



**Minutes of the meeting held on 14<sup>th</sup> May 2007**

**The Hurst, Cheapside Worksop**

| <b>Present:</b>   | <b>Action</b>        |
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| <p>Louise Newcombe, Bassetlaw Primary Care Trust<br/> Michael Newstead, Bassetlaw CVS<br/> Mike Smith, Bassetlaw Healthy Living Centre Network<br/> Jane Zdanowska, Nottinghamshire County Council<br/> Andrew Tatham, Bassetlaw CVS<br/> Maureen Whittaker, Bassetlaw Primary Care Trust<br/> Richard Keeton, Bassetlaw Primary Care Trust<br/> Julian Proudman – Bassetlaw District Council, Environmental Health<br/> Lesley Thorlby – Bassetlaw CVS</p> <p><b>Apologies:</b></p> <p>David Whitham, Adult Care and Social Health<br/> Jan Harding, Learning Disabilities<br/> Chris Shaw, Bassetlaw District Council, Environmental Health</p> <p><b>1. The minutes of the last meeting:</b></p> <p>Agreed.</p> <p><b>2. Matters Arising from the previous meeting:</b></p> <p><b>(a) First Contact</b> – There had been 170 referrals so far and the scheme was working well.</p> <p><b>(b) A1 Housing</b> – It was agreed to pursue the question as to whether Bernard Coleman would be interested in coming to the BPfH meetings.</p> | <p>Andrew Tatham</p> |

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| <p><b>(c) NHS System Event</b> – this will be actioned by BCVS.</p> <p><b>(d) Preventative Adaptation</b> – An initial meeting has taken place. Laura Chambers maternity leave has been brought forward. Jane North will be representing Nottinghamshire County Council in the interim.</p> <p><b>(e) Older People’s Strategy</b> – First draft produced; going to Cabinet on 11<sup>th</sup> June. Louise Newcombe asked if consultees could see the draft before it was submitted to the Cabinet to check for accuracy.</p> <p><b>3. Terms of Reference:</b></p> <p>The Terms of Reference need reviewing. Need to look at the aims. Membership seems to be representative.<br/>Jane Zdanowska would like Healthier Community Services included.<br/>Social Services needs changing to Adult Social Care and Health.<br/>Neither Bassetlaw Development Agency nor the Community Health Council still exists.</p> <p>A first draft to be put together and brought to the next meeting for discussion by Maureen Whittaker.</p> <p>Maureen Whittaker asked for contacts to be emailed to her.</p> <p><b>4. Action Plan:</b></p> <p>Richard Keeton and Andrew Tatham had met and drafted a first proposal. This was emailed out to the group.</p> <p>Discussion around worklessness and teasing out the relationships with health services were discussed.</p> <p>Michael Newstead asked if there should be something around Migrant Workers on the Action Plan. Other gaps included Substance Misuse or Rurality.</p> <p>The next stage will be to include the actions and timescales.</p> <p>BPfH to work with other groups around the priorities set.<br/>Maureen Whittaker to visit other groups.</p> | <p>Michael Newstead</p> <p>Andrew Tatham</p> <p>Julian Proudman to speak to Chris Shaw.</p> <p>Maureen Whittaker</p> <p>Richard Keeton/<br/>Andrew<br/>Tatham/Jane<br/>Zdanowska</p> <p>Maureen Whittaker</p> |
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| <p>Jane Zdanowska said she would be happy to join Andrew Tatham and Richard Keeton in a meeting to follow up the Action Plan. The paper will be circulated before the next meeting.</p> <p><b>5. Annual Event:</b></p> <p>A date of 8<sup>th</sup> November has been set for the next BPfH Annual Event, which will take place at Retford Town Hall.</p> <p>It was suggested that constituents are asked what they would like to see on the agenda.</p> <p>An evaluation was made at last year’s event and this will be looked at again to see what had been suggested as ideas for future events.</p> <p>Mike Smith suggested that a session on ‘LINKs’ which will replace the PPI Forum might be useful. It was also suggested that strategic topics such as the Children’s Agenda might be considered.</p> <p>Andrew Tatham and Richard Keeton will be the working party for this event with administration support from Lesley Thorlby.</p> <p><b>6. Any other business:</b></p> <p>Countywide partnership - Michael Newstead spoke about a presentation from Richard Money.<br/>BCVS running 2 events on ‘The State of Bassetlaw’. The dates can be found on the BCVS website – <a href="http://www.bcvs.org.uk">www.bcvs.org.uk</a></p> <p>Notts Avoidable Injury group - Jane Zdanowska spoke about a Stakeholder event at Edwinstowe 15<sup>th</sup> May 2007.</p> <p>Older People - Jane Zdanowska said she had taken over the Activity Friends and would like to meet with Andrew Tatham and Emma Gray.</p> <p>LSP and LAA – Maureen Whittaker spoke about the need for more robust interaction between the LAA and Bassetlaw LSP with regard to health issues.</p> | <p>Andrew Tatham</p> <p>Richard Keeton/Andrew Tatham</p> <p>Jane Zdanowska</p> |
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## **Bassetlaw Healthy Living Centre Network**

### **Present:**

Louise Newcombe, Bassetlaw Primary Care Trust  
Michael Newstead, Bassetlaw CVS  
Mike Smith, Bassetlaw Healthy Living Centre Network  
Jane Zdanowska, Nottinghamshire County Council  
Andrew Tatham, Bassetlaw CVS  
Maureen Whittaker, Bassetlaw Primary Care Trust  
Richard Keeton, Bassetlaw Primary Care Trust  
Julian Proudman – Bassetlaw District Council, Environmental Health  
Lesley Thorlby – Bassetlaw CVS

### **Apologies:**

David Whitham, Adult Care and Social Health  
Jan Harding, Learning Disabilities  
Chris Shaw, Bassetlaw District Council, Environmental Health

### **Monitoring and Evaluation:**

Visit from BLF grants officer took place on 25<sup>th</sup> April, which went well.

Mike Smith is putting together the Annual Monitoring report.

### **Finances:**

Overall the HLC was on track for both expenditure and claims and was carrying forward a small under spend of the lottery grant into the final year.

Some projects had over spent whilst others had under spent. The Life Education Centre had significantly overspent using money for training needs.

The Primary Care Trust has £8k more than planned.

### **Exit and sustainability:**

Some projects still looking for funds to continue after March 2008.

Project 7 – Safer play areas. It was mentioned that Bassetlaw District Council was looking for play projects. Mike to pass this

on to the project manager.

**End of the Healthy Living Centre Network:**

Mike Smith's post is funded until the end of December 2007. He recommended that the post be extended until the end of June 2008 and if this was the case he had identified that it would need another £16,100 to fund this.

Mike Smith had put these figures to Chris Shaw.

The group agreed it would be beneficial to keep the post on until June 2008.

Louise Newcombe asked Mike Smith to highlight the advantages and disadvantages of extending the post to June and she will speak to Chris Shaw about the post.

Louise Newcombe