



**Minutes of the meeting held on 12th May 2008
at Bassetlaw Community and Voluntary Service**

Present	Action
<p>Louise Newcombe, Bassetlaw Primary Care Trust Andrew Tatham, Bassetlaw CVS Mike Smith, Bassetlaw Healthy Living Centre Network Julian Proudman, Bassetlaw Healthy Living Centre Network David Whitham, Adult Social Care and Health Jane Zdanowska, Nottinghamshire County Council Richard Keeton, Bassetlaw Primary Care Trust Lesley Thorlby, Bassetlaw CVS</p> <p>Apologies</p> <p>Penny Spring, Nottinghamshire County PCT Michael Newstead, Bassetlaw CVS Sharon Stoltz, Bassetlaw Primary Care Trust Chris Shaw, Bassetlaw District Council, Environmental Health Mary Mitchell, Bassetlaw Hospital</p> <p>Minutes of the last meeting</p> <p>Approved</p> <p>Matters Arising</p> <p>David Whitham advised that Paul McKay, Strategic Director, ASCH had been appointed on a two year contract to lead the Authority's project on implementing Self Directed Care. David suggested that Paul be invited to speak at the Annual Partnership event.</p>	

<p>Annual Event – Richard Keeton announced that he is leaving his post shortly and therefore would not be available to assist in organising the event. There were several offers of help and it was agreed that David Whitham would meet with Andrew Tatham to begin the planning process.</p> <p>A provisional date of Thursday 4th December was suggested and the event is to be held at The Crossing (Worksop).</p> <p>Mike Smith asked if his replacement could be kept informed about the Event.</p> <p>Health Improvement Agencies:</p> <p>Ruth Rigby from Supporting People will attend the July meeting to talk about Health Improvement Agencies.</p> <p>Opportunity Age:</p> <p>Jane Zdanowska spoke about Opportunity Age consultation events which had been successful. All task groups are meeting during May and producing action plans.</p> <p>Action Plan:</p> <p>Three key priorities – Children and Young People, Worklessness and Health and Alcohol.</p> <p>Richard Keeton has looked at the Terms of Reference and thinks the action plan reflects them.</p> <p>Richard Keeton and Andrew Tatham acknowledged that there were aspects of the Action Plan, which looked nebulous and difficult to monitor.</p> <p>One area where members thought there could be more progress was the link with worklessness but in order to develop this it would be necessary to liaise with the Employment & Skills Sub-Group of the LSP.</p> <p>Andrew Tatham was asked to contact the chair of the sub-group, John Connolly (North Nottinghamshire College), and invite him to a future meeting. Andrew Tatham and David Whitham would meet first to clarify the issues, which would be of common concern to the two sub-groups.</p>	<p>Andrew Tatham David Whitham</p> <p>Lesley Thorlby to enquire about availability</p> <p>Andrew Tatham</p>
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Members were not clear about the remit of the Employment & Skills Sub-Group and it was suggested that Gillian Blenkinsop (Bassetlaw District Council) be invited to the September meeting to clarify this.

In response to a question from David Whitham, Richard Keeton and Andrew Tatham expressed confidence that it was possible to evidence the effectiveness of the Action Plan. The difficulty was often in ensuring robust liaison with those sub-groups whose agendas overlap with that of the Partnership for Health. It was suggested that the Annual Event provided an appropriate forum for such people to make presentations.

Other examples included:

- (a) **Alcohol Sub-Group** – Clear Action Plan which could report the to the BPfH every six months via Louise Newcombe.
- (b) **Older People** – Andrew Tatham able to report on voluntary sector contributions, including Bassetlaw Elderly Action Network – Jane Zdanowska could bring the county Falls Action Plan to a future meeting.

Richard Keeton said the alcohol group had met its objective. Clear action plan that reports to BPfH every six months.

Target 4 – Older People, Jane Zdanowska spoke about Falls Care Pathway and Bassetlaw participation. David Whitham suggested that a report from Julie Walker comes to BPfH or the annual event.

BPCT Local Operational Plan

This is on the PCT website and sets out what the priorities are for the next two years.

Linked to this, as part of world class commissioning, each PCT will have to deliver another strategic plan and look at health challenges that face our community.

