

# EXECUTIVE SUMMARY

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>REPORT TO:</b>    | One Northern Devon Community Meeting                           |
| <b>DATE:</b>         | 1 <sup>st</sup> May 2019                                       |
| <b>AGENDA NO:</b>    | 1.2                                                            |
| <b>AGENDA ITEM:</b>  | Minutes of the Meeting held on 1 <sup>st</sup> May 2019        |
| <b>SPONSOR:</b>      | John Womersley, Chair                                          |
| <b>PREPARED BY:</b>  | Kate Winter, PA to CEO and Director of Finance and Performance |
| <b>PRESENTED BY:</b> | John Womersley, Chair                                          |

## Purpose

The purpose of this paper is to present the notes of the ONE Northern Devon Communities Meeting held on 1<sup>st</sup> May 2019

|          |   |
|----------|---|
| Decision | x |
| Approval | ✓ |
| Receive  | x |
| Ratify   | x |

## Supporting Information

The notes are attached

## Controls and Assurance

The minutes of the meeting are considered by the One Northern Devon Meeting for accuracy. Following discussion, amendments may be recorded as appropriate. The minutes are then formally approved.

# Notes of the One Northern Devon Communities Meeting

Held in Barnstaple Library at 1.30 pm on Wednesday 1<sup>st</sup> May 2019

## PRESENT:

Andrea Beacham (AB)  
Sandra Crawley (SC)  
Roger Byrom (RB)  
Janet Williams (JWi)  
Hannah McDonald (HMcD)  
Simon Jones (SJ)  
Carol McCormack-Hole (CMc)  
Steve Seatherton (SS)  
Paul Huxtable (PH)  
Jennifer Martineau (JM)  
Paul Jones (PJ)  
Ali Boyd (ABO)  
James Thornton  
Karen Evans (KA)  
Paul Collinge

Partnerships Lead, NDHT  
Chair, Torrington Care Forum  
Livewell, Braunton  
Torridge District Council  
One Ilfracombe  
Barnstaple GP, One Barnstaple  
One Barnstaple  
Programme Manager One Ilfracombe  
Torrige Voluntary Services  
GP / Torrington 100  
One Barnstaple / Project Co-ordinator  
Communities, Public Health, Devon County Council  
GP, LMC  
CEO, NDVS  
DCC Commissioner

## APOLOGIES:

Matt Wills (MW)  
John Womersley (JWo)  
Sharon Bates (SB)  
Lorraine Loveden (LL)  
Gail Mistlin (GM)  
Sam Shortridge (SS)  
Sarah Williams (SW)  
Gill Garret (GG)  
Rachel Raper (RR)  
Sandra Guard (SG)  
Rodney Donavan (RD)  
Tony Inch (TI)  
Rebecca Harty (RH)

Practice Manager, Combe Coastal Practice  
Chair of the Northern Locality Board-NEW Devon CCG  
Barnstaple Alliance  
Livewell, Braunton  
One Barnstaple / Wellbeing Co-ordinator  
Practice Manager Torridge Health  
Ilfracombe G, CCG Social Prescribing Lead  
Barnstaple District Nursing  
One Bideford  
PSG, Torrington  
Chair One Ilfracombe  
One Bideford / Torridge District Council  
NHS Devon CCG, Head of Integrated Care Model- Northern and Eastern Locality

## IN ATTENDANCE:

Kate Winter

PA to Chief Executive and Director of Finance and Performance, NDHT

## 22/19 Apologies

The apologies were noted.

## 23/19 Notes of the Meeting held on 13<sup>th</sup> March 2019

The notes of the meeting held on 13<sup>th</sup> March 2019 were approved.

## 24/19 Matters Arising

The action grid was reviewed and updated.

## 25/19 Community Partnership Development Across Northern Devon

### Update from Partnership Development Manager

HMCD outlined her new role as Partnership Development Manager and work undertaken over the past few months with One communities. The new role will now provide support to emerging Ones and over the next few weeks will identify what is already being undertaken. TD advised that he was keen to have police representation on all of the One meetings.

A meeting has been held with Holsworthy Community Involvement Group to discuss the benefits of a One community. They have undertaken engagement with the CCG and have undertaken a local survey. They have proposed that a One Holsworthy could evolve over time from the Community Involvement Group bringing in wider stakeholders. It was noted that Holsworthy also has links with Cornwall.

