

**ACTION SHEET FROM HEALTHIER COMMUNITIES PROGRAMME BOARD
29th January 2008**

Agenda Item	Action	Responsible
Previous Meeting (20/12/07) Action Points carried forward		
Item 2 -Terms of reference	Mental health group ToR to be agendaed for next meeting.	GS
	Adult and Safeguarding – process of reviewing membership and terms of reference is being refreshed. To be agendaed at next meeting.	JB
Item 3 – Performance Review Update	Mark Ansell has asked Neel Bhadri to link with Rita Cheadle and they are to meet shortly and will present a report at the next meeting.	MA/NB
Item 3 – Joint working between PCT and Thurrock	Lorna Payne had a discussion with the Chief Executive and chair of the PCT on adopting a holistic approach to joint working and they will be having further discussion on how best to take it forward. Update required at next meeting.	LP/MP
Item 7 – Commission for Social Care Inspectorate Performance Judgement	Work is still ongoing. CS to provide update on action plan at next meeting.	CS
Item 8 – SW Essex PCT Draft Reducing Health Inequalities Strategy	The consultation about the inequality strategy is still on going. Update required at next meeting.	MAA
Action Points from 29/01/08 Meeting		
Item 3 – South West Essex PCT Improving Lives Document	Final document to be sent to colleagues once agreed by board.	MAA
	Information to be broken down into gender by Mandy Ansell and sent to FA/SB. Some of the information also needs to go into the JSNA. MAA to provide update.	MAA
Item 4 – LDF Developments	FA to set up a meeting with a smaller group of colleagues to look at the preferred options programme prior to 18 th February deadline.	FA
	Thurrock Council and PCT to clarify current PCT Capital Priorities	LM
Item 5 – Health Impact Assessments	Zhanine Oates to establish if HIAs can be adopted as part of the LDF policies. Bring back feedback to the March meeting.	ZO/KP

Item 6 – Update on the new style LAA	Update report on new style LAA to be brought to next meeting.	SB/Lf
Item 8 – Update on delivery Groups	All delivery groups to give an update report at the next meeting.	All delivery groups
	Decided how to operationalise the Mental Health Group. All the delivery groups will be given LAA targets.	SB
Item 9 – A.O. B – Overview and Scrutiny Meeting.	FA to set up a formal Agenda item around LINKs.	FA
	Advise members of LINKs workshop	
Item 9. – A.O.B - Restructure	Lorna Payne to discuss the recruitment process with Mel Porter.	LP

Attendees:	
Dr Kishor Padki	Associate Director/Consultant in Public Health Medicine
Fola Agoro	Interim Policy Officer
Graham Carey	Chair Safer Thurrock Partnership Board
Jana Burton	Interim Head of Adult Social Care
Katherine Gronqvist	Director of Public Health, South West Essex Primary Care Trust and Thurrock Council
Laura Mhlanga	Interim Locality Director
Levi Hinds	Directorate Strategy Officer, Community Well-Being
Linda Kirton	Voluntary Sector Representative
Lorna Payne	Corporate Director, Thurrock Council
Louis Pichowicz	
Mandy Ansell	Head of Strategic Commissioning and Market Development
Mark Anseli	Head of Policy, Public Health Directorate, SW Essex PCT
Mary Low	SW Essex PCT OEC representative on behalf of Dr. Robin Bell.
Mel Porter	Non Executive Director, SW Essex PCT
Olga Benson	Vol. Sector Representative, Thurrock Over Fifties Forum/Better Government for Older People
Rachel Woods	Tilbury & Corringham Inspector
Richard Price	Chair, PPI Forum
Selena Bolingbroke	Partnership Director, Shaping Thurrock.
Stuart McArthur	Head of CYP and women's Commissioning, SW Essex PCT
Zhanine Oates	Senior Planner, Thurrock Council
Apologies received:	
Clr A Arnold	Portfolio Holder, Health & Well Being
Colin Slasberg,	Community Well Being
Tom Gardiner	Director of Delivery, Thurrock Thames Gateway Development Corporation
Robin Bell	PEC Chair

