



**ACTION SHEET FROM HEALTHIER COMMUNITIES PROGRAMME BOARD
08TH September 2008**

Action No.	Agenda Item	Action	Timescale	Responsible
1	Item 1 – Notes of Previous Meeting	Annual Performance Review – Smoking Tobacco Control Lorna Payne to meet with Katherine Gronqvist to clarify action to be taken.	November	Lorna Payne/ Katherine Gronqvist
2	Item 2 – Annual Performance Review	Further discussion is needed on how delivery groups will deliver on the actions in the LAA.		Lorna Payne/Katherine Gronqvist/ Delivery Leads
3		Board Balanced Scorecard developed. Add milestones for each quarter to ensure indicators on target.	November	LH
4	Item 5 – Putting People First Consultation	Consultation response to be brought back to HCPB in November along with the National Dementia Strategy. Invite Rita Cheatle to attend	November	Roger Harris/Rita Cheatle



Action No.	Agenda Item	Action	Timescale	Responsible
5	Item 6 – Delivery Group TOR	Delivery groups to meet in July to review membership	November	All Delivery Group Leads
6		Katherine Gronqvist to confirm membership and chair of the Health and Well-Being group.	November	Katherine Gronqvist
7		Simon Black to confirm that we have the right TOR for the Older People's Partnership.		Simon Black/Fola Agoro
8		Learning Disabilities – No PCT representation as of April. Roger Harris to speak to Barbara Stuttle about this. Catherine Wilson to identify most suitable place/delivery group for disabilities, to be addressed at the next HCEG	October	Roger Harris/Barbara Stuttle
9		Safeguarding Group – Current TOR to be circulated.	September	Luke Addams
10		Lorna Payne/Katherine Gronqvist to meet and discuss gap in delivery around long-term conditions and disabilities and what is needed around this.		Lorna Payne/Katherine Gronqvist
11		Mental Health – Roger Harris meeting with Barbara Stuttle and to bring back joint paper on TOR.	November	Roger Harris/Barbara Stuttle
12	Item 8 – Building Capacity in the third sector	Roger Harris and Katherine Gronqvist to meet up to discuss issue of capacity raising in the third sector and the need to co-ordinate joint funding for new actions and link into the Health and Well-Being Implementation Plan.		Roger Harris/Katherine Gronqvist
13	Item 1 – Notes & matters arising	Circulate current structure chart for the HCPB	November	LH



Action No.	Agenda Item	Action	Timescale	Responsible
14	Item 1 – Notes & matters arising	Add HCEG minutes to the HCPB agenda as a standing item and circulate minutes prior to each HCPB meeting including the minutes from the August meeting	November	LH
16	Action Log	Discuss Capital Infrastructure at HCEG, once followed up with Lynn Brian		LF
17	Action Log	Paper to be taken to the HCEG noting the outcome of the Programme Board Managers Meeting that will look at membership across the partnership	October	LF
18	Qtr 1 Performance Review	Action plan to recover the Uptake of Pension Credit indicator to be brought back to the HCPB	November	LH
19	Qtr 1 Performance Review	Provide guidance to Liz Fox on progressing the deferred indicators	ASAP	JH
20	Health & Well-Being Implementation Plan	Arrange additional HCPB meeting to discuss the Health and Well-Being Plan (HWP), invite key members of the Children's Trust Board	November/December	LH
21	ISTC & Grays Community Hospital	Laura Mhlanga to attend HCPB in November to provide a progress update on the community hospital	November	LH
22	New project: Building capacity in the 3rd sector	Re agenda for November	November	LH



