

**EPPING FOREST LOCAL STRATEGIC PARTNERSHIP**

**Healthier Communities Theme Group Meeting**

**Date:** 22<sup>nd</sup> January 2010

**Time:** 10:00 – 12:00

**MINUTES**

**Present**

Patrick Arnold (PA)	Assistant Chief Officer, VAEF
Pam Hall (PH)	Deputy Director of Public Health, West Essex PCT, TG Chair
John Houston (JH)	EF LSP Manager
Derek Macnab (DM)	Deputy Chief Executive, EFDC
James Warwick (JW)	Sports Development Officer, EFDC

**Apologies**

Catherine O'Connell (COC)	Director of Strategy, West Essex PCT
Cllr Brian Rolfe (BR)	Community Wellbeing Portfolio, EFDC
Caroline Skinner (CS)	Senior Health Improvement Specialist, West Essex PCT
Yvette Wetton (YW)	West Essex Area Coordinator ECC, TG Vice-Chair

**Minutes**

David Wright (DW)	LSP Admin Support
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**1. Welcome and purpose of meeting**

1.1. PH welcomed everyone to the meeting. The apologies were relayed to the meeting.

**2. Minutes of last meeting (18/9)**

2.1. The minutes of the previous meeting were accepted as a correct record with the exceptions:

2.1.1. Caroline Skinner's correct title is 'Senior Health Improvement Specialist'

2.1.2. Action 20/11-06 should have been assigned to CS not PH.

**3. Actions from previous meeting plus new actions from this meeting**

Note closed actions will remain in table for one meeting after they have been closed.

Ref	Action	Owner	Outcome
18/09-01	Research to be commissioned to identify what problems mean to individuals and communities using inequalities profiles to identify key priorities for action.	COC/PH	20/11 PH Deferred to later meeting. 22/01 PH This issue has now been picked up by LINKS. <b>Closed</b>

Ref	Action	Owner	Outcome
18/09-05	C&YP TG to look at this owning childhood obesity issue (HC TG should support but not own.)	CS	20/11 CS The chair of the Epping Forest Children's Partnership, Julie Chandler, will review priorities at the next meeting. 22/01 PH. CP have agreed to pick up the issue. JW reported that although it was a CP priority, it may be passed to WE CTB. JW agreed to check with the CP chair to see how this will be achieved. <b>Action 01 JW Closed</b>
18/09-10	TOR Remit regarding taking a strategic overview of other TGs to be a common term of reference for all TGs.	JH	19/11 DW Statement added to SC TG TOR but not SCP or CP. 22/01 DW to send statement to Caroline Wiggins and Julie Chandler. <b>Action 02 DW Closed</b>
18/09-16	CY&P TG to be approached regarding the possibility of picking up WAYPIC project.	CS	20/11 CS Brought to attention of EFCP Chair – to be discussed at next meeting. Funds currently not available. 22/01 PH HC TG to own WAYPIC project. <b>Closed.</b>
18/09-19	A reporting template to be provided for partners to report on agency run projects	COC/PH	20/11 PH Carried forward. 22/01 Meeting agreed that verbal reports were working well enough. <b>Closed.</b>
18/09-21	Consideration to be given on provision by PCT of policy/research support.	COC/PH	20/11 PH reported that the PCT was under financial constraints but the matter was under discussion. 22/01 PH informed meeting that PCT unable to provide this. The need for additional resource support will be dealt with on a case by case basis. <b>Closed</b>
18/09-23	Key GPs practices to be identified, to liaise with and to find out how they would like interface with the group.	CS	20/11 CS A presentation on One Epping Forest to be made to meeting of 'Practice Based Commissioning Group (PBCG)' on 4/12 with a view to encouraging taking an active part. To this end it was also agreed to invite Dr Bishar to the Stakeholder Conference <b>Action 01 CS.</b> 22/01 CS reported at Board meeting that she would act as liaison between PBCG and HC TG. <b>Closed</b>
20/11-02	TOR to be taken to the WE Forum and the nature of the group explained.	YW	22/01 To be discussed at next meeting.

