

## **Minutes of South East Leeds Health and Wellbeing Partnership Meeting 26<sup>th</sup> May 2011**

### **Attendees:**

Dave Mitchell (Chair) – Practice Based Commissioner  
Bash Uppal – Adult Social Care/Leeds PCT  
Pat McGeever – VOICE Representative  
Shaid Mahmood – SE Area Leader  
Cllr Kim Groves – Inner South Health Champion  
Andy Beattie – Environments & Neighbourhoods  
Aneesa Anwar - (minutes) – LCC, Support to Health & Wellbeing Partnerships

### **1. Welcome, introductions and apologies**

Apologies were received from Cllr Renshaw, Cllr Lewis, Brenda Fullard and Julie Bootle.

### **2. Minutes of meeting held on 31<sup>st</sup> March 2011**

Agreed as an accurate record.

### **3. Matters arising**

Minute 3 – noted that the link to google mapping has changed to [www.wellbeingleeds.co.uk](http://www.wellbeingleeds.co.uk) or [www.wellbeingleeds.com](http://www.wellbeingleeds.com).

Minute 5 – Bash informed the partnership of a Children's services workshop planned for June to address improving children's attendance and reducing sickness absence in inner south area. Bash asked to engage health staff support and to liaise with Community Health Care Trust.

Minute 6 – the MSOA locality profiling from NHS Leeds will be ready with narrative by September.

**Action: Brenda/Nichola** to confirm date and present at future partnership meeting.

### **4. Progress on existing priorities 2010 - 2011**

Bash went through the SE partnership priority review plan which was attached with the agenda. Supporting documents shared included: MARS information leaflet; consultation questionnaire; alcohol action plan; workforce capacity building plan (see attached). A discussion took place about the progress against the partnership objectives for 2010/11 as follows.

#### **Improved communication channels and community engagement through locality partnership arrangements**

- To develop robust local qualitative consultation tool for staff to use at local events the health and wellbeing questionnaire was developed. This is being further revised with input from partners and will be used to complement JSNA data.
- To date 200 questionnaires have been returned and other organisations are being encouraged to complete them.

- It was noted that Aire Valley Homes and Health for All could also input.

**Action:** all partners to check if questions are right and inform Bash of any amendments to ensure the questionnaire meets the needs of the partnership.

### **Influence commissioning to ensure local service delivery better meets the needs of communities living in deprived neighbourhoods**

- This section was left blank intentionally as any additional activities will be incorporated with changes nationally.
- Agreed that the function of the partnership needs to be made more explicit in relation to commissioning and it's reporting to the main Health & Wellbeing Board. This will also impact on future membership.
- Leeds Alliance have established themselves as a further consortia in the City and they have shown interest in getting involved in the local Health & Wellbeing Partnerships.
- Adult Social Care commissioning representatives will be named for all 3 partnerships soon and attend future meetings.

### **Ensure translation of citywide priorities into actions at a local level**

- Key activities have been identified at the alcohol sub group and these will be connecting with the Citywide alcohol plan.
- Noise out of hours operating at a number of locations - Andy will be able to give information further when needed.
- Family support unit - when this is set up Pat will be able to update.
- Peer to Peer work described by Cllr Groves as an excellent piece of work. Cllr Groves exploring further funding for this to continue.
- MARS – the trial begun on 23<sup>rd</sup> May for 8 weeks in Belle Isle and Little London. Bash to feedback at next meeting.

### **Reduce health inequalities gap through strengthening partnerships, building health capacity and maximising resources.**

- Workforce capacity building framework has been developed as a result of KPMG recommendations and is included in the City priority plan for health & wellbeing. A working group lead by the Council in partnership with NHS Leeds is implementing the framework.
- The NAEDI Lung Cancer Screening activity has worked well in the area and the take up has been extensive.

The partnership noted that Citywide priorities are fairly broad and the Health & Wellbeing Partnership activities will be linked into action plans.

A discussion took place on the themes that came out of the session at the health innovation event. One of the theme that was identified was "*air pollution and its effects on residents' health - what can we do about it?*". Andy informed the partnership that the air quality standards are in place but immediate term work such as informing respiratory patients of air pollution needs to be done in order for patients to prepare themselves when the air pollution levels are high.

**Action:** Andy to give further details about air pollution soon.

**Action:** a few people to meet up to explore how the partnership could work to get air pollution activity underway. Bash to circulate a date for partners to attend.

