

**DRAFT MINUTES OF THE WEST NORFOLK COMMUNITY ENGAGEMENT FORUM
FRIDAY 22 JANUARY 2016 10AM – 12NOON
COMMITTEE SUITE, BOROUGH COUNCIL OF KINGS LYNN & WEST NORFOLK OFFICES,
KINGS COURT, CHAPEL STREET, KINGS LYNN, NORFOLK PE30 1EX**

Present:

Cathy Gale (Chair)	(CG)	Lay Governing Body Member WNCCG
Lauren Sibbons	(LS)	Interim Head of Commissioning WNCCG
Richard Pengelly	(RT)	General Manager West Norfolk Community Transport
Brad Stein	(BS)	Development Officer, West Norfolk Community Transport
Jo Maule	(JM)	Locality Manager, Community Action Norfolk
Shirley Christopher	(Sch)	CQC
Amelia Worley	(AW)	Dementia-friendly Community Co-ordinator, Age UK Norfolk
Anita Walter	(Awa)	Extra Hands of Heacham Ltd
Eddie West-Burnham	(EWB)	Chief Executive, West Norfolk MIND
Esmé Corner	(EC)	Lead Governor, Queen Elizabeth Hospital
Emma Harrison	(EH)	Patient Experience and Public Involvement Lead, Queen Elizabeth Hospital
Sam Potts	(SP)	Locality Operations Manager, NCH&C
Andy Peacock	(AP)	Alzheimers Society West Norfolk
Jonathan Dossetor	(JD)	Public Governor, Queen Elizabeth Hospital
Linda Vernon-Wood	(LVW)	Treasurer, Norfolk & Waveney Local Optical Committee
David Price	(DP)	Chair, South Wootton Parish Council
Mavis White	(MW)	Vice Chair, Swaffham and Litcham Home Hospice Support
Paula Hall	(PH)	Chief Executive, Purfleet Trust KL&WN
Melanie Steele	(MS)	NAS West Norfolk
Sarah Day	(SD)	Smokefree Norfolk / NCH&C
Sheila Goodman	(SG)	KLWN Parkinsons Support Group
Janet Elvin	(JE)	KLWN Parkinsons Support Group
Amanda Kenny	(AK)	West Norfolk Deaf Association
Clare Peak	(CP)	Project Manager, Family Action Swaffham
Emma Boore	(EB)	Manager, Home Improvement Agency KLWNBC
Thelma Wadsley	(TW)	Manager, West Norfolk Advice Hub & KLARS
Shirley Matthews	(SM)	Chairman, Breckland Older People's Forum
Roger Smith	(RS)	Vice Chair & Treasurer Breathe Easy, British Stroke Foundation
Lynsey Tibble	(LT)	Gt Massingham & Docking PPG/ Patient Partnership
?		Norfolk Autistic Society



In Attendance:

Arlene Sheppard	(AMS)	Minute Taker, WNCCG
-----------------	-------	---------------------


Apologies:

Dr Sue Crossman	(SC)	Chief Officer, WNCCG
-----------------	------	----------------------

		Action
1	WELCOME AND INTRODUCTIONS Chair welcomed the members to the meeting, briefly covered the housekeeping and safety points. Round table introductions and sign in sheet circulated.	

<p>2</p>	<p>THE PURPOSE OF THE COMMUNITY ENGAGEMENT FORUM</p> <p>This is a way of capturing as many representative views and suggestions from the Community to put forward to the Governing Body of West Norfolk CCG and feeding back actions and outputs to complete the communication loop. Intention to identify any gaps or blocks in services to inform commissioning actions.</p> <p>During the meeting members were encouraged to use the ‘park boards’ to highlight questions, queries, suggest topics for discussion and any responses would be fed back to future meetings. Also CCG attendees happy to receive email comments – contact emails to be circulated with the draft Minutes.</p>	
<p>3</p>	<p>THE NATIONAL PICTURE</p> <p> FYFV 7 Models of Care.pdf</p> <p>LS circulated pictogram of the NHS England Five Year Forward View 7 Models of Care and provided an overview of the national picture currently, focussing on Integrated Care with improved pathways and outcomes.</p> <p>West Norfolk areas of focus</p> <ul style="list-style-type: none"> • Frailty pathway to ensure appropriate services are in place to support those members of the community • Co-commissioning to increase the amount of local input into GP services without deviating from the National Standard Contract • Pioneer Status gives local organisations such as the NHS and social care access to expert help to integrate services. 	
<p>4</p>	<p>TERMS OF REFERENCE</p> <p> DRAFT Terms of Reference (circ).docx</p> <p>WNCCG website NHS West Norfolk CCG (CTRL+Click to follow link)</p> <p>CG circulated the draft Terms of Reference for comment and discussion.</p> <ul style="list-style-type: none"> • Further information on commissioning intentions available on CCG website. • Discussion of the types of practical support available through the forum. CCG happy to act as a communication pathway <p>Members agreed the circulated Terms of Reference.</p>	
<p>5</p>	<p>MEMBERSHIP</p> <ul style="list-style-type: none"> • Members encouraged to circulate meeting dates to other Community Groups to raise the profile and obtain the widest range of input. • CCG confirmed that the Minutes would be in the public domain and could be distributed to other interested groups. (Noted the circulation agreement column on the sign in sheet for distribution of email addresses) • Members noted that NSFT and Norfolk County Council were not represented and that as commissioners of services their attendance at future meetings would be 	

