

<b>Name of Meeting:</b>	Health & Wellbeing Partnership
<b>Date:</b>	22 April 2014
<b>Venue:</b>	Aros Boardroom
<b>Chair:</b>	Alison McGrory
<b>Attendees:</b>	Antonia Baird, Jackie Bell, Sarah Griffin, Liz Peat, Eleanor Sloan, Morevain Martin, Yennie van Oostende, Alison Hardman & Margaret Fyfe  By VC: Susan McFadyen, Dee Hancock, Eleanor MacKinnon, Deidre Henderson, Jenny Wares & Dan Jenkins
<b>Apologies:</b>	Eddie Renfrew, David Greenwell, Alison Mackenzie, Janet McMasters, Tricia Renfrew & Carol Muir
<b>Notes taken by:</b>	Jackie Dickson

<b>Agenda Item</b>	<b>Note of Discussion</b>	<b>Note of Action (person responsible and completion date)</b> Actions to be completed by date of next meeting unless otherwise stated
<b>2</b>	<b>Previous Minutes</b>  Approved	
<b>3</b>	<b>Matters Arising</b>  <b>3.1 CPP update</b> – MF advised the group that there are two new CPP posts now appointed: <b>CPP Manager</b> – Rona Gold <b>CPP Officer</b> – Samantha Quarton  The six Outcome Delivery Leads have now produced the six draft Outcome Delivery Plans which form part of the Single Outcome Agreement (SOA). These have to be finalised and with Scottish Government by June 2014.  There were 14 consultations as part of developing these plans, four Question Time events and one Focus Group. In	

	<p>addition 515 on line surveys were completed. The total output from consultation is being analysed by Chris Carr and a full report going to the CPP Management 25 April 2014.</p> <p>The majority of comments on Outcome 5 were around how to enable people to stay healthy and how health services are accessed.</p> <p><b>3.2 Pyramid Scorecard</b> – carried forward to next meeting</p>	<p>JD - Carry item forward to next meeting agenda</p>
4	<p><b>HWF</b></p> <p><b>4.1 Recent bids awarded</b> - report noted</p> <p><b>4.2 Overdue monitoring reports</b> – report discussed and coordinators agreed to chase outstanding reports.</p> <p><b>4.4 Annual report for 2013/14</b> – the report was discussed and it was noted that the average spend is similar over the previous year. Also the trend of awarding bids which concentrate on the Health Inequalities and Mental Wellbeing priorities over say tobacco and alcohol was noted.</p> <p>There is an error in calculation on “Hits”. The corrected version is attached with these minutes.</p> <p><b>4.5 Launch of 2014/15 fund</b> – there are considerable savings to be made in this financial year from the Public Health budget which provides the H&amp;W discretionary fund. There is a meeting with the financial accountant at the end of April after which it is anticipated that the HWF will be launched but it is possible that the discretionary fund will be reduced. As such although bids may be scored in preparation; no awards can be confirmed at this time. It was noted that a reduced fund might cause networks to reconsider any caps currently set.</p> <p>In addition there are some changes required to the application form; date and some changes asked for by the PH team. Also a suggestion from ES arising from the discussion on Asset Mapping is to include a section on the application form relating to</p>	<p>Standing agenda item</p> <p>Coordinators to chase reports</p> <p>AMcG will confirm fund amount ASAP</p>