## **5. Priority setting for 2011 - 2012**

It was agreed to look at community engagement, determinants of health and air pollution as priorities for the next year.

It was agreed to continue the work that is underway from priorities set last year such as MARS, tackling alcohol issues and referral pathways.

Smoking – there is potential to do more work around this but it felt that the partnership should wait until the tobacco plan is out in September to work around that.

Due to changes in the national agenda it was agreed to revisit the priorities that have been set later in the year.

**Action:** need to confirm 2011/12 priorities at the next meeting. **Bash** to support partnership to develop key performance measures and actions against priorities.

Suggestions to look at Outcomes Based Accountability (OBA) approach at a future meeting.

## **6. Any other business**

None.

## **7. Next meeting**

28<sup>th</sup> July 2011 at 2 – 4 Civic Hall.

## **Health and Wellbeing Questionnaire guidance**

### Introduction

The Health and Wellbeing partnerships are working to make a real difference to outcomes for individuals and communities by addressing the health inequalities that currently exist across Leeds. They have examined local health profiles and data to inform their decisions around their most relevant health and wellbeing improvement priorities on which to focus in their first year. The chosen priorities allow consistency across wedges but also flexibility to accommodate action across a broad variety of themes e.g. geographic focus, lifestyle behaviour, locality health issues e.g. stroke, cancer, communities of interest e.g. BME, learning disability or Older People and cross cutting issues such as commissioning and communications.

### Background

In reviewing existing arrangements the locality health and wellbeing partnerships identified a gap in terms of local community qualitative intelligence gathering mechanisms that provided a standardised approach for any professionals wanting to engage around health and wellbeing. There was also a need to ensure a mechanism was in place to complement the joint strategic needs assessment (JSNA) which is pulled together from quantitative data.

### Purpose of this Questionnaire

To support community engagement mechanisms – to create a joined up approach to future consultation, involvement, empowerment etc. This questionnaire is crucial to ensuring robust system is in place for gathering local intelligence that can better inform future local service delivery and commissioning.

The Questionnaire has been pulled together through a multi agency group including representation from health and wellbeing improvement team, adult social care community involvement team and the performance management section in the Council. With this being at trial stage the questionnaire is to be reviewed on a regular basis to ensure it meets the needs of service design teams.

### Using the Questionnaire

A standardised questionnaire has been produced, copies of which can be provided on request from the health and wellbeing improvement team (contact Aneesa Anwar) based at Merrion House.

This questionnaire is not to be photocopied as each is bar coded to assist with analysis and evaluation recording processes. This entails the returns being scanned into a smart system. ALL questionnaires must be returned even if not used.

Contact: Kuldeep Bajwa and Bash Uppal  
15<sup>th</sup> February 2011

### South East Leeds – Tackling Alcohol Related Activity Plan

Activity	Actions	Timescales	Key Officers	Progress	Status	Link to City Priority indicators
<b>Reducing high intensive users of hospital services</b>	Case conference approach to be established for high intensive users (and where appropriate links to CAF and MARAC).	Aug 2011 to trial case conference approach	Diane Powell; Gerry Shevlin and Bash Uppal	Work underway to identify key cases and gain patient consent.		
	Brief treatment screening referral in targeted hotpots via ADS using local practices.	Early July pathway in place	Diane Powell and Bill Owen	Pathway for referrals being developed and review of ADS surgery locations to ensure in key hot spot areas.		
	Raising awareness of key services.	ASAP – done	Bill Owen	List of practices where brief treatments offered to be circulated.		
		June 2011	Diane Powell	Directory of Leeds Alcohol treatment services shared and to be revised on 'Leeds lets change' website.		
	Opportunity for pre Appointments from hospital to outreach support.	tbc	Diane Powell and Bash Uppal	To identify key stakeholders to progress discussions and explore options.		

Activity	Actions	Timescales	Key Officers	Progress	Status	Link to City Priority indicators
<b>Community engagement and awareness</b>	Addressing social norms through marketing activity (Drink aware).	Tbc	Lisa Huntley (renew)	Bid to access funding being developed by Middleton Regen Partnership.		
	Capacity building with local communities - engage parents - enhance community Reporting.	tbc	Dave Lodge	WYTS to undertake as part of phase 2 work for Middleton com engagement activity – tbc.		
<b>Addressing related ASB issues</b>	Opportunity to develop arrest referral for alcohol e.g. use bridewell model.	tbc	Diane Powell, Keith Lawrence and Probation	Health proposal to continue to fund Bridewell arrest referral process. Health to explore with Probation and Integrated Offender Mgt potential for Beeston and Middleton.		
	Morley profile on town centre issues. (Link to licensing cumulative impact evidence).	June 2011	Diane Powell	ADS services well attended in Morley. To explore health evidence data for Morley.		
	Identify associated ASB issues and actions for LS10/11 and Morley.	tbc	Gerry Shevlin	Meeting to be held involving Police and ASBU.		