	<p>useful.</p> <ul style="list-style-type: none"> • Noted professional groups do have their own lines of communication with the CCG • Suggested groups to include: <ul style="list-style-type: none"> ○ Day Centres ○ Forward Futures – Chief Exec Steve Fuller ○ Ross Hefford in WNKLBC Housing ○ West Norfolk Dyspraxia Club for Children ○ Tapping House ○ Downham Dementia Support ○ Norfolk First Support ○ Mental Health Service User Forums (via NSFT) ○ Norfolk & Norwich Association for the Blind ○ Organisations that support Children & Young People ○ Benjamin Foundation ○ GP representation, as appropriate to meeting topic ○ Safeguarding representation, as appropriate to meeting topic 	
6	<p>UPDATES FROM FORUM MEMBERS</p> <ul style="list-style-type: none"> • Query when the West Norfolk Neurology Review will take place and how will service users be consulted as part of this review. Concern on reduction in staffing and lack of provision for Parkinsons patients in West Norfolk. Very slow referral process in speech therapy. LS asked the member to share the detail of the concerns offline for investigation and response • Discussion of the need for better ‘signposting’ to community/support groups after diagnosis and access to information. Recognition of the funding constraints and the reduction in opportunities for cost-effective intervention and prevention. Need to raise awareness of the current resources available, difficulty of keeping abreast of the ongoing changes in the health economy 	
7	<p>TOPICS FOR FUTURE MEETINGS</p> <p>Topic for next meeting: Frailty and frailty pathway. Any questions on the topic can be submitted to the CCG prior to the 30th March for information and response at the meeting.</p> <ul style="list-style-type: none"> • Suggested topic for future meetings: <ul style="list-style-type: none"> ○ Complex needs (admission avoidance) ○ Signposting Directory (HERON, Ask LILY) 	
8	<p>DATES OF FUTURE MEETINGS</p> <ul style="list-style-type: none"> • Members requested earlier and wider communication of meeting dates. • Meetings to take place on a bi-monthly frequency on a Wednesday morning, focus on specific areas for each meeting. <p><u>NEXT MEETING:</u> Wednesday 30th March 10am – 12noon Committee Suite, Borough Council Of Kings Lynn & West Norfolk Offices, Kings Court, Chapel Street, Kings Lynn, Norfolk PE30 1EX (Room available from 9.30am for pre-meeting networking)</p> <ul style="list-style-type: none"> • Brief paragraph from each Organisation detailing annual priorities. The format can be simple ie name of organisation; key points for coming year; contact 	<p style="text-align: right;">ALL</p>

	<p>person.</p> <p style="text-align: center;">  CEF Organisational template.docx </p> <p>Template attached.</p>	
--	--	--

<p>'PARK BOARD' ITEMS</p>
<ul style="list-style-type: none"> • British Red Cross should be involved. • Anita Walker – Extra Hands – would like to meet with CCG to discuss improving commissioning in home care • Focus each meeting on a specific area – publicised so the right people attend and the meeting can move forward • How will this meeting affect the other CCG-funded engagement meetings. Will they continue to be funded? • South Wootton: There are going to be at least 900 new properties built in the next few years but the village has no medical facility. There are already 1800 properties in village. Can the CCG consider the building of a Medical/Health Care Centre in the village? • If the organisations attending today, attend the next meeting, and the non-attendees also attend next, will be the numbers attending become unmanageable? • Communication on the Internet: Miss Andrea Mary Haylett, address supplied. • Should Dentists, Pharmacists and Opticians be involved • Norfolk & Waveney Local Optical Committee. We offer community eye care schemes, saving money, delivering care closer to home, reducing strain on hospital eye clinics. • Linda Vernon-Wood would like to meet with CCG commissioning re: community eye schemes • West Norfolk is the worst in the country for waiting list for Autism! WORST IN THE COUNTRY • Autism: We have no early intervention because patients haven't got a diagnosis • Autism: no speech and language, no OT, no sensory and support • Who isn't here? Statutory Services esp Wellbeing Service, CMHS (CFYP), Childrens Centres, Cambridgeshire Community Services, Health Visitors, School Nurses. • Invite organisations more relevant to younger people • Use screens at GP Practices to promote various charity organisations relevant to patient health. Roger Smith Breathe Easy • Information on local GP Surgeries TV screens for all groups. Janet Elvin KLWN Parkinsons Support Group.