

**ACTION SHEET FROM HEALTHIER COMMUNITIES  
PROGRAMME BOARD  
20 December 2007**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>
<b>2. Notes of last meeting and matters arising</b>		
	Colin Slasberg and Barbara Stuttle to meet before the next meeting in January to discuss need for / terms of reference of proposed Social Care transformation Board.	SB/CS
	Adult Safeguarding Delivery group needs to be set up with clear terms and conditions. JB and SB to meet before the next meeting in January to discuss the issue.	JB /SB
	By the January Meeting, structure underpinning HCPB to be finalised. All groups to be functioning and to have reported to HCPB by March 08. Regular reports thereafter.	SB / FA
<b>Item 3 – LAA07 Performance Review Update</b>	PCT to contribute to development of joined up approach with Council to tobacco control in Thurrock.	MA
	Investigate most appropriate means of Council participating in PCT meetings to encourage joint working	MP
<b>Item 5 – Update on PCT Consultation on Health Infrastructure in Thurrock</b>	PCT to advise HCPB of TOR / membership of group established to lead on improvement of health infrastructure in Thurrock and thereafter advise HCPB of progress.	LM
<b>Item 6 – JSNA: Forward steps and proposed workshop</b>	Finalise details of workshop to develop health and wellbeing action plan by January 2008.	FA
<b>Item 7 – Commission for Social care Inspectorate Performance Judgement</b>	Develop a draft action plan that pulls together all areas and develop a focussed response on delivery across the areas (including council and partners).	CS
<b>Item 8 – SW Essex PCT DRAFT Reducing Health Inequalities Strategy</b>	FA to circulate Improving lives document.	FA
<b>Item 9 – A.O.B</b>	Circulate the Overview and Scrutiny report to the HCPB.	FA

<b>Attendees:</b>	
Lorna Payne	Corporate Director, Thurrock Council
Mark Ansell	Head of Policy, Public Health Directorate, SW Essex PCT
Councillor Amanda Arnold	Portfolio Holder, Health & Well Being
Linda Kirton	Voluntary Sector Representative
Selena Bolingbroke	Partnership Director, Shaping Thurrock.
Mel Porter	Non Executive Director, SW Essex PCT
Lizette Fox	LAA Programme Manager, Thurrock Council
Levi Hinds	Directorate Strategy Officer, Community Well-Being
Mary Low	SW Essex PCT OEC representative on behalf of Dr. Robin Bell.
Stuart McArthur	Head of CYP and women's Commissioning, SW Essex PCT
David Price	
Jana Burton	Interim Head of Adult Social Care
David Tregunno	Locality Commissioning Manager, Thurrock Locality, SW Essex PCT, representing Laura Mhlanga

**Apologies:** Dr. Robin Bell, (OEC Chair) Laura Mhlanga (SW Essex PCT), Dr Kishor Padki, Dr Katherine Gronqvist, Tom Gardiner, Colin Slasberg, Glen Sumner, Graham Carey, Mandy Ansell, Simon Eatherton, Olga Benson,

Fola Agoro (notes).

**LOCAL STRATEGIC PARTNERSHIP  
HEALTHIER COMMUNITIES PROGRAMME BOARD**

**MINUTES OF THE MEETING HELD  
ON 20 DECEMBER 2007**

**Present:** Please see above

**Apologies:** Please see above

**1. Welcome and introduction**

- 1.1 Lorna Payne welcomed all present to the meeting and introductions were made. She explained she was filling in for Dr Katherine Gronqvist who is on leave this week.

Jana Burton also pointed out to the group that she was representing Colin Slasberg who was also absent at the meeting.

**2. Notes of last meeting and matters arising**

**Item 2 - Refresh and re-launch of the Health and Well Being Strategic Plan**

Fola Agoro is now in place to help with the development of the Health and Well Being Strategic plan. She will be working on this over the next couple of months. The key documents to be taken into consideration will be the JSNA, Draft of the SW Essex PCT Reducing Health Inequalities Strategy and the existing Health and well being plan. A workshop is also being set up on 5<sup>th</sup> February 2008. The role of Fola is to support the board and help take forward the agenda around JSNA.

**Item 2 – Terms of Reference and membership of Group**

This item is still outstanding as a number of meetings need to take place to confirm arrangements e.g. (Barbara Stuttle and Colin Slasberg are due to meet to discuss need for transformation delivery groups). The Terms of Reference of sub groups including membership will be brought to the January meeting after some additional work has been done on it and then it can be finally signed off.

Lorna Payne explained that whatever we do in Mental Health, we needed to ensure we take into account other things we do around the community. Linda Kirton welcomed that aspect and reiterated that mental health issues run across the whole agenda and just doesn't sit in a box of its own.

**Action: By the January Meeting, delivery groups need to be finalised by board. The groups need to start functioning and reporting into the board by Mar 08. The delivery groups are Safeguarding, Mental Health, Older people, Disability and Health and Well being group.**

**Action: Adult Safeguarding Delivery group needs to be set up with clear terms and conditions. JB and SB to meet before the next meeting in January to discuss this issue.**

**Action: By the January Meeting, structure underpinning HCPB to be finalised. All groups to be functioning and to have reported to HCPB by March 08. Regular reports thereafter.**

### **3. LAA07 Performance Review Update (Mark Ansell)**

Mark Ansell provided performance review update. Commentary was essentially as presented in November but some of the numerical information regarding the LAA had been updated.

Rita Cheatle had provided revised figures concerning uptake of pension credits. The figure was now 23.4% against a year end target of 25%. This is a difference of about 400 individuals. A worker will not be appointed until February/March therefore we are unlikely to meet the 07/08 target.

