

WEST NORFOLK OLDER PERSONS GROUP

Minutes from the Meeting of the Older Persons Group Held on the 2 July 2007 from 2:00 p.m. to 4:00 p.m. In the Vancouver Room, St James		
Present:	David Hanson (DH) Care and Repair, BCKLWN Sue Lowe (SL) Age Concern West Norfolk District Peter Morris (PM) WN Voluntary and Community Action Ray Boateng (RB) Adult Social Services Kate Jackson (KJ) Chair, Independent Sector Jane Evans (JE) West Norfolk Carers Kerry Jones (KJ) Norfolk PCT Sian Kendrick-Jones (SKJ) Norfolk PCT Penny Levett (PL) Norfolk PCT June Stokes (JS) Norfolk PCT Ian Pullen (IP) Adult Social Services Tom Makin (TM) Help the Aged Carmel Wolverson (CW) WN Befriending Cllr John Legg (JL) BCKLWN	
Apologies:	Linda Naylor (LN) Adult Social Services Teresa Webb (TW) Norfolk PCT Kate Walker (KW) QEHKLNHST Joe Shepherd (JSh) Adult Social Services	
	Minutes to be circulated to: Martin Slater, BCKLWN	
		Action
1.	Welcome and introductions were made	
2.	Minutes of the meeting held on 23 April 2007	
	The minutes were read and accepted.	
3.	Matters arising not elsewhere on the agenda	
	There were none.	
4.	Decisions to be made	
4.1	Appointment of new Chair/Vice Chair	
	One nomination was received for Chair: <ul style="list-style-type: none"> • Sue Lowe, Executive Manager, Age Concern, West Norfolk District One nomination was received for Vice Chair: <ul style="list-style-type: none"> • Jane Evans, Project Manager, West Norfolk Carers These nominations were seconded and agreed. KJ welcomed the new Chair and handed over the meeting to SL. SL thanked the outgoing Chair for all her work and support to the group.	
4.2	Data requirements	
	JS presented information on the current services available to older people in West Norfolk. JS informed the group of current data available and circulated a proposed structure for data collection. JS asked members to consider what data is required. There needs to be a clear indication of what the data will be used for in order to	

	<p>obtain specific detailed information to allow the group to make informed decisions around service need/redesign.</p> <p>The group discussed potential priorities and SL pointed out that WNHC&OPP is the venue to agree priorities for this group. These are set out in the Local Area Agreement under Healthy Communities and Older People and are part of Norfolk Ambition. All District/Borough Councils have signed up to Norfolk Ambition. The Commissioning Framework for health and well being also set out specific priorities for Social Services and the PCT.</p> <p>PM informed the group of a new voluntary organisation reference group (Voluntary Sector Norfolk Area Agreement Reference Group). It was agreed that PM will act as the representative of this group and provide updates on its activities.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Service mapping – to include statutory sector services and arrange into themed areas 2. Unmet need to be identified from this work 3. Data collection to be completed as far as possible using the proposed format (index) 4. Relevant LAA/PSA priorities/indicators to be circulated to members for information 5. LAA to be a standing agenda item 	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>SL</p>																					
4.3	Proposed Strategy Task Group																						
	<p>Members agreed that a strategy task group is required to identify specific data requirements, focusing on long term conditions. The group will need to identify and agree an action plan and present this to the main group for approval.</p> <p>TM, SK-J, SL, PM, RB and JS to be members of the Task Group</p> <p>Action: Date to be set for first task group meeting POSTNOTE: Meeting now taking place at 2.30 pm on Friday, 31 August 2007, in the Vancouver Room, St James, Extons Road, King's Lynn</p>	<p>JS</p>																					
5.	Sure Start presentation																						
	<p>TM gave a brief outline of the background to his role and purpose of the Project. TM circulated a paper setting out the proposed pilot to be undertaken in West Norfolk (titled "A Sure Start in Later Life"). TM informed the group that £10k is available to carry out this piece of work. TM went on to explain that the work focuses on the 'Ladder of Engagement' and how service providers engage older people in decision-making. The first step will explore how to engage older people in design and delivery of services.</p> <p>Ladder of Engagement:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Control</td> <td style="width: 5%;">)</td> <td style="width: 45%;">Want to find out where KL</td> </tr> <tr> <td>Delegated Control</td> <td>)</td> <td>is on this ladder and to</td> </tr> <tr> <td>Joint Planning</td> <td>)</td> <td>address the gaps – to provide</td> </tr> <tr> <td>Advisory</td> <td>)</td> <td>opportunities and to ensure</td> </tr> <tr> <td>Consultative</td> <td>)</td> <td>Older people are and do</td> </tr> <tr> <td>Receiving</td> <td>)</td> <td>become engaged in decision</td> </tr> <tr> <td>Information</td> <td>)</td> <td>making</td> </tr> </table>	Control)	Want to find out where KL	Delegated Control)	is on this ladder and to	Joint Planning)	address the gaps – to provide	Advisory)	opportunities and to ensure	Consultative)	Older people are and do	Receiving)	become engaged in decision	Information)	making	
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	<p>None)</p> <p>TM would like to set up a task group to take the pilot forward. It would last about 6 months. Part of the work will focus on developing a self-assessment form. The task group will need to set out a clear project brief.</p> <p>PM, JE, SL, JS volunteered to be on the task group. TM invited anyone else from the group and members of the WNHC&OPP to take part in this work.</p> <p>Members informed TM of some of the consultations that had already taken place. ASSD have a database that sets out all the consultations undertaken to date which might be a useful source of information.</p> <p>Action: Contact details to be forwarded to TM for consultations already taken place.</p> <p>JE informed members that carers groups are now setting up a forum so carers have more of a voice and input into decision-making.</p> <p>TM told the group that the way forward will be presented to WNHC&OPP and WN OP group. Help the Aged has funding to help set up an Older Persons forum if this is the outcome.</p>	All
6.	Any Other Business	
6.1	POPPS	
	<p>Some discussion on POPPs projects. Need to keep this on the agenda to take up any issues around evaluation and potential for PCT/ASSD to pick up service. These need to be embedded in prevention services. RB said that there would be a commitment where projects are working well and will strive to continue to fund these.</p> <p>Action: POPPs to be a standing agenda item</p>	SL
7.2	Membership	
	<p>It was recognised that there needs to be representation from commissioning bodies. Housing representatives also need to be encouraged to attend the meetings regularly.</p> <p>Action: Mark Weston, Sara Jeffries and Malcolm Skinner to be invited to become members of the group</p>	SL
8.	Date of next meeting	
	The next meeting will take place at 2.00 pm, on 1 October 2007, Vancouver Room, St James;	