Ref	Action	Owner	Outcome
20/11-03	TOR to be taken to the EFDC Scrutiny Committee and the nature of the group explained.	JH	22/01 To be discussed at next meeting.
20/11-04	Add statement to the TOR to allow for co-opting of members.	DW	22/01 Ownership changed to DW
20/11-05	Add PIs LPI 50 and NI 8, to list of PIs to which the LSP has regard and align these with the HC TG.	DW	22/01 DW NI 8 added but as LPI 50 is an EFDC only PI this will be left off. <b>Closed</b>
20/11-06	Check the availability of Department of Health research funding.	CS	22/01 Ownership changed to CS.
20/11-07	Draft plan of work to be drawn up initially by PH and then forwarded for completion.	PH YW CS JH JW PA	22/01 Group to meet mid Feb.
20/11-08	Details of migrant research team to be sent to Pam Hall and Caroline Skinner with a view to finding accommodation for the team.	JH	<del>04/02 JH Done. Closed</del>
20/11-09	Stakeholder workshop questions to be sent to Pam hall Caroline Skinner and Matthew Tucker	JH	22/01 Done. <b>Closed</b>
20/11-10	Obtain the outcomes of the discussions between COC and the Harlow Health Centre Trust re WAYPIC funding.	PH	22/01 PH Meeting to be held with HHCT, Alison Cowie and Catherine O'Connell end of Jan. <b>Closed</b>
20/11-11	Add WAYPIC to the agenda for the next meeting.	DW	22/01 Done. <b>Closed</b>
<b>Actions below are those raised at this meeting – added here to aid review at next meeting</b>			
22/01-01	Report back on passing of childhood obesity to WE CTB	JW	
22/01-02	Ask reps from CP and SCP to add oversight term to their TOR.	DW	
22/01-03	Distribute FJF briefing notes.	DW	
<del>22/01-04</del>	<del>Set up work programme work group meeting for mid-February – attendees as agreed at previous meeting.</del>	<del>DW</del>	
<del>22/01-05</del>	<del>Distribute JSNA presentation and update report.</del>	<del>DW</del>	
<del>22/01-06</del>	<del>To investigate whether statistics are kept for the causes of hip fractures and to send to DM</del>	<del>PH</del>	

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#### 4. Feedback from last Board meeting.

4.1. JH said that this agenda item had been added to ensure that lines of communication with the Board were in place in both directions. The following relevant items were covered at the One Epping Forest Board meeting of 17<sup>th</sup> December.

- 4.2. A presentation was given on progress made in profiling the district. All 33 ward profiles have been done and are now available on the EFDC website (link below). The profiles complement the district profile, 'Shaping the Future', which is nearing completion. A disability section is being added and the primary level pupil numbers are being checked. JH added that he saw this as an opportunity to set up a mini data observatory and that he had already spoken to Julie Chandler with a view to getting the EFDC public relations department to set it up. The initial data to be held would be the JNSA, ward profiles, Shaping the Future, Place Survey and Your Voice Matters results. JW agreed that this would be an invaluable resource. He had already made use of the ward profiles to meet a tight deadline concerning a funding bid.

[http://www.eppingforestdc.gov.uk/Council\\_Services/planning/forward\\_planning/Forward\\_Planning\\_Publications.asp](http://www.eppingforestdc.gov.uk/Council_Services/planning/forward_planning/Forward_Planning_Publications.asp)

- 4.3. An update was given on the latest Comprehensive Area Assessment. A green flag was given to EEC for its innovative 'response to recession', however a red flag was given for 'safeguarding children' reflecting concerns in the Joint Area Review. JH asked if the red flag issue was relevant to HC TG. He related police research that found a correlation between NEETs and domestic violence incidents.
- 4.4. On the future Jobs Fund, JH reported that there had been an approach from the Department of Works and Pensions to double the number of placements. Informal discussions had taken place on this and Harlow may be approaching other agencies, including the PCT, to join in. PA reported that VAEF were taking 3 placements from the original bid. JW said that Sports development would be interested. It was agreed that briefing notes be distributed with these minutes. **Action 03 DW**
- 4.5. Under the WEP umbrella, a Total Place seminar will take place in March to look at opportunities to improve efficiency.

