

**Meeting of the Health, Housing and Wellbeing Partnership Board
Held on Thursday 14 May 2009
At 13.00 in St Cedd's Training Room**

Present:

Paul Murphy (PM) (Chairman)	Maldon & District CVS
Janet Cloke (JC)	50+ Forum & Althorne Ladies Club
Margaret Pearce (MP)	SWANS
Krista Levey (KL) Items 1 -	Essex County Council
Jackie Tosic (JT)	Central Essex Community Services
Cllr Mrs Brenda Keighley (BK)	Maldon District Council
Chris Dispirto (CD)	Guinness Trust
Claire Beattie (CB)	Action for Maldon Carers
Lindsey Read (LR)	CARA
Debra Wyrill (DW)	Mid Essex PCT
Cllr. Lew Schnurr (LS)	Maldon District Tier 1 Councils

In attendance:

Lisa Kay (LK)	Dengie Project Trust
Graham Sharp (GS) (Items 1-11)	Maldon CAB
Susan Hylands (SH) (notes)	Maldon District Council

1. Welcome, Introductions and Apologies

PM welcomed everyone to the meeting and introductions were made. Apologies were received from Jacqui Sinden of Dengie Project Trust, Lisa Kay attended as her substitute.

2. Announcement of Any Other Business

There was no announcement of Any Other Business.

3. Approval of Agenda

The agenda as distributed prior to the meeting was approved.

4. Notes of Last Meeting

The notes of the last meeting were agreed subject to the following amendments:

DWM 7 – to read “the PCT to send reminder to all GP Practices regarding annual health checks for carers”.

M7 - Health Needs Assessment for BME Communities should read “Health Needs Assessment for Gypsies, Travellers and Migrant Workers” and the action should also be amended to reflect this.

M7 – wording “Reduce Smoking in Deprived Areas” to be removed.

M9 – Alison Mandleton to be corrected to read Alison Manton.

M11 – The word Maldon to be removed from the sentence “7 Maldon counsellors are currently undertaking training with them”.

5. Matters Arising

PMM 6 – The two Task and Finish Groups reporting to the Place Shaping Sub Group had met and are devising action plans to progress. JC had been nominated as Chairman of the Accessibility Working Group with DW supporting in the role of Vice Chairman.

DW/CBM 7 – Young Carers at Risk of Obesity – CB had looked at the wording and discussions are ongoing with the PCT around targets. The wording should be finalised within the next 10 days.

DWM 7 – A number of GP surgeries have signed up and a reminder may not be required. DW will check whether this is necessary and ensure that it is undertaken if required.

Action: DW to check whether reminders to GP practices regarding annual health checks for carers are required and to ensure this is carried out if necessary.

KLM 7 – KL confirmed that promotion of Carer's Assessments is being undertaken with team managers and teams. Linda Flynn holds the Carer's Services budget and has been promoting over the last few weeks. An update is provided for the action plan.

M9 – it was advised that some scheduled meetings of the Community Hospital Working Group have been cancelled. LS advised that the business case for the proposed hospital will be presented to the PCT Board week commencing 25/5/09 and provides four options. LS also raised some concern that the local community is not being involved in consultations around the Heybridge Primary Care Centre. There was a discussion around the involvement of the HHWPB and how it could influence the Community Hospital proposals.

Action: PM to suggest to the LSP Steering Group that it considers whether this action is appropriate to be taken forward by the HHWPB or rather by the LSP as a whole.

PMM 7 – PM had invited IAPT to this meeting but they were not in attendance.

PMM 7 – PM advised that the issue around the Youth Volunteering Project has been resolved.

DWM 7 – DW had provided PG with contact details for the PCT contact dealing with the BME HNA.

DWM 7 – DW has provided an update on reducing smoking in deprived areas for the action plan to be discussed under agenda item 10.

