Older People Progress Report</b></p> <p>Sue Lowe circulated the flyer for the Older Peoples Forum due to be held on Wednesday 27<sup>th</sup> February 2008 at the Professional Development Centre. The event would set out the options and potential benefits of having an independent older persons forum for West Norfolk. The flyer had been posted on to the County Council's website and would be circulated to all parish clerks in the borough. The event would be useful for anyone who wanted to comment regarding the provision of services for older people in West Norfolk.</p> <p>Martin Slater reminded the group of the Partnership Communications</p>	

	<p>Protocols. He informed the group that the Partnership Assistant already wrote press releases for the Partnership and could do this for the HCOPP. Press releases were distributed via Newsflash, if required. Martin also outlined the 'E zines' which the Partnership Assistant would distribute.</p> <p>In response to a question from the Chair regarding terms of reference for the Forum, Sue Lowe explained that these would be developed after the conference on 27<sup>th</sup> February.</p> <p>In response to a question from Martin Slater regarding the Surestart funding previously agreed, June Stokes explained that Go East had confirmed that they had the support of a Neighbourhood Renewal Advisor as well as support from Help the Aged.</p> <p>June Stokes explained that Emily Millington-Smith would chair the day, with panels in the afternoon, consisting of representatives from the Borough Council, Adult Social Services, PCT, Norfolk Constabulary and the Chamber of Commerce. Care and Repair from the Borough Council would also be involved.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) Martin Slater to investigate the possibility of Partnership support at the conference on 27<sup>th</sup> February 2008</li> <li>2) Any press releases to be sent to the Partnership Assistant for publication (<a href="mailto:laura.beveridge@west-norfolk.gov.uk">laura.beveridge@west-norfolk.gov.uk</a>)</li> <li>3) A conference update to be brought back to a future meeting of the HCOPP.</li> </ol>	<p><b>MS</b></p> <p><b>ALL</b></p> <p><b>SL/JS</b></p>
<p><b>7</b></p>	<p><b>Partnership Priority 3 – Mental Health</b></p> <p><u>Beating the Blues</u></p> <p>Eddie West-Burnham explained that the postholder who had received training to deliver the project had subsequently left and a replacement found. Referrals were now coming through. Ian Chapman would be visiting the Borough to undertake some training in mid March 2008. He reported that people were generally supportive of the project. Referrals had had to be stopped temporarily when the first postholder had left.</p> <p>In response to a question from the Chair regarding GP co-operation, Eddie West-Burnham explained that this was the case, particularly in the Swaffham area, although there were very different issues in Fairstead. Eddie noted that the preparatory work for the project had begun too late in reality. Malcolm Skinner at the PCT was an advocate of the project.</p>	



8	<p><b>Update on Ongoing Business</b></p> <p>a) <u>Food Fortnight Evaluation</u></p> <p>Gill Daniels had circulated the evaluation of Food Fortnight 2007. Martin Slater reported that the evaluation had been presented to the Management Group on 9<sup>th</sup> January 2008. The partners had been very supportive of the project. The 2007 event had cost approximately £25,000 to run. It had been suggested that sponsorship be sought for the event in 2008 to assist with the cost. Martin had expressed his doubts over sponsorship as it was important that the event did not have too big a commercial focus. There was also the potential to link into the Norwich Food Festival.</p> <p>Martin explained that the Partnership Assistant had been heavily involved in the project in 2007, and this was not likely to be possible in 2008 due to changes in the focus of her role. There needed to be consideration as to the provision of administrative support. Norfolk County Services had provided £5,000 of funding which could assist with this support.</p> <p>A proposal for the 2008 event would be taken to the Management Group on 6<sup>th</sup> February 2008. The Chair noted the importance of a greater focus on health aspects at the 2008 event.</p> <p>Gill Daniels noted the strength of the 2007 event had been that it was a community event and not too commercially based. Ben Hunter pledged support from Environmental Health in 2008. Gill explained it was proposed to hold the events in the first two weeks of November. This would mean all information for publication would need to be submitted by 1<sup>st</sup> August 2008.</p> <p>b) <u>Post Office Closures</u></p> <p>David Harwood reported that he had met with the Chief Executive of the Borough Council, along with representatives from the Post Office and Postwatch to discuss the list of proposed closures. David explained that there were other businesses that would be affected too, for example local shops attached to post offices. Martin Slater explained that the Partnership would assist wherever possible.</p> <p>It was <b>AGREED</b> that:</p> <p>A further update regarding the proposed closures be brought to the HCOPP meeting on 28<sup>th</sup> February 2008.</p> <p>c) <u>Update on QE Hospital application for Foundation Trust Status</u></p> <p>The Chair reported that the process was working well despite a number of changes by the Department of Health. 2300 people had</p>	DH

	<p>requested to join as members within two months. Most of these were from the Kings Lynn and West Norfolk Borough.</p> <p>Martin Slater drew members attention to a Health Information Guide for 2008/09 which the Hospital would be distributing. There would be an opportunity to purchase advertising space. Martin questioned whether the HCOPP would like to add to the publication. Sian Kendrick-Jones explained the brochure would be published in July 2008. It would be important to be clear what the group was trying to achieve and not to raise expectations. The cost of a credit card sized article would be approximately £250 to £300.</p> <p>It was <b>AGREED</b> that:</p> <p>Martin Slater to discuss the possible inclusion of an article with Roger Partridge.</p>	<b>MS</b>
<b>9</b>	<p><b>Any Other Business</b></p> <p><u>Mind, Body and Soul Morning</u> Sian Kendrick-Jones drew members attention to the above event which would be held at Gaywood Library on Wednesday 13<sup>th</sup> February 2008.</p> <p><u>Norfolk and Waveney Mental Health Partnership(NWMHP)</u> Kay Ingram reported that the NWMHP had achieved Foundation Trust Status which would apply from 1<sup>st</sup> February 2008.</p>	
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on <b>Thursday 28<sup>th</sup> February 2008</b> at <b>2.00pm</b> in <b>Meeting Rooms 1 &amp; 2</b>, Council Offices, Kings Court, Chapel Street, Kings Lynn.</p>	
	<p><b>The meeting closed at 3.46pm</b></p>	