## 5. Stakeholder Conference.

- 5.1. John gave a round-up of the stakeholder conference which took place on 11<sup>th</sup> December. It was oversubscribed with more than twice the number of stalls attending but the feedback was overwhelmingly positive but with the several complaints about the acoustics.
- 5.2. PH said that her main goal from the Health Inequalities workshop was to test opinion on having a transparent and explicit prioritisation policy. Workshop members supported this along with a view that mental health was the key priority. There was then a discussion of other activities where mental health and wellbeing were central themes. JW mentioned 'Time for Change', 'Get Moving' and a new project 'Imagine Your Goals'. DM said that the Theatre Resource, based in Ongar, was funded regionally to provide activities for people with mental health issue. PA added that a VAEF project for people with learning disabilities had used the resource with some very positive results.
- 5.3. JH said that the context of the conference was to help formulate the SCS. He was keen to limit the total number of objectives to around 10 which meant that there should be only two for HC. He suggested that the two objectives ought to be based on tackling health inequalities and the provision of a forum for partners to work better together to close the gap in health inequality. DM thought that we should be using the objectives from the TOR.

## 6. Further work programme

- 6.1. PH introduced the Prioritisation Tool which had been distributed prior to the meeting. It was explained that the purpose of the tool was to give some objectivity to the decision making of the Work Programme Work Group which will be meeting in mid February.

**Action 04, DW**

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- 6.2. Members were asked to rank the nine criteria in order of importance and then agree a weighting for each. The tool and the outcome of the exercise can be found in Appendix 1.

## 7. Joint Strategic Needs Assessment

- 7.1. The JSNA presentation was not given but the power-point slides will be distributed with the minutes along with a JSNA update report. **Action 05 DW**

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## 8. WAYPIC project update

- 8.1. PH reported that there is to be a meeting at the end of January with the an organisation that may be able to fund the project. Catherine O'Connell and Alison Cowie will be attending. The outcome will be reported to the next HC TG meeting.
- 8.2. JH asked whether there was any decision on the premises. PH said that this was on hold until the funding was agreed.

## 9. Report on partner projects

- 9.1. JW reported on the fifth programme of MEND (Mind, Exercise, Nutrition, Do it!) tackling childhood obesity. It was due to start last November but has been delayed because of the low number of referrals – there are now 7 families booked. There is a commitment to two further programmes, however, there are reservations about value for money so this will be reviewed. It was reported that in a recent report, EF is just above the national average for obesity having previously been just below it.
- 9.2. JW informed the meeting that the 'Active Health for Old People' project is going well and an Active Plus day for the over 50's would be taking place on 8<sup>th</sup> March.
- 9.3. PA relayed some of the successes of the 'Supported Volunteers' and the 'Access to Arts for people with Learning disabilities' VAEF projects. PA also gave details of the setting up of a used furniture project for which a bid is being submitted for Lottery funding. DM said that he had details of premises that may be suitable. JH said that in line with the 'Total Place' concept, we need to start to think about integrated hubs and how projects might fit together. There might, for example, be an opportunity to link the Furniture project and WAYPIC together.

## 10. Open Forum/AOB

- 10.1. DM said that he had been asked for the main causes of hip fractures. PH said she would see whether the PCT had statistics on these. PA informed the meeting of the Freefall VAEF project which is a falls prevention programme which gives advice as well as equipping homes with handrails etc. **Action 06 PH**

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## 11. Dates of Future Meetings

Friday 19<sup>th</sup> March      10am - 12pm

## Appendix 1

Note that the shaded columns are the outcome of the exercise to put the criteria in order of appearance and are not part of the tool.

### Epping Forest Healthier Communities - Prioritisation tool v1

		Members ranking	Ranking total	Order of importance	Comments	Weighting (a)	Score (b) /	Total (a * b)
1.	Importance of inequalities addressed	111223	10	1		20		
2.	Current position – extent of inequality	224655	24	4		10		
3.	Likely impact on inequalities	433134	18	3		20		
4.	Fit with external policy	724948	34	=5	The word 'external' was added to clarify the criterion	10		
5.	Added value – would this happen without LSP intervention?	525211	16	2		20		
6.	Effective interventions available?	646685	35	7	It was decided that this was duplicating criterion 3 so was removed			
7.	Availability of metrics to monitor progress	778859	44	8		5		
8.	Value for money	687733	34	=5		10		
9.	Reputation – public opinion	999876	48	9		5		
	Score					100		

22/01-06	Set up work programme work group meeting for mid-February – attendees as agreed at previous meeting.	DW	
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