

## Appendix 3

### Minutes of South East Leeds Health and Wellbeing Partnership Meeting 30<sup>th</sup> September 2010

#### Present:

Dave Mitchell (Chair) – Practice Based Commissioner  
Bash Uppal – Leeds City Council Adult Social Care  
Keith Lander – Environment and Neighbourhoods  
Cllr Kim Groves – Health Champion Inner South  
Judy Carrivick – NHS Public Health  
Julie Bootle – Leeds City Council Adult Social Care  
Councillor James Lewis – Outer East Health Champion  
Aneesa Anwar – LCC Support to Health & Wellbeing Partnerships

#### 1. Welcome, introductions and apologies

Apologies were received from Nigel Gray, Shaid Mahmood, Councillor Renshaw.

All welcomed to the meeting.

#### 2. Presentation of First Contact model

Bash introduced Claire Horton and John Hannam and outlined the potential for developing a multi agency checklist in Leeds.

John presented about the scheme in Nottinghamshire 50 plus projects which includes referrals to adaptations, assisting with shopping, handy person, intermediate care, community transport service, gardening, IT champions, resource centres.

The checklist is a whole systems approach to multi agency working for people aged 60 or over, enabling them to get access to a range of services and it's a gateway to low level preventive services. Several organisations in Nottingham are assigned to first contact and work in partnership.

How does the checklist work:

- A partner agency makes contact with an older person
- A quick and simple checklist is completed to identify a range of individual needs
- Checklist goes to central point of contact
- Referrals automatically generated to relevant agency
- Agency then makes contact older person and offers services
- Closing the loop – outcomes are recorded by central point of contact.

What are the benefits:

- People are more likely to accept help if advice from a person face to face, who they have trust and confidence in
- One point of contact – holistic approach
- Improved sources of information
- Staff/volunteers able to identify a range of needs
- Staff/volunteers have an understanding of services and any criteria to be met
- Improves low level support for older people.

The checklist is quick and simple and guarantees referrals. Neighbourhood watch teams are being encouraged to start doing the checklist. The next step is to target vulnerable groups with a similar checklist.

**Action: Aneesa** to send John's presentation out with the minutes.

Claire presented about the scheme in Newcastle which was built on the Nottinghamshire model.

Claire informed that Newcastle have used existing resources to set up targeting vulnerable people who were house bound. A simple database has been put together to manage the referrals.

Initially the home library service piloted for 3 months ensuring that home safety, community alarm systems etc were discussed with people.

The second stage of the system roll out started in May which will be evaluated. The scheme is becoming more popular and they are looking at rolling out gradually involving more services.

The scheme is looking at sustainability. First Contact Newcastle helps to equip frontline staff to give information by providing an effective tool to refer people into preventative services. By using a simple checklist, staff can promote organisations that provide information, advice and practical services.

Generally people don't mind completing the form. The organisation taking the referral is responsible for keeping the information.

Referrals can be accepted from anybody or service.

The scheme is focussing on hard to reach people and in Newcastle they have made contact with ethnic groups.

It is the role of the coordinator and the referring agency to chase progress of referrals if not done in timescales.

**Action: Aneesa** to send Claire's presentation out with the minutes.

A scoping meeting will be arranged in October to look at the potential of developing the scheme in Leeds.

**Action: Aneesa** to invite all attendees and partnership members.

### **3. Minutes of meeting held on 22<sup>nd</sup> July 2010**

Agreed as an accurate record.

### **4. Matters arising**

None.

### **5. Health & Environmental Action Service programme**

Andy circulated the priorities and vision for Health & Environmental Services. There are 3 key priorities linked to health & wellbeing and a number of challenges in Super Output Areas (see attached).

There is a lot of support to older people living in back to back houses when needing adaptations in these houses is an issue in some cases.

The work of Andy's service links in with the first contact scheme.

**Action: Keith** to report at next meeting regarding pathfinder integrated working progress.

### **6. Leeds Vision Consultation**

Christine circulated the "What if Leeds" vision consultation document and informed that sustainability needs to be included in the consultation.

All were encouraged to distribute and have a look at contributing to the online debates.

Jenny Hill from Leeds Initiative has gone out to many places to get the consultation forms completed.

**Action: All** to inform Jenny if there are any other groups that need to be involved in the consultation process.

## **7. Updates from Bash**

Bash circulated an update on progress against key partnership priorities (see attached).

**Action: All** to inform Bash if wanting to engage with any of the subgroups.

## **8. Any other Business**

Smoke Free Homes update to be circulated.

**Action: Aneesa** to request from Gemma Mann.

## **9. Date of next meeting**

25<sup>th</sup> November at 2 – 4 at Civic Hall.

### **Next meeting agenda items:**

**South Pathfinder update** – Shaid Mahmood, Keith Lander and Gerry Shevlin  
**Citywide Health & Wellbeing priorities 2030** – Christine Farrar / Dan Barnett