ALLM 10 – No other nominations for theme leads had been received. The following people agreed to represent the identified areas: JT to be the theme lead for Health Improvement, KL to be theme lead for Healthcare Provision. After a discussion it was felt that Children's Services would now come under the remit of the joint sub group with CYPSP and should be removed from the list for this group. MP agreed to give consideration to being theme lead for Disability and report back to the next

meeting. Once all the theme leads have been established they will be published on the LSP website.

**Action: ALL to look at the remaining gaps and consider how these can be allocated.
MP to advise whether she will take on the theme lead role for Disability.**

PGM 11 – To be discussed under agenda item 9.

PMM11 – The update forms had been trialled for this meeting and the effectiveness of this will be discussed later in the meeting.

KLM 11 – KL had fed back the concerns around the late notice of confirmation of grants to Kathy Mitchell and will be meeting with Chris West in the near future and will raise this again. Chris West is proposing to run a series of consultation exercises around future funding in late June. DB expressed concerns that this may still be too late to allow enough time for the process.

6. LSP Steering Group Update

PM reported that the last Steering Group had received a presentation on terrorism and counter terrorism looking at means of communities supporting each other to stop the emergence of extremist behaviour.

An LSP Stakeholder event is being held on 21/5/09 at the United Reformed Church, Maldon.

Proposals have been requested for the remainder of the funding that is available from the PCT for this financial year. Last year a proposal was put forward for £20k for the development of the Home from Hospital scheme linking to the RUSTIC scheme. £10k was received as a project last year but it was also agreed that it would receive £10k from this year's funding; as such the amount available for projects this year is reduced. £15k has been received from the PCT this year so there is £5k remaining. There is a carry forward of £6,800 from last year which is ring fenced for this group. Proposals will need to be put to the June meeting of the Steering Group.

The new structure has been implemented and the original LSP Sub Group concerned with economic development has been replaced by the Place Shaping Group and two Task and Finish Groups concerned with the environment and accessibility.

An Essex Strategy Review meeting has been held. The Essex Strategy covers ten years and identifies the priorities for the County with each District identifying something they wish to take forward. These feed into the LAAs. The meeting was aimed at providing an opportunity for the LSP to review what it is doing under the identified priorities and to confirm that these priorities are still relevant. The ECC representatives were asking for input by 5th June to feed into the strategy review. An Essex Partnership Stakeholder meeting is planned for July and the aim is to feed into this.

7. Improving Access to Psychological Therapy

The representatives from IAPT had not arrived for the meeting. LR noted that there had been some concerns about the criteria of using accredited counsellors as many

counsellors are not accredited as this is not a requirement. DW advised that Rethink did not get the contract for Mid Essex so this may not be relevant.

8. Update on LINKs

CB advised that it had been decided that the structure required more substance. CB is now one of three Vice Chairman of the Local Involvement Network (LINKs). There is one Chairman and one County wide representative. They will be looking at a work plan to ensure that they are targeting issues relevant to health and social care. It is hoped that the work plan will attract new members specific to certain actions. CB advised that currently representation from Social Care is lacking. In response to a question she advised that this does not have to be employed workers but members of the public who come into contact with Social Care. KL advised that Carol Bruce has an overview in terms of carers in Mid Essex and may be a useful contact. The host is SENVO and CB can put forward any potential contacts to them to follow up. PM also suggested linking into housing through Paul Gayler. CB advised that she can take forward any actions to LINKs if people are unable to attend the meetings and will circulate the work plan once this available.

Action: CB to take contact names to CEMVO and to circulate the work plan once this is available.

9. Supporting People

Paul Gayler was unable to attend the meeting but had briefed PM and DW. It was advised that in the current situation there is a certain amount of Supporting People funding received regardless of need, and ways of rationalising this are now being looked at. Currently funding is channelled through sheltered housing providers and is part of the sheltered accommodation package. The aim is to amend this so that if funding is not needed or wanted by those in sheltered housing it can be redirected and used in the community, or vice versa. There are issues around financial viability for sheltered housing providers and work is ongoing to develop a hub and spoke model to help address these and delivery options. This is currently out for consultation with District Councils. Paul Gayler has asked the HHWPB to respond to this consultation as sub group. It was felt that the Group was not in a position to actively respond without sight of the consultation paper.

