

Name of Meeting:	Health & Wellbeing Partnership
Date:	21 April 2015
Venue:	Aros Boardroom
Chair:	Alison McGrory
Attendees:	Antonia Baird, Alex Purdie, Eleanor MacKinnon, Eleanor Sloan, Morevain Martin, Liz Peat, Liz Strang By VC: Susan McFadyen & Audrey Baird
Apologies:	Rona Gold, Eilidh Gillies & Dee Hancock
Notes taken by:	Alison McGrory

Agenda Item	Note of Discussion	Note of Action (person responsible and completion date) Actions to be completed by date of next meeting unless otherwise stated
2.	Previous Minutes Approved	
3.	<p>Matters Arising</p> <p>Terms of reference Adopted at meeting. Will be an ongoing action for all members to consider potential new recruits. This led onto a discussion about inviting Addaction to a future meeting.</p> <p>Community Planning Rona Gold unable to attend but she shared a paper on prevention which was tabled at the CPP management committee.</p> <p>Discussion re request from CPP structures that co-ordinators attend local meetings. Recognised that some are already doing this. August meeting will have health outcome on agenda and health improvement team are submitting a paper and annual report.</p>	<p>Jackie to finalise and send with minutes</p> <p>Alison will email Carol Muir</p> <p>Jackie to circulate with minutes</p> <p>Co-ordinators try where possible to attend</p>
4.	<p>HWF</p> <p>4.1 Overdue monitoring reports –</p>	Standing agenda item

	<p>Circulated paper noted.</p> <p>From April 2015 any awardees who has not done a report will be added to a list of those not eligible for further awards.</p> <p>4.2 – Launch of grant fund – dealt with in item 5</p>	<p>Jackie to start a list and update each April prior to the launch of the fund.</p> <p>Coordinators are encouraged to remind applicants to set an appropriate project end date.</p>
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5	<p>Grant Fund Evaluation</p> <p>Grant fund for 2015/16 has been launched. Total amount is</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Total budget:</td> <td style="background-color: yellow;">£66,700</td> </tr> </table>				Total budget:	£66,700																																																		
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	<p>Discussed some of the outstanding points from the external review conducted last year:</p> <ul style="list-style-type: none"> - Increased promotion of the grant fund - Alison has provided co-ordinators with a press release template which they will customise and issue. Also promote via the council's funding alert. 				<p>Alison and co-ordinators to action.</p>																																																			
	<ul style="list-style-type: none"> - Identification of one main priority on the grant application form and additional supporting priorities 					<p>Alison will do this and issue the new application form asap</p>																																																		
	<ul style="list-style-type: none"> - Case study template 					<p>Still to be finalised. Co-ordinators to trial run the</p>																																																		

		form by completing a sample for their area and return to Eleanor M by end May
6.	<p>Annual Reports</p> <p>6.1 JHIP annual report Alison discussed the circulated draft paper. This showed the partnership has had a very productive year.</p> <p>6.2 Co-ordinators' reports Noted</p> <p>6.3 Dissemination of reports and forward planning Ideas sought from members, agreed:</p> <ul style="list-style-type: none"> - H and Care Partnership and NHS Highland - CPP, management committee and local area meetings - HWB Networks - Community councils - Elected members <p>This led on to a discussion about the Joint Health Improvement Plan which runs till 2016. Also discussed ongoing priorities and reflected that tobacco has been a challenging issue to get the buy in for.</p>	<p>All to provide comments by 15 May.</p> <p>These should be published on the website.</p> <p>Alison and co-ordinators to action.</p> <p>Pick up at next meeting with possibility of forming a short life working group.</p> <p>Put tobacco on agenda of July or September meeting and ask new co-ordinator and Alex Purdie to present on this.</p>
7.	<p>EYC & GIRFEC Liz Strang gave an update. Papers circulated with minutes.</p>	
8.	<p>Integrated Care Fund Ran out of time so carried forward to next meeting.</p>	
9.	<p>Date of next meeting The next meeting will take place on Tuesday 21 July at 10.30am.</p>	