	<p>any service being publicised on Living it Up, A Local Information System for Scotland (ALISS) and in local libraries etc.</p> <p><b>4.6 Terms of reference</b> - briefly discussed but to be carried forward to next meeting. The absence of partners was noted and the reintroduction of “Topics” was proposed as a way of making meetings more relevant for partners.</p>	<p>AMcG to update paperwork and circulate</p> <p>JD - Carry item forward to next meeting agenda and circulate ToR with papers</p>
5	<p><b>Asset Mapping</b></p> <p>SMcF provided an update of the work she has been doing with her Cowal Community Forum hat on. Almost all of the data is in and about to be checked for duplicates. The finalised data can then be split as required by coordinators and provided in either excel or access format.</p> <p>AMcG asked whether the coordinators wanted £1k each from the remaining monies to use for a hard copy directory for those who do not obtain this information on line. After discussion it was felt that this was not the best option and other ideas such as publicising services/events through local libraries or funding “roving reporters” (peer groups finding out what is on and available locally and then using the most appropriate means to publicise this to their peer group), might be more effective. It was recognised that there is no one size fits all approach e.g. no Library on Islay or Mull. DH is happy to help overcome any barriers to Libraries being receptive to this idea of publicising local events and could help find alternative suitable venues where there is no library. It was suggested that it might be a good idea to have Pat McCann from Libraries come to the July Meeting to discuss further.</p> <p>The discussion moved to the ALISS system used by Living It Up and what information is required for events and services etc. to be loaded up to ALISS. A postcode is required and the example of watching Seals was given as one difficult to load up. ES suggested when something is that oblique, you could email the coordinator for the area who will probably be able to pin point it to a post code. All ABAN data is on ALISS.</p>	<p>Coordinators to let SMcF know what they want in terms of data</p> <p>AMcG to consider including Libraries in the July agenda</p>

	<p>The conclusion was that the remaining monies might be better used on local initiatives and SMcF and AMcG to discuss how this may be accessed and that this should be an agenda item for the next Coordinators meeting (17 June 2014).</p>	<p>Coordinators to discuss at 17 June Coordinators meeting</p>
<b>6</b>	<p><b>Welfare Reform</b></p> <p>AH spoke to the circulated presentation outlining the perhaps not immediately recognised wider implications for health and wellbeing from Welfare Reform and detailing some of the work being undertaken by the Welfare Reform Group to mitigate the impact.</p> <p>ES asked if AH would present to the local Network in Campbeltown, AH agreed.</p> <p>MM expressed concern that Volunteer hours may not be considered in the contract requiring unemployed people to look for work for 35 hours per week and if so this could have a detrimental impact on volunteering. AH will raise this at the next Welfare reform Group meeting and report back.</p> <p>It was noted that Food Bank numbers are increasing and it was suggested that the topic of Food Banks might be a suitable agenda item going forward.</p>	
<b>7</b>	<p><b>Smoking Prevention DVD</b></p> <p>EP is keen for this DVD to be shown as widely as possible. YouTube was suggested and is being considered but EP would like to monitor usage if possible.</p> <p>DH asked if there is a subtitle version; if so the library could play the DVDs. EP will ask if this can be done.</p>	
<b>8.</b>	<p><b>Physical Activity Consultation</b></p> <p>JW spoke to the circulated paper detailing the results of the Physical Activity consultation conducted earlier this year. JH passed on thanks for all who participated in the consultation.</p> <p>Next steps were discussed with a view as to</p>	

	<p>how this could be incorporated into the SOA, which it was felt required more recognition of physical activity.</p> <p>DH mentioned the work in this area being undertaken by Healthy Working Lives; encouraging staff and managers to take active breaks.</p> <p>A logic model at the strategic level was discussed alongside Action Plans for the local level. YvO reported that there is an A&amp;B group made up of council and NHS members looking at physical activity and they may have capacity to produce the action plan. JW is in favour as she has to step back from this work before the summer. Any Action Plan created could then be the basis for a template/framework for use in other geographical areas. DJ offered assistance.</p>	<p>Action – JW will begin working on the action plan/logic model and share with AMcG. This will then be taken forward by YvO's working group from August 2014.</p>
<b>9.</b>	<p><b>Network Updates</b></p> <p>Carried forward</p>	<p>Standing agenda item</p>
<b>10.</b>	<p><b>Any Other Business</b></p> <p>None</p>	
<b>11.</b>	<p><b>Dates of Next Meeting</b></p>	<p><b>Next Quarterly Partnership Meeting – 22 July 2014</b></p>