Activity	Actions	Timescales	Key Officers	Progress	Status	Link to City Priority indicators
<b>Support to address related domestic violence</b>	Explore mechanisms to address the need for alcohol services to better engage with MARAC process.	Ongoing	Bill Owen Paula Gardner	To explore possibility of ADS engagement with MARAC.		
	Explore key alcohol related issues and potential actions.	July 2011	Bash Uppal, Louise Snowden and Gerry Shevlin	Stakeholder workshop to develop OBA to be arranged before school holidays.		
<b>Licensing and policy</b>	To explore developing a CIP for LS10/11.	Ongoing	Susan Holden Gerry Shevlin Bash Uppal	Agreed all to progress evidence data gathering to support CIP process. Send any information to key leads.		
	Health representative on to licensing board.	tbc	Brenda Fullard and Diane Powell and Seamus Kennedy	To refer this to alcohol management board.		
	To improve level of representations made at licensing panel by running local briefing sessions for members and agencies.	tbc	Susan Holden Gerry Shevlin Bash Uppal	Meeting to progress to be arranged involving licensing and elected member reps.		
	Explore any licensing requests from new retailers for LS10/11. Consider options for	tbc	Susan Holden	Local partnerships to be briefed on timescales and consulted on new		

	limiting alcohol sales e.g. opening times.			applications and potential limitations.		
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Activity	Actions	Timescales	Key Officers	Progress	Status	Link to City Priority indicators
<b>Business activity</b>	Improve workforce health with major retailers.	tbc	WYTS?	Pending feedback.		
	Explore potential sources of funding for enhancing local treatment services e.g. business grants / section 106 etc.	tbc	Cllr Kim Groves	To explore options round section 106.		
	Explore potential to establish local traders association.	tbc	WYTS	To run workshop?		
<b>Tackling impacts on children &amp; young people</b>	Address under age drinking and associated teenage pregnancy via awareness programme in local schools and community buildings.	tbc	Insp Yvette Hamil and George Bright	Police meeting with key agencies to progress addressing underage drinking.		
				Summer activity programme to include alcohol awareness work?		
	CAF process picking up young people and families involved in	tbc	Police / children services	Pending discussion.		

	alcohol abuse.		joint working.			
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# **Health and Wellbeing**

## **A Joint Approach to Building Capacity in the Workforce**

**Health and Wellbeing Framework** – A proposed Model based on the community engagement framework and City Priority Plan for Health and Wellbeing.

*Leeds will be a healthy and caring city for all ages where people:*

- *Will live longer, have healthier lives and reduced health inequalities*
- *Will have access to high quality health and social care services that meet their needs*

Training Level	Health and Wellbeing Role	Who Can take on this Role
1	<b>All Staff</b> <i>Staff have an awareness of health inequalities in Leeds</i>	All Staff
2	<b>Front-Line Workers</b> <i>Confident to pass on key health messages and signpost to appropriate services</i>	Targeted front line workers  Focus on fieldworkers E.g. Health improvement officers; librarians; one stop centre staff; children's family intervention workers; environmental health officers; housing officers; leisure centre staff; social workers; parks and countryside officers(rangers and maintenance staff), schools and children centre workers.
3	<b>Case and Group Workers</b> <i>Provide brief interventions and motivation for behavioural change</i>	Staff who work directly to provide intensive support to vulnerable groups or individuals:  Social workers; daycentre workers; ASBO workers; homeless and independent living officers etc.
4	<b>Engaged in Involvement and Consultation</b>	Those engaged in communications, involvement and consultation activity both from different directorates and those that organise events locally eg area management officers.
5	<b>Senior Level Champions</b> <i>Cascade and promote health and wellbeing across services</i>	Strategic managers  Chief Officers/HOS Commissioning managers Team Managers Elected Members

## Role and Responsibilities

1. **All Staff** – have a basic picture of the health and wellbeing agenda across Leeds

All Staff are able to:

Understand and be aware of Health and well being issues in localities

Understand the impact of health inequality across Leeds

Knowledge of how lifestyle choices impact on health

### Knowledge and Skills Required

*Staff can explain:*

- the basic picture of health inequalities across Leeds – main causes of death, life expectancy, etc
- what factors make up 'health'
- how lifestyle choices can increase or reduce the risk of disease – and how this differs through different localities

*Critical skills*

- acting positively
- communication

2. **Front Line Worker** – has the duty to embed key messages and signpost to appropriate services

All front line workers are able to:

Pass on key messages around healthy eating, physical activity, alcohol use, smoking etc???