1. Notes of last meeting and matters arising

A number of amendments were made to the minutes of the last meeting:

- With regards to the action sheet – Point 1 – There is need for a Terms of Reference for the proposed Social Care Transformation Board and for them to report back to the next meeting.
- Attendance sheet - Richard Price attended the previous meeting and was added to the minutes as an attendee.
- Lorna Payne noted from the last meeting that joint arrangements for intermediate care linked to discharge management and long-term conditions required PCT involvement. PCT representation needs to be identified. An officer from Thurrock/PCT is required to present timeline/action plan for this. Colin liase with PCT on this.

2. Apologies for absence

See above

3. South West Essex PCT Improving Lives Strategy

Mandy Ansell presented the document "Improving Lives – A strategy for improved Healthcare in South West Essex 2007-2012". The document was pulled together with colleagues who were tasked with pulling together key NHS target and issues pertaining to local communities in Essex.

The consultation period was between October – November 2007. The first consultation was in Basildon, with Thurrock coming next and being the best attended and also produced the best outputs. Brentwood was the last, however was not as diverse as the Thurrock one.

The final document goes to the board this month and will be circulated immediately after to colleagues. Mandy Ansell pointed out that the document has to be turned into a 'doing' document that delivers something to the people of Thurrock.

Linda Kirton said the document had a strong focus on mental health and reflected on the voluntary sector; however there is a need for more joined up thinking as quoted in government documents. She said she anticipates that the final document reflects changes in areas she mentioned.

Mel Porter asked the question about the hard to reach group, he wondered if we had picked up their views. Mandy Ansell responded that she is working closely with the third sector and is engaged with a whole range of people so that the 'small voices' can be heard.

Mary Low mentioned the need to take on board cultural aspects e.g. women not being allowed out in some cultures etc. Mandy Ansell believes we will get the right communication strategy correct out of this to ensure we are communicating with all concerned.

Dr Padki explained that action planning and implementation are vital and it is linked to the oncoming health care pathways.

Zhanine Oates advised her to liaise with her team around the LDF as there are some elements of the report that feed into some of their strategies.

Olga Benson informed her that in order for people to take part fully in the consultation, you need to provide a suitable venue that is convenient for all as people are concerned with things going on in their street and not elsewhere.

Action: Information to be broken down into gender by Mandy Ansell and sent to FA/SB. Some of the information also needs to go into the JSNA.

Final document to be sent to colleagues once agreed by board.

4. LDF Developments

Zhanine Oates attended the HCPB to do a presentation on the 'Thurrock Borough Council – Local Development Framework'. She highlighted the key issues that Thurrock LDF seeks to address, explained the relationship between the LDF and the Sustainable Community Strategy. She also outlined the current stage where they were at for the core strategy and the Sites Specific Allocations Development Plan Document etc.

After her presentation, a number of issues were raised. Mel Porter felt the LDF policies did appear not to be consistent with the PCT capital plan and it is important that it meets the PCT priorities. He questioned how they reached the process and was keen to know how much engagement happened between the PCT and the LDF team. He expressed concern that this is a public document, which is different from what the current PCT priorities are.

Laura Mhlanga confirmed that she was the primary point of contact between the LDF Team and the PCT and had been working with Richard Hatter on this. Laura Mhlanga confirmed that Zhanine Oates's presentation did not reflect what they are now planning in the PCT.

The chair confirmed that this LDF document was a consultation document and amendments could be made as part of this process.

Stuart McCarthy questioned how many children and young people were involved in the LDF consultation. Following the JAR, it is clear Youth Facilities is thinking about infrastructure development. There is a clear message carried through from young children about the lack of facilities within Thurrock.

