Minutes of South East Leeds Health and Wellbeing Partnership Meeting
14th January 2010

Present:
Cllr Terry Grayshon (Chair) – Leeds City Council Health Champion
Bash Uppal – Leeds City Council Adult Social Care, Health & Wellbeing
Julie Bootle – Leeds City Council Adult Social Care
Judy Carrivick – NHS Public Health
Keith Lander – Leeds City Council, Environment & Neighbourhoods
Philip Bramson – Leeds Voice
Sheila Fletcher – Leeds City Council, Environment & Neighbourhoods
Sue Wilkinson – representing Leeds Community Healthcare on behalf of Rob Kenyon
Andy Beattie – Housing and Pollution Control
Dave Mitchell – Practice Based Commissioning
Aneesa Anwar – LCC Support to Health & Wellbeing Partnerships

In attendance:
Dan Barnett - Leeds Initiative

1.   Welcome, introductions & apologies

Round table introductions were made and the group welcomed to the meeting.

Apologies were received from: Jane Moran, Ken Morton, Rob Kenyon, Shaid Mahmood.

2.   Minutes of meeting held on 17th November 2009

Agreed as an accurate record.

3.   Matters Arising

None.

4.   Extranet (Dan Barnett)

Dan briefly introduced how to use the extranet and explained how anything that needs to be publicly shared can go on to the extranet as this is an online private network that allows users to securely share information and communicate.

The extranet will be ideal to hold information such as agendas, minutes, local area data and other key documents that need to be shared with the partnership. It will be an area where future project documents can be shared.

Noted that the extranet is fully functional for NHS and other organisations but there are some barriers for Leeds City Council staff as the system that they use is old but this is being addressed.

All members of the partnership have been added to the extranet and the username has been set up using email addresses and the password for members is *default pw.*

If additional members need to be added you will need to send name and email address to Healthy Leeds who will then add as they are the administrators for the site.

Dan explained that a automated message is sent to groups to alert them when new items have been added.

Dan encouraged all to log on and use the extranet.

5.　　Self Care – A whole system approach to commissioning

Judy Carrick delivered a presentation on the self care framework. The Self Care Model is a conceptual model which outlines three thematic areas – Information and Support for patients/users, Training and development for staff and the use of care pathways which make explicit reference to how a self care approach will be incorporated into any delivery plans.

The Self Care model sits within the overarching health inequalities model (also presented), with particular reference to vulnerable groups. The model should be viewed as a mechanism to inform any commissioning plans. The model focuses very much on the preventive approach and explores ways in which specialist, primary and intermediate and condition specific services should form the basis for referral and support of individuals.

6.　　Partnership objectives and actions

Bash delivered a presentation and reminded the group about the role of the partnership.

Bash asked that the group look at what our priorities are for the partnership and look at developing a 1 year plan from March 2010.

A short brainstorm session took place where the following were identified:

- Social marketing role?
- What resources are on the ground (who, what, where are initiatives, resources and the impact)
- Current relationships, funding allocations, accountability and governance – give direction
- This partnership is to take the lead
- Focus on each part of the wedge, take a thematic approach to look at food and nutrition (fareshare)
- Get a break down from all 3 areas, what are the issues / problems in the areas
- Where are the resources use them more effectively
- Work on projects specific to one area and mainstream - don't just pilot and move on rollout good practices such as short term food projects e.g. grab 5
- Need to influence commissioning
- Impact of local initiatives – assessment
- Have a service level public directory like the extranet for South East wedge that shows the community what's happening in their area and enables customers to access the database
- Have a workshop session where other organisations and members of the community are invited to influence the decisions
- Commissioning and enhancing communities
- It is the role of the partnership to overcome barriers and identify gaps in service provision

Bash asked for volunteers to form sub groups to look at the following outside the main meeting:
1. Informing and influencing current and future commissioned activity
2. Review, assess effectiveness and impact of local initiatives
3. Enhance community engagement through improved communication and consultation mechanisms.

Action: Aneesa to arrange meetings before next meeting with all key people to look at all the above.

It was noted that due to the next scheduled meeting in the diaries on 18th Feb is half term need to keep that date in the diary for the sub group and arrange another meeting at the end of Feb for the full partnership to meet.

Area Delivery Plan
Sheila delivered a presentation on the area delivery plan and discussed the local improvement priorities which will need to link in with the partnership plan.

7.   Any other business

Action: Aneesa to send an email alerting the partnership when the minutes have been posted on the extranet.

Items for next meeting agenda:
- Integrated well being and Children's Partnership – Shaid Mahmood (15 mins)
- Practice Based Commissioning plan – Dave Mitchell
- Vascular checks delivery programme – Alex Hammond

8.　　Future meetings

Action: Aneesa to arrange a meeting at the end of February for the full partnership and the meeting scheduled on 18th February is to be used for anybody who is available to look at the communication and commissioning action plans.

The partnership to be in a position at the meeting end of February to decide on frequency of future meetings after March.