

**ACTION SHEET FROM HEALTHIER COMMUNITIES PROGRAMME BOARD  
5th May 2009**

<b>Action No.</b>	<b>Agenda Item</b>	<b>Meeting date action was recorded at</b>	<b>Action</b>	<b>Timescale</b>	<b>Responsible</b>
1	<b>Item 2 – Action log of previous meeting</b>	Action updated on 8 September 2008	Board Balanced Scorecard developed. Add milestones for each quarter to ensure indicators on target.	September 2009	LH
2	<b>Item 2 – Action log of previous meeting</b>	Action updated on 5 May 2009	Continue to set up the Physical Disability and Long term Conditions delivery Group.	July 2009	RH
3	<b>New project: Building capacity in the 3<sup>rd</sup> sector</b>	Action updated on 3rd March 2009	A considered discussion to take place around strategic commissioning across the LSP and not just within the HCPB. (This to take place as part of the LSP review).	September 2009	LF
4	<b>Item 6 – LPSA bids</b>	6 January 2009	LPSA bids 21 and 22 to go to the PD and LTC Delivery Group once the Group has been set up.	July 2009	LH
5	<b>Item 7 – Delivery groups</b>	3 March 2009	Safeguarding Adults Board Terms of Reference to be brought back to the HCPB when they have been updated.	September 2009	LA
6	<b>Item 5 – Grays Community Hospital</b>	5 <sup>th</sup> May 2009	Discuss Grays Community Hospital at Programme Board Managers meeting to ensure all Programme Boards are aware of the consultation.	June 2009	MA/CS
7	<b>Item 5 – Grays Community Hospital</b>	5 <sup>th</sup> May 2009	KC to send the consultation document to RH before the consultation starts to allow Council feedback on the consultation process.	June 2009	KC/RH

8	<b>Item 5 – Grays Community Hospital</b>	5 <sup>th</sup> May 2009	Include on next agenda (7 <sup>th</sup> July 2009) to discuss Grays Community Hospital consultation.	July 2009	KW
9	<b>Item 7 – Health and Well Being Plan</b>	5 <sup>th</sup> May 2009	KW to send draft action plans to MA/RH for amendments these need to be returned by 14 <sup>th</sup> May and sent to Joint-Chairs for sign off.	May 2009	KW
10	<b>Item 7 – Health and Well Being Plan</b>	5 <sup>th</sup> May 2009	In 6 months review the LAA08 action plans (include on January 2010 agenda). This is to be done on a 6 monthly basis.	January 2010	LH
11	<b>Item 8 – Equitable Access to Primary Medical Care</b>	5 <sup>th</sup> May 2009	Bring the Primary and Community Care Strategy to the next Healthier Communities Programme Board on 7 <sup>th</sup> July 2009.	July 2009	GM/KW
12	<b>Item 9 – NHS SWE Operational and Strategic Plans</b>	5 <sup>th</sup> May 2009	KG will find out what external Partners McKenzie's have spoken to when consulting on the Operational and Strategic Plan.	May 2009	KG
13	<b>Item 9 – NHS SWE Operational and Strategic Plans</b>	5 <sup>th</sup> May 2009	Invite Lynelle Hayes to attend the next HCPB on 7 <sup>th</sup> July 2009 to present a strategic overview on the Plans.	July 2009	KW
14	<b>Item 10 – Dementia Strategy</b>	5 <sup>th</sup> May 2009	Update on the Dementia Strategy to be presented to the Board in March 2010.	March 2010	LH
15	<b>Item 11 – Delivery Groups</b>	5 <sup>th</sup> May 2009	Invite Darlene Martin to attend the next HCPB meeting on 7 <sup>th</sup> July to present a full report on this indicator.	July 2009	KW
16	<b>Item 14 – A.O.B</b>	5 <sup>th</sup> May 2009	Janice Forbes-Burford to contact Councillor Arnold to discuss the Tilbury consultation.	May 2009	KW