Attendees

Name	Initial	Job Title	HCPB Role	Status	Attended?
Katherine Gronqvist	KG	Director of Public Health, South West Essex PCT (SWE PCT)	Joint Chair - HCPB Board	Member Joint Chair	Apology
Lorna Payne	LP	Corporate Director Community Well-Being, Thurrock Council (TC)	Joint Chair HCPB Board	Member Joint Chair	Yes
Mel Porter	MP	Non Executive Director SWE PCT Board	Non Executive Director	Member	Yes
Mark Tebbs	MT	Strategic Commissioner, SWE PCT	Commissioner	Member	No
Mandy Ansell	MA	Head of Strategic Commissioning & Market Development, SWE PCT	Commissioner	Member	No
Stewart McArthur	SM	Head of Children, Young People & Women's Commissioning, SWE PCT	Commissioner & link to the Children's Trust	Member	No
Roger Harris	RH	Head of Strategic Commissioning & Resources, TC	Commissioner and Chair of LD Partnership Board	Member	Yes
Luke Addams	LA	Head of Transformation & Independence, TC	Chair of Safeguarding Adults Committee	Member	Yes
Simon Black	SB	Head of Communities, Libraries & Cultural Services, TC	Chair of Older People's Partnership Board	Member	Yes – left at 11 am
Barbara Stuttle	BS	Director of Quality & Nursing, SWE PCT	Chair of Transformation Delivery Group	Member	Apology
Cllr Amanda Arnold	AA	Portfolio Holder Adult Social Care, TC	Portfolio Holder	Member	Apology



Name	Initial	Job Title	HCPB Role	Status	Attended?
Cllr Tony Fish	TF	Shadow Portfolio Holder Adult Social Care, TC	Shadow Portfolio Holder	Member	Yes
Richard Price	RP	Ex PPI Forum Chair	Community sector	Member	Apology
Olga Benson	OB	Thurrock Over Fifties Forum	Community Sector	Member	Yes
Barbara Ward	BW	Voluntary Sector Representative	Voluntary Sector	Member	Apology
Tom Gardiner	TG	Director of Delivery, Thurrock Thames Gateway Development Corporation	Thurrock Thames Gateway Development Corporation representative	Member	Apology
Inspector Rachel Wood	RW	Tilbury & Corringham Inspector, Essex Police	Essex Police representative	Member	Yes
Lizette Fox	LF	Interim Partnership Director, Shaping Thurrock	Advisor	Member	Yes
Mark Ansell	MA	Head of Policy, SWE PCT	LAA Block Lead	Observer	Yes
Levi Hinds	LH	HC Programme Board Manager, Shaping Thurrock	LAA Block Lead and Executive Support	Observer	Yes
Dr. Jason Horsley	JH	Public Health Manager – Government Office East (GO East)	HCOP Theme Lead	Observer	Yes

**HEALTHIER COMMUNITIES PROGRAMME BOARD
8TH SEPTEMBER 2008
COMMITTEE ROOM 2**

Lorna Payne opened the meeting as chair, introductions were given. Dr. Jason Horsley, GO East and Councillor Tony Fish, Adult Social Care, Shadow Portfolio Holder for Thurrock Council were welcomed to the meeting.

1. NOTES & MATTERS ARISING

Notes of the last meeting, held on 03.06.08 were agreed as an accurate record of the meeting.

Matters Arising

LH to circulate current structure chart for the Healthier Communities Programme Board.

The Healthier Communities Executive Group (HCEG) minutes will be a standing item on the HCPB agenda and circulated in advance of each HCPB, in draft format if necessary.

2. ACTION LOG

Action Number	Update
1	KG and LP have discussed with Ian Wake. Further action to progress footprint and review Smoking Policy as part of the anniversary of the Smoke Free Policy.
2	Taking forward actions to deliver the LAA will be an action for the HCEG
3	Balanced scorecard is a work in progress, anticipated final version for Nov meeting
4	Ongoing piece of work, bring back to Board in November
5	Complete
6	Ongoing via the HCEG
7	Remove as Jana Burton has left the Authority
8	Complete
9	Complete
10	Back to HCPB in Nov along with the National Dementia Strategy
11	Ongoing via the HCEG
12	Incomplete – joint action for KG and LP
13	Complete
14	Complete
15	LA to circulate the current Terms of Reference for the Safeguarding Adults Board
16	Ongoing – Catherine Wilson is drafting a paper, identifying where disabilities is best placed and will come back to HCEG in November

17	MH group ongoing. Lizette Fox to take on action re: Capital Infrastructure with Lynn Brian
18	Complete
19	Outstanding
20	Complete

In relation to action log number 16, Olga raised the question as to whether Older People would form part of the membership of the long term conditions group. Lorna stated that the diversity of the community are picked up in the membership of the groups. Liz notified that this is an issue across the partnership and will be discussed at the next Programme Board Managers Meeting. A paper noting the outcomes of that meeting will be brought to the HCEG on 21st October.

