



**SHAPING THURROCK  
HEALTHIER COMMUNITIES  
PARTNERSHIP**

**29 MARCH 2010**

**10.00  
to  
11.00**

**Civic Offices, Grays**

**ACTION SHEET**

<b>Item No.</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
1	<b>CA to prepare letters on behalf of LP and BS to thank them for their dedication to the Board.</b>	CA	April 2010
2	<b>Actions from previous Healthier Communities Programme Board and Executive Group to be allocated to new Task and Finish Groups.</b>	PBM?	April 2010
3	<b>Conduct a mapping exercise to demonstrate all the current groups that exist and how they fit with the new Healthier Communities Partnership.</b>	PBM?	April 2010
3	<b>Board members to suggest to CA Providers who they feel should be invited to the first Forum.</b>	CA	April 2010
3	<b>Following the meeting on the 23<sup>rd</sup> April LP and BS meet to meet with MP and AA to brief them on the agenda of the other Partner agency.</b>	LP/BS/MP/AA	April/May 2010
3	<b>CA to pull together ideas around the remaining points for discussion and circulate them for agreement virtually.</b>	CA	April 2010



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**29 MARCH 2010**

**10.00  
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**Unconfirmed Minutes of the meeting**

**Attendance**

<b>Name</b>	<b>Initial</b>	<b>Organisation</b>	<b>Role</b>	<b>Attended?</b>
Lorna Payne	LP	Thurrock Council	Member (Joint Chair)	Yes
Barbara Stuttle	BS	NHS SWE	Member (Joint Chair)	Yes
Cllr Amanda Arnold	AA	Thurrock Council	Member	Apologies
Mel Porter	MP	NHS SWE	Member	Yes
Katherine Gronqvist	KG	NHS SWE	Member	Yes
Janice Forbes-Burford	JFB	NHS SWE	Member	Apologies
Jonathon Marron	JM	NHS SWE	Member	Apologies
Tom Abell	TB	NHS SWE	Member	Apologies
Roger Harris	RH	Thurrock Council	Member	Yes
Luke Ward	LW	Department of Health, East of England	Observer	Yes
Ceri Armstrong	CA	Thurrock Council	Ex-officio	Yes
Kerry White	KW	Thurrock Council	Ex-officio	Yes

**Business**

**1. Notes and Matters Arising**

This was the first meeting of the new Healthier Communities Partnership.

The Executive Board thanked all previous Healthier Communities Programme Board and Executive Group members for their hard work and commitment. The new Partnership hoped that old members would remain involved in the new Healthier Communities Partnership through the Healthier Communities Partnership's Forums and Task and Finish Groups as required.

<u>Action:</u> CA to prepare letters on behalf of LP and BS to thank them for their dedication to the Board.
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**2. Action Log**

The Board discussed how to manage the action log for the previous Healthier Communities Programme Board and Executive Group.

The Board agreed to allocate the actions to the new Task and Finish Groups. This would be done outside of the meeting.

Action: Actions from previous Healthier Communities Programme Board and Executive Group to be allocated to new Task and Finish Groups.

The Board agreed that when setting timescales for actions they would avoid using 'asap' as a timeframe, instead realistic and specific timescales were requested.

### **3. HCPB Review**

The new Healthier Communities Partnership structure would consist of a Forum which would meet twice a year, an Executive Board which would meet bi-monthly and a series of Task and Finish Groups. Two Task and Finish Groups which would be established are the:

- Adult Social Care and Health Joint Commissioning Group
- Health Improvement Group

KG raised some concerns around the new Structure:

- KG was concerned about separating health and social care commissioning and health improvement into two separate task and finish groups as KG felt that health improvement should drive the commissioning agenda.
- KG was also concerned by the lack of Partners on the Healthier Communities Executive Board. KG felt that Essex Police, TTGDC and other Partners should sit on the Board.
- KG also raised concern around the duplication of structures suggesting that NHS SWE already had a commissioning group.

The Board agreed to conduct a mapping exercise to demonstrate all the current groups that exist and how they fit with the new Healthier Communities Partnership.

Action: Conduct a mapping exercise to demonstrate all the current groups that exist and how they fit with the new Healthier Communities Partnership.

The Board discussed the responsibilities for the different Board/Groups in the new Healthier Communities Partnership structure.

#### Forum

- First Healthier Communities Partnership Forum to take place before summer 2010.
- Forum will be used to engage a range of interest groups including the wider third sector.
- Providers and potential future providers will also be invited to attend the Forum.
- The Forum would consider challenges for the future and capture key issues to be filtered into the Partnerships priorities.

Action: Board members to suggest to CA Providers who they feel should be invited to the first Forum.

#### Executive Board

- The Executive Board will meet on a bi-monthly basis. Once the Board is up and running successful it will consider whether it should only meet quarterly.
- Executive Board membership – BS will advise CA on NHS SWE representatives for the Board.

#### Task and Finish Groups

- Will be set up according to the priorities decided on by the Partnership.
- The Board considered setting up two Task and Finish Groups – one for Adult Social Care and Health Joint Commissioning and one for Health Improvement. It was agreed that one Task and Finish Group would be established around Joint Commissioning and Health Improvement and would meet for one to two meetings. Following this a decision would be taken as to whether one or two Task and Finish Groups were needed to cover Adult social care and health joint commissioning and health improvement.
- RH already has a meeting in diary for 23 April – this will be extended to form the first Joint Commissioning and Health Improvement Task and Finish Group.
- Luke Ward suggested **Justin Robertson** as a usefully contact to help with discussions around Joint Commissioning.

Action: Following the meeting on the 23<sup>rd</sup> April LP and BS meet to meet with MP and AA to brief them on the agenda of the other Partner agency.

Action: CA to pull together ideas around the remaining points for discussion and circulate them for agreement virtually.

#### 4. AOB

The next meeting of the Executive Board will take place on the 26 April. At this meeting the Board will consider the first meeting of the Task and Finish Group around joint commissioning and health improvement and the agenda and plans for the first Forum.

LW asked whether the Board was happy for him to sit on the Board as an observer. The Board agreed.