### Attendees

Name	Initial	Job Title	HCPB Role	Status	Attended?
Katherine Gronqvist	KG	Director of Public Health, NHS SWE and Thurrock Council	Joint Chair - HCPB Board	Member Joint Chair	Yes
Lorna Payne	LP	Corporate Director Community Well-Being, Thurrock Council (TC)	Joint Chair - HCPB Board	Member Joint Chair	Yes
Adrian Faiers	AF	Mental Health Commissioning Consultant Attends on behalf of Mark Tebbs (Strategic Commissioner, NHS SWE)	Commissioner	Member	Apologies
Stewart McArthur	SM	Head of Children, Young People & Women's Commissioning, NHS SWE	Commissioner & link to the Children's Trust	Member	Apologies
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
Barbara Stuttle	BS	Director of Quality & Nursing, NHS SWE	Chair of Transformation Delivery Group	Member	Apologies
Cllr Amanda Arnold	AA	Portfolio Holder Adult Social Care, TC	Portfolio Holder	Member	Yes
Cllr Tony Fish	TF	Shadow Portfolio Holder Adult Social Care, TC	Shadow Portfolio Holder	Member	Yes
Richard Price	RP	Local Involvement Network Vice Chair	Community sector	Member	Yes
Olga Benson	OB	Thurrock Over Fifties Forum	Community Sector	Member	Apologies
Barbara Ward	BW	Voluntary Sector Representative	Voluntary Sector	Member	Yes
Tom Gardiner	TG	Director of Delivery, Thurrock Thames Gateway Development Corporation	Thurrock Thames Gateway Development Corporation representative	Member	Apologies



<b>Name</b>	<b>Initial</b>	<b>Job Title</b>	<b>HCPB Role</b>	<b>Status</b>	<b>Attended?</b>
Inspector Rachel Wood	RW	Tilbury & Corringham Inspector, Essex Police	Essex Police representative	Member	Yes
Lizette Fox	LF	Interim Partnership Director, Shaping Thurrock	Advisor	Member	Apologies
Mark Ansell	MA	Associate Director of Public Health, NHS SWE	LAA Block Lead	Observer	Yes
Jenny Hurley	JHu	Thurrock Sports Council	Sports representative	Member	Yes
Levi Hinds	LH	HC Programme Board Manager, Shaping Thurrock	LAA Block Lead and Executive Support	Observer	Apologies
John Moore	JM	Assistant Director Land and Property	Thurrock Thames Gateway Development Corporation representative	Substitute Member on behalf of Tom Gardiner	Yes
Brid Johnson	BJ	Associate Director, Quality & Commissioning, Adults and Older People	SWE PCT	Substitute Member on behalf of Barbara Stuttle	Yes
Luke Ward	LWa	Programme Lead Joint Strategic Needs Assessment – Department of Health	HCOP Theme Lead	Observer	Yes
Keith Curtis	KC	Senior Project Manager, Grays Community Hospital	Present Item 5	Observer	Yes
Georgina Mvere	GM	Commissioning Manager, Primary Care Directorate, NHS SWE	Present Item 8	Observer	Yes
Catherine Sackey	CS	LAA Programme Manager, Shaping Thurrock	Present Item 7	Observer	Yes
Kerry White	KW	LSP Support Officer	Executive Support	Observer	Yes
Di Dadman	DD	Community Involvement Board	Community Sector	Observer	Yes

**HEALTHIER COMMUNITIES PROGRAMME BOARD**  
**5<sup>th</sup> May 2009**  
**Committee Room 2, Civic Offices**

**1. MINUTES & MATTERS ARISING**

Minutes of the last meeting, held on 03.03.09 were agreed as an accurate record of the meeting.

**2. ACTION LOG UPDATE**

<b>Action Number</b>	<b>Update</b>
<b>1</b>	Ongoing, timescale moved to July 2009.
<b>2</b>	Interim support has been recruited for the Physical Disability and Long Term Conditions Group, first meeting likely to take place June/July 2009. Terms of Reference for this group will be presented to the Board for sign off when completed.
<b>3</b>	Ongoing, will take place as part of the LSP Review.
<b>4</b>	On the agenda at item 11.
<b>5</b>	Ongoing. PD and LTC group still being set up.
<b>6</b>	SB spoke to Zhanine Oates regarding LDF. Zhanine has now left the Council, needs to make sure her replacement is aware of previous conversations.
<b>7</b>	LINK and CEN will work together to ensure they represent the community and share information.
<b>8</b>	Completed. No interim targets have been set for NI 130.
<b>9</b>	On agenda at Item 5.
<b>10</b>	Completed.
<b>11</b>	Thurrock Mental Health Partnership Group Terms of reference attached at item 11. Safeguarding Adults Board updated Terms of Reference will be brought to Board when completed.
<b>12</b>	Completed. On agenda at item 11 and 13.
<b>13</b>	Completed. Data for NI 131 now sorted.
<b>14</b>	Completed. On agenda at Item 5.
<b>15</b>	Completed. On agenda at Item 10.
<b>16</b>	Completed. On agenda at Item 9.