Lorna stated that the partnership must be mindful of placing a burden upon a small sector who volunteer their time for several meetings and must include secondary stakeholders i.e. potential service users, the general public.

Roger commented that the Learning Disability and Older People's Partnership Board have diverse membership and we must look at where things are working very well.

Mel commented that the general public can also make use of existing mechanisms such as PALS.

3. QTR 1 PERFORMANCE REVIEW

Levi circulated a revised version of the performance report. This report is the first to contain commentary and performance update on LAA 2008 – 11. From LAA 2007-10, there are three indicators carried forward:

- **4 week quitters** – performance for 07/08 is very good which will add to the accumulative target, currently Green. There is a data lag on quitters for a full quarter; data on quarter 1 is expected soon.
- **Uptake of Pension Credit** – awaiting a remedial action plan from CVS, currently Red. The Pension Credit working group will provide recommendations to the LSP exec on the 18th October based upon the content of the remedial action plan. The LSP Exec will agree a way forward. An action plan to recover this target, with costs and timescales will be brought back to the HCPB in November.
- **Adults participation in Physical Activity** – Indicator will be measured in January 2010, a sample survey will be carried out in September 2008 to ascertain performance so far. Data for the 50p swims will be available for inclusion in Qtr 2 performance review and should demonstrate whether the 50p swims are attracting new swimmers or encouraging existing swimmers to swim on a more regular basis. A bid will be made to the PCT for free swims for under 16s, this will cover the cost of Impulse Leisure providing the swims not the revenue usually raised from

swimming. Additionally, a bid for transport is being considered. Transport is an issue raised at the Children's Trust also.

LAA 2008 – 11

- **NI 124 Ppl with long term condition supported to be independent and ion control of their condition**
- NI 130 Social care clients receiving self directed support**
- NI 139 The extent to which older people receive the support they need to live independently at home**
- NI 149 Adults receiving secondary mental health services in settled accommodation**
- NI 150 Adults receiving secondary mental health services in employment**

The indicators listed above are deferred. Dr. Jason Horsley will follow up with Liz with any guidance on how HCPB can progress these indicators. The timescale for setting baselines and targets is January 2009. Target negotiating briefs are expected by Government Office East 17.09.08. Consultation on how to distribute reward money has begun.

- **NI 131 Delayed transfers of care** – The target for 2008-09 is 11, current performance is 9.6 therefore this indicator is green. Mel requested milestones for each quarter to enable the Board to keep a close eye on performance. This can be achieved via Inphase, the software used to create the HCPB Balanced Scorecard.
- **NI 120 All age all cause mortality rate** – The gap between men has narrowed but remains the same for women. Action to deliver on this target will be included in the Health and Well-Being (HWB) Plan.

4. HEALTH AND WELL-BEING IMPLEMENTATION PLAN

Mark Ansell spoke to this item, explaining that this report had been to the HCEG and agreed subject to including a date in early 2009 for the Health and Well-Being (HWB) Plan being taken to Health and Well-Being Overview and Scrutiny Committee.

Mark explained that the purpose of the HWB Plan is to set out how we intend to meet LAA targets, progress issues identified in the JSNA as well as objectives of the HCPB delivery groups. Issues relating to Children and Young People will be identified in the Children and Young People's Plan to avoid duplication.

Mel requested that the HWB Plan come to the HCPB in draft format, Lorna concurred, further requesting a dedicated meeting of the HCPB to discuss the draft, Levi to amend the timetable to reflect this.

Lorna stated that the actions relating to Children and Young People should be included in the HWB Plan, as per a discussion with Rob McCulloch-Graham.

Roger stated that the HWB Plan will also be a statement of intent in terms of commissioning priorities of both Boards.

Mel expressed concern that issues may fall into a gap between the Children's Trust Board and HCPB if issues are kept in separate plans.

Views were expressed that the HWB Plan pick up issues apart from commissioning, such as community safety.

Lorna stated that production of the HWB Plan will not be delegated to the HCEG, but remain with the HCPB.

The timeline for the HWB Plan will be revised outside of this meeting.

Liz stated that where relevant this Board should also make recommendations to other Boards to further the business.