Mark Ansell reported that we are handful of people away from achieving the smoking cessation target and we will achieve and surpass it by the year-end. Linda Kirton queried the robustness of the strategy. Mark Ansell replied that a lot of work was going on in addition to activity supporting delivery of target specified in LAA e.g. regarding smoking ban and age of sale legislation. Lorna Payne advised HCPB that a group had been established within the council (with Rita Cheatle as lead) to look at tobacco control in the round. The group will look at what the council can do as a regulator and in its leadership role. She pointed out that we need far more joined up working and HCPB should be updated regarding the whole package not just progress regarding the LAA target

**Action: MA to ensure HCPB receives report on tobacco control as soon as practicable.**

### **4. LAA08 – Review of developing priorities to date and pump priming projects and funding (Selena Bolingbroke and Lizette Fox)**

Selena Bolingbroke presented a review of developing priorities from the new style LAA (LAA08). She informed the Board that the LSP Executive Group would agree priorities in January. HCPB was last programme board to consider priorities. She explained the colour coding on the document and we needed to decide the 35 areas for negotiation with Government through the new-style LAA. After a lengthy discussion among colleagues, the following are recommended that the following be included in the “up to 35”:

- Adult exercise & weight loss (HCOP)
- Reduce smoking prevalence (HCOP)
- Coronary Disease prevention (HCOP)
- Independence of older people (HCOP)

- Independence of vulnerable people (HCOP)
- Support mental health adults (HCOP)
- Support mental health children (HCOP)
- Independence people with long-term illness (HCOP)
- Both domestic violence & sexual violence (SSC)
- Alcohol misuse for adults and young people (SSC)
- Fire safety (SSC)
- Childhood obesity (CYP)

**5. Update on PCT consultation on Health Infrastructure in Thurrock (David Tregunno)**

David Tregunno presented Laura Mhlanga's paper, which gave an update on the development of a treatment centre in Thurrock. The paper gave information on the background to the project, the progress to date and information on the consultation with patients and partners.

Lorna Payne also spoke to this item and gave an indication of the discussion she had had with the PCT. She indicated that potentially the title of the board needed to be broadened to something like "Thurrock Health Facilities Programme Board" as there were a range of projects (the ISTC being only one and that these would concern localities across Thurrock, including for example Tilbury) as well as the development of ToR and membership - it was recognised that this would be important to ensure the best representation - so that those that attend are senior enough to make decisions at the times needed.

In social care, she has also established a Social Care Transformation Board whose aim is to manage both short term and longer term issues (including joint assessment, greater focus on the personalisation agenda as well as managing performance - budget as well as PI's - it will look at ensuring we deliver on the CSCI-identified areas of weakness, joint commissioning).

**Action: PCT to advise HCPB of group established to develop health care infrastructure in Thurrock and thereafter to keep HCPB advised of progress.**

**6. JSNA: forward steps and proposed workshop (Mark Ansell)**

Mark Ansell reported that he had looked at the final JSNA guidance. The proposed data set was similar to that already produced within Essex but more work was expected re. the engagement of the public, possibly through LINKs and / or the citizens panels and the JSNA needed to be consistent with and complement existing SNA done re: Children and young people.

The proposed next steps in Thurrock was for a workshop to be held in the New Year, which would seek to develop an action plan addressing the issues

identified in the JSNA and the LAA, building on the existing health and wellbeing plan.

The proposed date for the workshop was 5th of February 2008. All HCPB and subgroup members were invited to attend.

**Action: Finalise details of JSNA workshop by January 2008.**

**7. Commission for Social Care Inspectorate Performance Judgement (Lorna Payne)**

Lorna Payne presented the summary report of 2006-07 Annual Performance Assessment of Social Care Services for Adult Services for Thurrock and highlighted the main issues. The report summarised the findings of the 2007 annual performance assessment (APA) of Thurrock council. The PCT has had a letter formally raising what the issues are. A copy of the report had been sent out to all colleagues before the meeting.

Lorna Payne explained to colleagues that there are some critical areas Thurrock will be judged on – these included how the council deal with discharge and long-term conditions, as well as mental health.

She suggested that colleagues look at what the council and partners are doing around long-term conditions management. Thurrock council has dropped to a 2 star rating from a 3 star rating. The cabinet had considered the CSCI report last night and was committed to ensuring that things are got right for the people of Thurrock and this is acknowledged by CSCI.

Lorna Payne also mentioned Discharge Management in acute hospitals – we need a robust action plan involving both the PCT and foundation trust. She had already advised Pam Court at the PCT of this risk and of the need for robust action planning and performance management.

**Action: Develop a draft action plan that pulls together all areas and develop a focussed response on delivery across the areas (including council and partners).**

**8. SW Essex PCT Draft Reducing Health Inequalities Strategy (Mark Ansell)**

Lorna Payne suggested that colleagues look at the summary of recommendations. There is a need to understand where the gaps are and to make this appropriate to Thurrock. Comments are to be feedback to Fola Agoro by middle of January.

**Action: FA to circulate Improving lives document.**

**9. A.O.B**

**LINKS**

The consultation on LINKs, which aimed to find out how many Hosts and LINK there should be, has now closed. The consultation process was undertaken with Essex County Council and Southend Borough Council. The majority view is that there should be one Host across Essex, Southend and Thurrock with a LINK per PCT area. **There will be an additional Overview and Scrutiny meeting on 23<sup>rd</sup> January 2008.**

A report will be presented at Overview and Scrutiny on the 8th January and then Cabinet on the 16th for decision as to whether we proceed to procure one Host.

**Action - Circulate the Overview and Scrutiny report to the HCPB.**

#### **Chair of HCPB**

Selena Bolingbroke proposed that Katherine Gronqvist and Lorna Payne act as co-chairs rather than one chair as this allows continuity. The board agreed.