**3. Membership**

The Healthier Communities Programme Board endorsed Jenny Hurley, representative of Thurrock Sports Council as a new member of the Board.

**Discussion Items**

**4. LINK**

RP informed the Board that the LINK now have a premise at 12c Queensgate Centre, Grays. It will be having an official opening soon and a phone line and website set up. The LINK is also creating regular newsletters for its members and its first end of year report is currently being written. Gordon Gambier is Chair of the LINK and will be

focusing his attention on NHSSWE and SEPT. PR is Vice-Chair of the LINK and will be focusing his time on social services.

The Chair asked whether there was anything else Partners could do to support the LINK. RP explained that the LINK now had contacts for most of the Partner agencies and especially thanked the Council for all its support. BJ offered Anita Miller's name as a central contact at NHS SWE. RP encouraged Partners to use the LINK for consultations as the LINK now has a large membership.

Thurrock's LINK is in contact with the other LINK organisations in the East of England.

## **5. Grays Community Hospital**

Keith Curtis, Senior Project Manager for Grays Community Hospital (NHS SWE) attended the Board to speak on this item. Following on from his attendance at the last HCPB meeting in March an amendment had been issued with the minutes updating on the timescale for completion of the project. The project is now likely to be completed by summer 2013, however the PCT is looking at ways to bring this date forward.

Consultation on the Grays Community Hospital is to take place throughout summer 2009, commencing on 8th June and running for 14 weeks. The consultation will concentrate on the type of health and complementary services that will be provided. The consultation will be fairly standard with workshops, stands in community locations and media involvement. A steering group will also be set up to look at the consultation and it was hoped that the HCPB would be involved in this. Richard Price, Councillor Arnold and Councillor Fish volunteered to sit on the steering group. A representative of adult social care will also be involved, likely to be Amanda Morris. Also recommended that a representative of the CIB is involved. The Steering Group is likely to have 3 meetings – one before, one during and one after the consultation.

After the consultation is complete the next step will be the completion of stage 1 of the business case (outline of services/design of building) this is likely to be completed by summer 2010 and stage 2 of the business case (final permission for the project granted/funding identified) by spring 2011, this will then give 2 years for the building construction to take place.

John Moore (TTGDC) explained that planning permission for the project has already been granted and a detailed planning consultation will take place after the service consultation. A public inquiry on the Compulsory Purchase Order (CPO) will take place later this year/beginning of next year and discussions are currently taking place with landowners. The DC and NHS SWE are working together and the two processes taking place alongside each other.

Councillor Arnold raised concern around calling the community hospital a 'hospital' as it may raise expectations within the community. Councillor Arnold also raised concern regarding the GP led health centre consultation that took place last year. There is concern that residents will not understand the difference between the two projects and feel that they are being over-consulted. KC explained that they were doing their best to present the 2 consultations as separate projects.

Catherine Sackey urged KC to bring in Partners from other Programme Boards as the community hospital was a cross-cutting issue.

Action: Discuss at Programme Board Managers meeting to ensure all Programme Boards are aware of the consultation.

RH requested that the Local Authority see the consultation document before it is sent out.

Action: KC to send the consultation document to RH before the consultation starts to allow Council feedback on the consultation process.

RH also raised concern regarding the implications of the community hospital on other hospitals in the area. KC explained that they are working closely with other hospitals in the area to ensure they complement each other and work together.

The Chair encouraged KC to consult with commuters and use train stations as a consultation venue.

Action: Include on next agenda (7<sup>th</sup> July 2009) to discuss Grays Community Hospital consultation.

## **6. LSP Review**

The Chair explained that a review of the LSP is currently taking place to improve the efficiency of partnership working in Thurrock, this is especially important with the introduction of CAA later this year. The LSP needs to be able to demonstrate the improved outcomes it delivers for residents.