Agreed: The HHWPB not to comment on the request for a response to the consultation without seeing the whole document.

Action: PM to feedback to PG.

10. Review of Progress Against Action Plan 2008-2010

PM advised that the information from the update sheets received had been incorporated into the work plan which was tabled. It was the intention to only discuss actions on an exception basis where progress was not on track.

NI120 – improvement in all cause mortality – behind schedule DW advised that the first part of the data gathering has now been completed and a draft report will be presented to this Board. The new Health & Wellbeing Development Officer will pick up this work when in post. The amendments to timescales as proposed in the update were agreed.

NI120 - DW proposed adding a new action around Village Agents Project and provided an overview. It was noted that a Conference is to be held on 17/6/09 and to review inclusion of this project at the next meeting after the Conference.

Agreed: Village Agents Project not to be included in the action plan at this stage but decision to be reviewed at the next meeting.

NI135 – Carer’s needs assessments/reviews – gummed referral form is behind schedule. CB advised that this is now in place in some surgeries, meetings are arranged with three other surgeries and contact will have been made with all of the GP surgeries by the end of May. A launch event was held but there was no attendance by GPs. JT offered to provide contact names for Practice Managers. It was proposed that if resources are available the gummed leaflets scheme is extended beyond GPs.

Action: CB to identify other possible groups to receive envelopes.

NI135 - DW provided an update on Locally Enhanced Services (LES). On track - as at 29/4/09 twenty four GP practices had taken this up. It has also been sent to all GP practices. Practices had been asked to provide details of the number of carers on their registers, however this only accounts for about 300 carers so a lot are not being reached.

Action: DW to send an update for the action plan.

LI2.1 – Older Person’s Needs Assessment - Trident marketing has undertaken the work on behalf of the group and is looking at methods of engagement. An event is scheduled for 18/5/09 at Waterfront Place, Chelmsford from 10 a.m. – 12.30 p.m. DW will be attending but is open to other members of the group.

LI2.1 - Transport Sub Group – PM queried whether this should be included in the HHWBPB action plan. It was noted that JC has been elected as Chairman of the Accessibility Working Group and will be the link. It was noted that the Working Group is to be a task and finish group and the HHWBPB will need to push for actions to develop.

Action: JC to provide update to this Board on the action points that come out of the Working Group.

LI2.1 – development of a Community Health and Well Being Centre – LK advised that the business plan is due to be completed by the end of May for presentation to partner groups. Members of the Working Group now have to find time from within their own schedules to move this forward as the funding bid was not successful. However, it is still intended to progress. PM asked whether the HHWBPB could provide any support.

Action: LK to ask JS if there is a role for the HHWBPB in supporting this work.

LI – Access to healthcare provision – KL had left the meeting and PM agreed to talk to the LSP Steering Group as discussed earlier in the meeting.

Action: PM to discuss Access to Healthcare Provision with the Steering Group.

NI7 – Essex Partnership Compact – on track. JC asked whether anything had come out of the Health Services Review and DW undertook to check back and update the Group.

Action: DW to update the Group on any issues arising from the Health Services Review.

NI6 – Volunteering – there was a proposal to remove the action relating to employer supported volunteering. Currently schemes are in place county wide within ECC and the intention is that these will be run in this financial year as a pilot project.

Agreed: Remove from action plan.

NI156 – prevention of homelessness – as PG was not present no updates were available although PM noted that the mediation scheme appears to be progressing.

LI2.2 – RSL Forum – BK advised that the first meeting of the rural housing task group has been held. Work will progress with the LDF to establish sites for rural housing.