Link with and influence wider determinants such as outdoor environments for play, benefit take up, jobs and employment , housing warmth support,

### Knowledge and Skills Required

*Front line workers can explain:*

- All of Level 1 plus
- Provide national healthy lifestyle guidelines

*Critical skills*

- Taking decisions
- Acting positively – being able to signpost appropriately
- Communication
- Gathering information

3. **Case and Group Worker – Health Activator** (Advise and act as a service link for all health and wellbeing enquiries)

All Specialised workers are able to:

- Provide brief interventions and motivation for behavioural change - for staff and service users
- Act as a point of contact for the directorate in relation to health and wellbeing issues
- Support and cascade information in relation to the health and wellbeing framework

### **Knowledge and Skills**

- All of Level 1 plus
- Understands cycles of change/barriers to health – social cognitive model
- Basic motivational techniques

Critical skills

- Taking decisions
- Acting positively
- Communication
- Gathering information
- Training and cascading information

4. **Engaged in Communication, Involvement and Consultation** – equipped to undertake consultation and evaluate health and wellbeing activity and provide feedback to decision makers.

### **Knowledge and skills**

- All of level 1 and 2 plus
- Aware of and able to use a range of community engagement techniques

Critical Skills

- Acting positively
- Communication
- Gathering information
- Training and cascading information
- Analysis and evaluation

5. **Senior Level Champions** - Take an active lead for the service through cascading and promoting health and wellbeing across services – including ensuring service plans reflect health and wellbeing priorities – down to inclusion in individual PDPs.

All Senior level Champions are able to:

Promote and champion the health and wellbeing agenda across services and Directorates

Cascade information about health inequalities across services

### **Knowledge and Skills**

- Understand of All Levels
- Wider knowledge of public health, citywide priorities and national drivers

Critical skills

- Taking decisions
- Acting positively
- Communication

- Gathering and cascading information

### Model for Capacity Building and the Delivery of Training

Training Level	Single or multi-agency	Mode of delivery	How often	Who delivers
1 <b>All Staff</b>	All Staff Leeds City Council	<p>One Council Induction</p> <p>Wellbeing Website (LCC Intranet) - key messages</p> <p>Health &amp; Wellbeing Update</p> <p>Leaflets/Posters – key health inequalities across the city</p> <p>Manager Toolkits/briefing notes</p> <p>Healthy Leeds Network – workshops</p> <p>Public Health Knowledge – Key messages and health inequalities statistics</p>	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Annually review</p> <p>Updated quarterly</p> <p>Quarterly</p> <p>Dan Barnett</p>	<p>LCC HR OD</p> <p>Well being site – Lisa Mallinson/Jeff Thompson</p> <p>Lisa Mallinson</p> <p>Links to Communication plan/messages</p> <p>Bash/Candia/Judith – to be developed after Nottingham visit May 2011</p> <p>Leeds Initiative - Dan Barnett</p> <p>Quiz that can be adapted using JSNA data</p>
2 <b>Front-Line</b>	<p>LCC</p> <p>Multi Agency</p> <p>Multi Agency</p>	<p>Health and Wellbeing Conference</p> <p>Half day session -Title: Key Health Messages – ‘Leeds Lets Change’ Challenges for Leeds</p>	<p>Annually (200 people)</p> <p>Four times a year (100 people)</p>	<p>NHS workforce development and multi agency group</p> <p>NHS Public Health and Health Improvement teams – Staying Healthy team</p>