Following the number of issues and concerns raised, colleagues were very keen to have an input in the consultation before the 18th of February deadline and it was agreed that a smaller group will be delegated to provide a view around the preferred options programme. The following people volunteered to be part of the group – Laura Mhlanga, Lorna Payne, Mark Ansell, Jana Burton, Mary Low, McArthur, Olga Benson and Katherine Gronqvist.

There will be a drop in session on the 31st of January, however, a number of colleagues are unable to make this date.

Action: FA to set up a meeting with a smaller group of colleagues to look at the preferred options programme prior to 18th February deadline.

Action: Thurrock Council and PCT to clarify current PCT Capital Priorities.

5. Health Impact Assessment (HIA)

Dr Padki presented his report from the 'Essex Planning Officers Association – Draft Guidance Note – Health Impact Assessments'. He explained that the relationship between health and a good built environment has long been established. There is growing acknowledgement that the quality of the built environment and its sustainability are key factors in both the direct health and life style choices affecting the health of residents, workers and visitors of the developments.

He then asked that the HIA is included in the planning framework as a policy and urged that we adopt the process of doing a HIA.

Lorna Payne felt it was too premature to be considered at this meeting. Jana Burton felt the HIA principle was right and best way forward, however felt the group was not ready to make a decision at this meeting.

Zhanine Oates suggested that it can be used as part of a toolkit.

It was felt a demonstrative exercise was needed and we need to work up longer examples and check out Development Corporation references in the document.

Action: Zhanine Oates was asked to look to see if it can be adopted as part of the LDF policies. To bring a formal paper to the March meeting.

6. Update on new style LAA

The Executive group accepted the consultation on the new style LAA from the last meeting. However, the partnership felt there needed to be an addition – number 43 (young people in youth justice system). The next stage in the process is to look at local indicators.

Action: Update report to be brought to next meeting.

7. LAA Mid year Performance Review

This report is due to go to the Executive group on 21st February. An update was given on all areas.

8. Update on Delivery Groups

Selena Bolingbroke gave an update on the delivery groups that feed into the Healthier Communities Programme Board. She presented a diagram on the six groups which are: Health and Well being Group, Disability Partnership Board, Older

peoples Partnership Board, Mental Health, Adult Safeguarding Board, Social Care Transformation Board and Supporting People board.

She wanted clarity on who the chairs of the groups were and if there are Terms of Reference available for these groups. It was also suggested that one of the reporting lines should be through the Overview and Scrutiny committee.

All delivery groups will from henceforth be providing an update to the HCPB at every meeting.

Action: All delivery groups to give an update report at the next meeting.

9. A.O. B

9.1 Overview and Scrutiny Meeting

The Overview and Scrutiny committee of council considered what model of LINKs Thurrock will have as a borough. It was recommended Thurrock have its own LINKs in place and not in conjunction with other local authorities. The Council will need to put in an arrangement.

Cabinet will consider recommendations from Overview and Scrutiny board in February and the recommendation is to have something locally based, flexible and responsive to local issues. There is also a need to have a relationship with neighbouring LINKs. It was noted that a workshop open to HCPB members would be held to progress establishment of LINKs.

**Action: FA to set up a formal Agenda item around LINKs.
Advise members of workshop**

9.2 Workshop

The HCPB workshop will be taking place on 5th February and a number of documents will be used i.e. Health Inequalities, PCT Health strategy, Improving Lives, Thurrock commissioning Priorities. Invitations have been sent out and all members are expected.

9.3 Restructure of Thurrock Council Adult Social care and PCT

There is currently a restructure of heads of services across the Social Care department of Thurrock Council. Two senior heads posts will go through long and short listing by the end of the month. The process is being done jointly with the PCT. The PCT is also going through a restructure of its senior management team.

Linda Kirton pointed out that it would be useful that future maps are passed through the voluntary sector and information is put in 'Speak Out'. She said the publication hits the wide network of the voluntary sector, as there are voluntary sector parts that sit in their corner and are not sometimes aware of things going on.

Action: Lorna Payne to discuss the recruitment process with Mel Porter.



South West Essex 
Primary Care Trust