Luke Ward explained that Shaping Thurrock needed to improve its delivery planning and make sure it has resources in place to deliver its ambitions.

RH questioned whether the LSP Review would just look at the Partnership Board and Executive Group or the whole of the LSP.

The Chair explained that it was important that the Review devised mechanisms that will add value rather than duplicate work already taking place. For example, the Community Cohesion Task Group needs to be considered.

## **7. Health and Well Being Plan**

MA explained that the Health and Well Being Plan has been circulated for information. It was endorsed by the HWB Overview and Scrutiny Committee and signed off by Cabinet in April. The Healthier Communities Executive Group has developed a progress report for the HWB Plan and will monitor actions on a quarterly basis. It will then report any red actions onto the Board for further consideration.

CS explained to the Board that action plans are being developed for all LAA08 indicators. CS and KW have drafted action plans for the 7 LAA08 indicators owned by the HCPB, these will be sent to leads – MA and RH for amendments/improvements. These need to be back with CS/KW by 14<sup>th</sup> May, they will then be sent to the Joint-Chairs of the HCPB for sign off before they are presented at the Partnership Board.

Action: KW to send draft action plans to MA/RH for amendments, need to be returned by 14<sup>th</sup> May and sent to Joint-Chairs for sign off.

In order to monitor LAA action Plans 6-month updates will be presented to the Partnership Board, using the RAG reporting system. Include at the beginning of the agenda in January 2010. MA raised concern about the amount of information that is brought to the Board. The Executive Group should be used for the operational/performance management processes and report any worries onto the Board.

Action: In 6 months review the LAA08 action plans (include on January 2010 agenda). This is to be done on a 6 monthly basis.

## **8. Equitable Access to Primary Medical Care**

Georgina Mvere, Commissioning Manager, Primary Care Directorate, NHS SWE gave a presentation to the Board on the creation of a GP led Health Centre in Grays.

The GP led Health Centre in Grays will be open 8am-8pm, 365 days a year in a central location in Grays High Street. You will not need to be registered with the health centre to use it. NHS SWE consulted on this project summer 2008 and the services to be provided at this centre include essential care, immunisations, advocacy service, family planning and smoking cessation. The contract for the Health Centre has been issued to College Health Limited, a GP company based in Kent. The proposed location is the old Woolworths store in Grays High Street. It is hoped that services will commence by December 2009.

Councillor Arnold asked what the difference was between a GP led health centre and a Polyclinic. A Polyclinic provides more services than a GP led health centre. A Polyclinic would usually have beds. A GP Led Health Centre is similar to a GP surgery with enhanced services.

Councillor Arnold raised concern about the repetition of services in one area of Thurrock with Grays being chosen to host both the GP Led Health Centre and Community Hospital. Those that do not live in Grays may still struggle to access services. GM explained that the creation of the GP Led Health Centre will not involve a movement of GPs from one ward to another instead this is an additional service. NHS SWE is aware of the shortfall of primary care in Thurrock and the GP led Health Centre and Community Hospital are only two ways that NHS SWE is trying to improve things. There are other projects going on, for example in Tilbury to improve access to primary medical care. The Primary and Community Care Strategy is currently being written which will layout other primary care services for Thurrock.

Action: Bring the Primary and Community Care Strategy to the next Healthier Communities Programme Board on 7<sup>th</sup> July 2009.

Roger Harris asked the expected list size for the planned Health Centre and implications for other GP practices. GM explained that the expected list size was 6,000 by year 5. It was hoped that the GP led health centre would encourage better standards in other GP surgeries. NHS SWE will be working closely with other GP surgeries to improve the services they offer.

## **9. NHS SWE Operational and Strategic Plan**

*Swine Flu*

KG is currently leading on the swine flu outbreak for NHS SWE and provided an update for the Board. There are currently 27 cases of swine flu in the UK with 7-8 cases of human-human spread. There are currently no cases in East of England. NHS SWE has plans in place ready for the possible spread of swine flu into SWE.

LA asked if like previous pandemics those most at risk are of working age. KG explained that it is too early to say, as it is mainly the working population that have been exposed to the virus at the moment.

Councillor Fish asked why swine flu had only just started to spread when it is reported that it has been in Mexico since February. KG explained that it appears at first swine flu only spread from pig to human, however, now it can spread between humans.