Levi will follow up attendance of Stewart McArthur, Head of Children, Young People & Women's Commissioning and representative on the Children's Trust Board.

5. CSCI ACTION PLAN

Roger Harris spoke to this item. At the last CSCI assessment adult social care, were assessed as '2 star with capacity to improve'. Roger referred members to the last two pages of the document for the high level summary of performance.

The CSCI annual review meeting (ARM) will take place on the 9th September, with colleagues from the PCT in attendance.

Adult social care will be inspected during December 2008 and March 2009, it is expected that inspectors will look closely at partnership work and will involve members of the HCPB.

Actions from the CSCI ARM will be built into service plans and the HWB plan. Actions arising from the meeting will be allocated to delivery groups and come back to this Board as focussed pieces of work.

6. GRAYS LED GP HEALTH CENTRE

Mel updated that expressions of interest are currently being received; the tender documents are fairly open to allow the bidders the scope to be innovative in their approach to site of the Health centre as well as delivery.

A PCT report providing an update to Health and Well-being Overview and Scrutiny Committee was circulated for information.

7. PUTTING PEOPLE FIRST

Rita Cheatle, Joint Older People's Planning officer is collating responses and will come back to the HCPB in November to discuss, along with the National Dementia Strategy.

Levi to add to the November agenda and invite Rita to attend.

8. ISTC & GRAYS COMMUNITY HOSPITAL

Laura Mhlanga attended the meeting from 11 am to speak to this item. A strategic outline case (SOC) is underdevelopment for the Strategic Health Authority (SHA) who hold the budget for the Capital funding which is required to build the hospital. The SOC will identify local need, how the Community Hospital will meet national and local imperatives and which services will be transferred from Basildon and Thurrock University Hospital and Thurrock Community Hospital on Long Lane.

Population growth is recorded but the specific figures of growth for each age group is unknown and how much of the expected growth will occur in the next five or ten years.

It is expected that the Hospital will open in 2012. The site for the Hospital is an old building and expected to last for a significant number of years, therefore a certain amount of the budget will be allocated to modernising the building to ensure it is fit for the future.

It is not anticipated that current delays will take the project off of the planned delivery time.

Existing resources in Thurrock are Orsett Hospital which provides Minor Injuries and Day Surgery and Thurrock Community Hospital, Long Lane which delivers Mental Health and other services that will transfer to the new Hospital.

Dr. Jason Horsley enquired as to whether consideration had been given to utilising Section 106 funds, Liz responded that there is such great demand on this fund that any allocation would be insufficient for this project.

The Thurrock Thames Gateway Development Corporation are currently preparing the site.

Although the process is lengthy and bureaucratic, the SHA are supportive of the proposal, it is just a necessary part of the project.

All information required from partners has been submitted, Laura will inform the relevant people if further information is required.

Roger enquired as to whether the TTGDC could assist with population projections; Laura responded that to ascertain approximate demand, the population projections have been put through the Primary Care Model.

Laura will attend the HCPB in November to provide a further update.

9. NEW PROJECT: BUILDING CAPACITY IN THRID SECTOR FOR BETTER HEALTH & SOCIAL CARE OUTCOMES

This item will be re agenda for the November meeting.

10.LINKs

Roger provided an update. A paper on LINKs will be presented to Health and Well-Being Overview and Scrutiny Committee on the 9th September recommending that CEMVO are appointed as the Host organisation. CEMVO currently have the contract to Host the Essex County Council and Southend LINK.

The procurement process is currently in the Alcatel period, which lasts for ten days and allows for objections and appeals to be made to the decision.

The CEMVO will have local staff and office.

The next stage is to establish a formal LINK via the working group, this will entail setting governance arrangements, training, structure etc.

The LINK may approach the HCPB to become a member.

The HCPB recorded thanks for the work done to get us to this stage.

11.A.O.B

HCPB Terms of reference

The terms of reference originally circulated at the 03.06.08 HCPB meeting were re circulated. Levi wanted to ensure that this was the terms of reference agreed at the last meeting. The Board agreed and signed this version off.

12.DATE OF NEXT MEETING

4th November 2008, 10 – 12 at the Beehive

Additional HCPB meeting 12th December, 10 – 12, Beehive Training Room