Early Draft of Joint Commissioning Strategy for Older People

Sharon Stoltz had emailed a draft paper of this prior to the

meeting. This would have to be deferred to a future meeting.

Update on Community Sports Network

CSN to increase participation from groups via Community Involvement funding – each district would be able to apply for £100k match funded.

Mike Smith has got the presentation on CD and he will email this to Lesley Thorlby for circulation to the group.

Mike Smith
Lesley Thorlby

The remit is to support school facilities to open for longer hours for clubs. Sharon Stoltz has contact with Peter Clark and can check on funding situations.

Questions were asked about how inclusive the SCN was regarding older people and people with disabilities.

Wayne Allsopp to be asked to attend BPfH meetings.

Lesley Thorlby

Update on Health Trainers

Health trainers provide support to people in communities across Nottinghamshire and Bassetlaw.

There had been three applications to host Health Trainers in Bassetlaw and the successful applicants were Sure Start Children's Centre, and Manton Community Alliance. The latter had been requested to extend its geographic boundaries and was considering this proposal.

Richard Keeton would keep members, including Jan Harding updated of representatives in connection with mental health/learning disabilities.

Feedback from LSP Board

Louise Newcombe reported that there had been a Time-out event at which members had refreshed the LSP's Statement of Intent. This would be subsequently presented to the LSP Board to sign off.

On the issue of Community Engagement, Louise said that it had been acknowledged that the issues needed to be raised at individual sub groups.

Any other business

David Whitham expressed concern about lack of representation from Bassetlaw Hospital.

David Whitham said that after the successful presentation by Lost Chord at a BPfH Annual Event, two more care homes are now having regular concerts.

It was confirmed that Jane Brown was the contact for Teenage Pregnancy in the Healthier Communities Team; Karen Richardson for Older People and Homelessness.

David Whitham informed the group that Social Services staff would move on the 7th July, from The Hurst, to the Sherwood Energy Village and Queen's Buildings.

David to let Lesley Thorlby at BCVS to have more details for the BPfH website.

Jane Zdanowska confirmed that the Carers Federation had won the contract to facilitate the new LinkS project and that the named manager was Kath Soanes.

Date of next meeting:

14th July, 10am at Bassetlaw Community & Voluntary Service

David Whitham

Bassetlaw Healthy Living Centre Network

Monitoring/Evaluation

All quarterly reports had been received and Mike is currently drafting the Final Monitoring Report for 2007-08, which is planned to be sent to the Big Lottery Fund by the end of May. This will be accompanied by the Evaluation Report on the full 5-year BHLC Programme. A draft of this Report was available and any comments should be sent to Mike by mid-May. Once these Reports were approved by BLF the final quarterly payment of £32,925 would be released.

Project 7 is continuing until September 2008 and the final report for this project will be prepared by the project manager (Andrea Ward) and needs to be submitted to BLF by 15.10.08. Once this is approved the final retention payment of £3,600 will be released.

Project Finances

All invoices and accruals had been received in time for the BDC's end of year deadline. A provisional outturn spreadsheet was tabled which showed all projects had spent up to their lottery budgets and all match funding requirements had been fulfilled.

Exit/Sustainability

Only three projects were still uncertain as to continuing their activities. Project 2 was hoping schools would be able to fund some sessions. Project 7 had no direct replacement funding but was hoping to mainstream most of the activities.

The PCT would be providing some additional non-recurrent funding to project 4 and undertaking an evaluation of it's effectiveness.

Future Co-ordination, Archiving and Legacy

The Monitoring and Promotion Officer post is funded until the end of June 2008.

Copies of the key BHLC documents in both paper and electronic formats (on CD) will be collected and sent to BDC,

BPCT and BCVS.

A Powerpoint presentation on the main findings in the Evaluation Report will be prepared and included in the archive sets. This will also be sent to the project managers who may find it useful.

It was agreed to close the BHLC web site by the end of June.

Mike expressed his thanks to the Project Managers for their assistance and it was agreed the Chair would send them a note of thanks.

Mike thanked the BPfH members for their help and support. It was agreed he would attend the July meeting to report on the outcome of the Final Reports.

David Whitham and the entire group expressed a huge 'thank you' to Mike Smith.

BHLCN information could go on the BPfH website.

Louise Newcombe