The Chair asked whether KG needed anything more from Partners. KG explained that a planning meeting with Partners has been organised for tomorrow at 10am and letters have been sent out today. If Partners are concerned that they have not been invited they should contact KG. The website is the best first point of contact for information.

#### *NHS SWE Operation and Strategic plan*

In Autumn 2008 NHS SWE took the vision for its Plans to the Overview and Scrutiny Committee. Since then NHS SWE have been advised that it needed to make serious changes to the Plans to tighten them up. A final version should be ready by 8<sup>th</sup> June 2009.

McKinsey has been employed by NHS SWE to help them choose 5 key priorities and deliver them through the Operational and Strategic Plan. KG's understanding was that McKinsey had spoken to external Partners in order to choose the 5 key priorities. RH expressed concern that he is not aware of anyone at the Council having been consulted on the Plans.

Action: KG will find out what external Partners McKinsey have spoken to when consulting.

Action: Invite Lynelle Hayes to attend the next HCPB on 7<sup>th</sup> July 2009 to present a strategic overview on the Plans.

### **10. Dementia Strategy**

In February 2009 central Government launched a National Dementia Strategy. Currently there are approximately 700,000 people living dementia, within the next 30 years it is expected that this number will double to 1.4 million. Thurrock will have in place a local dementia strategy later this year/early next year. A mapping exercise has taken place in adult social care and NHS SWE to look at current service provision. A task and finish group will be set up to report into the Thurrock Mental Health Partnership Group and Older People Partnership Board.

Action: Update on the Dementia Strategy to be present to the Board in March 2010.

### **11. Delivery Groups – Terms of Reference**

a) Healthy Lifestyles Group

MA presented the Terms of Reference for the Healthy Lifestyles Group, previously known as the Health and Well Being Group. This delivery group will specifically deliver NI 8, NI 123 and LAA07 smoking prevalence. The Group will also work to deliver other indicators such as volunteering. MA will Chair this Group. The Group will hold three different themed meetings. These three themes will be 1) Physical activity, diet and nutrition and obesity; 2) Tobacco control; prevention of alcohol and substance misuse issues; 3) Promotion of positive sexual health. The Group would like to try and rationalise meeting and join with existing groups where appropriate, for example have meetings with Children's physical activity groups.

The Board endorsed the Terms of Reference presented at the meeting.

b) Thurrock Mental Health Partnership Group

This Group will discuss wider mental health issues. It will hold bi-monthly meetings and perform a performance management role.

Councillor Arnold requested more clarity around point 3.6 on the Terms of Reference – what will the Group be reporting.

The Board endorsed the Terms of Reference presented at the meeting.

c) Pension credit indicator

Darlene Martin is leading on this indicator.

Action: Invite Darlene Martin to attend the next HCPB meeting on 7<sup>th</sup> July to present a full report on this indicator.

## **12. Healthier Communities Executive Group**

The minutes of the last HCEG held on 24<sup>th</sup> April were attached for information.

SB explained to the Board that the HCEG is gradually getting there in terms of developing its operational role on behalf of the Board. The Executive Group has two new members – Anne White and Brian Horne. KW is currently preparing a forward plan for the HCPB on behalf of the HCEG so the Board can know in advance what it needs to discuss/decide.

Councillor Arnold questioned whether LINK should sit on the HCEG.

## **13. Update on activity of delivery groups**

a) Older People Partnership Board

SB told the Board that the Older People Partnership Board is a large group of between 30 and 40 members. However, it does not really work as a delivery group more of a consultative/information group. Need to discuss with the group what its purpose is. Difference between a delivery group and a consultative group but we need both.

## **14. Any other business**

Consultation on the Tilbury review will start 2 weeks before the consultation on the Grays Community Hospital. Janice Forbes-Burford is leading on this at NHS SWE.

Action: Janice Forbes-Burford to contact Councillor Arnold to discuss the Tilbury consultation.

**Date of the next meeting:** 7<sup>th</sup> July 2009, Committee Room 1, 10-12noon.

### Information Items

#### **15. Local Area Agreement 2008-2011**

The final version of the LAA Refresh has been circulated for information.

#### **16. Engagement Toolkit**

A copy of the Thurrock Community Engagement Toolkit has been circulated for information.