		Leeds Public Health Seminars	Monthly (20 people)	NHS Public Health Resource Centre
3	LCC Multi Agency e learning Package Multi Agency	Health and Wellbeing Conference  E-Learning Package for Case workers on 'Health and Wellbeing: motivation for behavioural change'  Peer Behaviour and Behaviour Change e-learning (free)  Qualification 1: Health & Well-Being Certificate / Qualification 2: Level 3 Health & Well-Being Award  (£165)  Level 2: Award in Understanding Health Improvement (RHPH)  (free distance learning 10hrs plus assessment)  Half day workshop for group workers on 'Health and Wellbeing: brief interventions'  Topic specific sessions (already exist on smoking;	Annually  Available via e-learning	NHS workforce development and multi agency group  NHS e Learning package to be hosted on LCC learning Platform- <b>further work required</b>  NHS public Health Specialist – <b>further work to explore access</b>  RHPH website  Staying Healthy Team – needs developing  NHS public health and community

		alcohol; physical activity; food)  Train the trainer (walk leader and mental health first aid programmes)  WIN Programme- 7 half day modules	Quarterly  Twice yearly  Twice Yearly (25 people)	health care services  Health Improvement Officers (ASC) and community links (VCS)  NHS Public Health Team
4  <b>Engaged in Involvement and Consultation</b>	LCC  Multi Agency  LCC/Multi Agency  LCC	Health and Wellbeing Conference  WIN Programme- 7 half day modules  Community Engagement Skills – 1 day ??  Better Health through Education: Training Modules	Annually  Twice a year  Not yet developed	NHS workforce devt and multi agency group  NHS Public Health Team  Course development currently being explored by Matt Lund and Judith Fox LCC  NHS Public Health Team
5  <b>Senior Level Champions</b>	LCC	Health and Wellbeing Conference  Healthy Leeds Network	Annually  Four times a year	NHS workforce development and multi agency group  Leeds Initiative

		Half Day session on 'How to Promote the Health and Wellbeing agenda across Leeds'	Annually	Public Health Leadership Team
		Health Improvement Board Workshops	Three times a year	PHLT
		Win Programme (Optional)	Twice a year	NHS Pubic Health Team
		Health Champion Workshops – Elected Members	Quarterly	Healthy Leeds



## Useful Contacts

Leeds City Council website for information regarding all council services – [www.leeds.gov.uk](http://www.leeds.gov.uk)

Local information on wellbeing services available in Leeds including children and families, healthy eating, physical activity and many other topics – [www.wellbeingleeds.com](http://www.wellbeingleeds.com)

National healthline providing expert health advice, information and reassurance – [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

West Yorkshire Police website for information on your Neighbourhood Policing Team – [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

Your guide to the local NHS – [www.leeds.nhs.uk](http://www.leeds.nhs.uk)

# Multi Agency Referral Scheme (MARS)

The Multi Agency Referral Scheme supports people to access a range of local services through one common checklist.

## Notes

You may find it helpful to use this space to make a note of any contact details or appointment times that you are given.

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This leaflet details the agencies you have expressed an interest in contacting you. If you have any queries about your referral please get in touch using the following contact details:

**Leeds City Council MARS Project Team**

Tel: **0113 247 4742**

E-Mail: **MARS@leeds.gov.uk**

**We will be referring you to the following agencies and you will hear from them within two weeks:**

- NHS Stop Smoking Service
- Adult Social Care Initial Response Team
- Care and Repair Leeds
- Citizens Advice Bureau
- Welfare Right Team
- Leeds City Council Children's Services
- Energy Saving Trust
- West Yorkshire Fire Service

**Thank you for completing the MARS checklist today**

## **Additional supporting information**

### **NHS Smoking Services**

Leeds NHS Stop Smoking Service is a free service open to anyone who would like to stop smoking.

Support is offered through a variety of sessions, which include groups, one-to-ones and drop-ins throughout Leeds.

### **Adult Social Care**

Provides support to help older and vulnerable people live more independently and safely in their own homes through provision of equipment and adaptations

### **Care & Repair**

Aims to promote independent living for older people, adults and children with disabilities and people on low incomes. This is achieved by providing a wide range of cost-effective, client-centred services that promote independent living and choice.

### **Citizens Advice Bureau**

Citizens Advice Bureau provides support and advice to people to help when you get behind with payments for rent, council tax, household bills and loan payments.

### **Welfare Rights Team**

The Welfare Rights Team offer information, advice and assistance to claim a whole range of welfare benefits

### **Children's Services**

Children's centres offer a range of information, advice and services for families with children (pre-birth – 5yrs) including health, jobcentre plus, early learning, childcare and family support.

### **Energy Saving Trust**

The Energy Saving Trust advice centre offer free and impartial advice about saving energy in the home.

The advice centre can also refer householders to any grants which may be available in the area to help with energy saving measures which will help keep their homes warm and reduce energy bills

### **West Yorkshire Fire Service**

Are keen to reduce accidents in the home through the undertaking of home fire safety checks and where necessary installing smoke alarms.