NI141 – Dementia Pathway – on track. LK advised that the first meeting with Fiona McDowell has been held and data is now available.

Health Inequalities – DW advised that an action had been added around reducing smoking. The aim of this group is to reduce the prevalence of smoking in two deprived areas in Maldon MSOA 006 and 006. Publicity material will be made available to partners and training is being organised. A revised date of 18/6/09 between 2 and 4 p.m. at St. Peter's Hospital has been arranged for training although DW advised that a further session could be considered if necessary.

Agreed: The proposed action to reduce prevalence of smoking was agreed.

There was a discussion around the effectiveness of using the update sheets for the action plan. It was suggested that the update sheet include the indicator reference number and that where no updates are received the progress column is left blank. PM advised that the intention is to use the TEN system to monitor the action plan but that there have been some difficulties with this to date. PM also advised that there is a resource implication in terms of the administration of the HHWBPB. There is funding of £2,500 available for the administrative function and the group needs to consider whether it wishes to use this. It was noted that each partner should be contributing to support the group. PM agreed to seek clarification from MDC as to whether SH will continue to provide administrative support.

Action: PM to seek clarification from MDC as to whether it will continue to provide administrative support.

11. Financial Position of subgroup and consideration of joint project proposals

PM outlined the financial position. There is an opportunity to bid for the £5k remaining funding from the PCT plus £6,800 ring fenced from last year plus the additional £2,500 for this year for the HHWBPB group which could be earmarked for admin support as discussed under agenda item 10. The £5k is earmarked for health and well being issues that any of the Sub Groups can bid for. The LSP Steering Group has asked for proposals for its next meeting. PM advised that to date no

proposals from other Sub Groups have been received. This group has received one from the CAB to be considered by this meeting.

GS provided an overview of the bid as circulated with the agenda. In response to questions GS advised that the bid was to fund a part time advisor for 20 hours per week to sustain existing work. There was a discussion around the evidence provided and performance measures. GS advised that the established way of calculating how benefit welfare advice is measured had been used and where an individual's income had been successfully increased this was used to measure performance. This refers only to the proportion of clients where advice provided was in relation to benefits. It was noted that the bid template is aimed at new services and further data is available and could be provided to evidence need. In response to a question regarding the £8k sought GS advised that the service is seen as fundamental, the existing £8k funding will run out in December '09 but the aim would be to continue to run the scheme for as long as possible and seek alternative funding but the service would be under threat, if only a proportion of funding was received the situation would be the same. GS left the meeting and the Group continued to discuss the bid, it was felt that the bid needed to be made more robust and stronger evidence and performance monitoring measures provided. It was proposed that if the bid is successful GS be invited to attend the HHWPB as part of the monitoring process. PM proposed that the bid was put forward for £5k from the PCT funding topped up from the £6,800 ring fenced money.

Agreed: The HHWPB agreed to support the bid and put this forward to the LSP Steering Group. If the £5k proportion of the bid is not successful from the PCT funding to be brought back to the HHWPB for further consideration.

Action: PM to discuss with GS and strengthen the bid before it is submitted to the LSP Steering Group.

12. Partners Update

CD confirmed that the Home from Hospital scheme will continue to be funded although no money has been received as yet, the shortfall from last year's funding is also outstanding. Alternative joint funding for next year will need to be sought. Some discussions with MDC have taken place around possible Decent Homes funding.

CB confirmed a name change to Action for Maldon Carers. It is hoped that they will have a presence in the Chelmsford Sexual Health Office.

PM advised that the Maldon & District CVS is in the process of changing its name to Maldon District Voluntary Services.

13. Any Other Business

PM noted that he had agreed to be Chairman of the HHWPB for one year and this now needed to be reviewed. Any other expressions of interest should be made by the next meeting and a decision will be taken at the next meeting.

Action: PM to add Election of Chairman as agenda item for next meeting.

14. Date of Next Meeting – 9 July 2009 at 1 p.m.