A One town will be discussed with South Molton where there are good links in place.

There are currently 6 main One towns established. The next phase will look at the smaller areas and agree whether they need smaller Ones or whether it would be more beneficial for them to join a larger group.

### Plan for Second Community Conference

HMCD referred to discussions held at the last meeting where it considered whether to wait until Autumn to hold a second conference so that case studies can be undertaken and consider who the conference should be aimed at. HMCD sought views from all present.

PJ suggested that key people from within each One should attend to provide assurance to the emerging Ones. JWi considered that council elective members need to be on board and it was suggested that as there will be new council members after the local elections who will be wanting to make an impact, an Autumn conference would be good timing. ABo suggested inviting town and parish council members who are linked into their communities.

(AB and SJ arrived at 13.50)

## 26/19 Community Partnership Update

Each area was asked to provide a update:

### One Ilfracombe

- Focus has been on replacing the Project Co-ordinator role and appointing a Community Development Officer for the social prescribing pilot which is funded through IBCF funding.
- The social prescriber has been located in the GP practice and this has resulted in double the amount of referrals including referrals for social isolation. HMcD agreed to provide more information to the next meeting on the type of referrals being received.
- The Community Development Officer is focussing on the naturally healthy agenda. All local activities taking place in the community have been mapped.
- Funding has been received from the police to tackle anti-social behaviour.
- One Ilfracombe has teamed up with Belles Place who have been providing an informal hot meal service which is now in place 5 days a week with the support of the Salvation Army and the food bank.
- Mental health awareness training is being provided for volunteers and partners.
- A learning disabilities review is being undertaken with DCC to assess what services people are accessing and not accessing. A meeting will be held with stakeholders to provide a better understanding.

HMcD

SC sought information on the food waste café run through Incredible Edible Ilfracombe. The initiative runs weekly cafes and pop up stores to distribute food waste donated from local supermarkets and businesses. Over the summer months the weekly café will reduce to focus on finding a community allotment and being able to provide a weekend service. HMcD referred to land behind the GP surgery in Combe Martin and a proposal to turn this into a community allotment

### One Bideford

- There had been no meeting since the last One Community meeting but members have been tasked to make links with local health groups. An update will be provided to the next meeting.

**JWi**

### One Barnstaple

- The launch is taking place from 30<sup>th</sup> May to 1<sup>st</sup> June.
- A logo, strapline and website are all being explored.
- There has been lots of contact from the community wanting to be involved in One Barnstaple including Bideford Work Club who are hoping to expand into Barnstaple.

### Livewell Braunton

- A community connector has been appointed and will start next week.
- The website is under construction which includes a health library of videos.

AB asked whether people are able to access the social prescriber in Braunton outside of the GP practice and noted that the connector is located in the old police station which is now a community hub. ABo sought clarity on the level of activity available in Braunton to refer people to and it was noted that there is a huge network of support. A database has been created which includes all available community activities – this information has also been published in a book.

SJ has suggested that GPs do not go out and recruit their own social prescribers as it will duplicate work already being undertaken. PC explained that one of the main drivers of IBCF funding is to have a range of venues where prescribers are based to see if this affects the type of referrals received and explore different ways to meet people's needs.

### One Barnstaple Social Prescribing Model

PJ outlined the scope of the Flow Project. If an agency identifies social issues, instead of referring an individual on to different agencies, one agency will do all that they can with the individual, if they have not resolved all of the issues they will then refer the individual to the wellbeing co-ordinator. The original agency will be the lead agency but with the Co-ordinators support, will bring in other agencies to provide any further support required. AB suggested that the pilot will help to build a more connected system.

PJ highlighted that the police and housing already work together so this is not a new concept but it is also about bringing in other agencies and the voluntary services.

AB had met with the acute therapy team who agreed that there is a need for this. They also welcomed having access to the Wellbeing Co-ordinator to co-ordinate the support required.

A workshop will be held on 10<sup>th</sup> May to promote the pilot and it was suggested that sometimes it is the time offered and spent with a person that has a value rather than money.

Further work was required to explore how the voluntary sector can be involved in the Flow pilot.

#### Torrington 100

- Regular meetings continue and a bid has been developed and submitted for IBCF funding.
- There are 7 key people involved to date and a focus group has been undertaken to look at the local needs and bring activists together. Torrington 100 will work with the Plough Arts Centre and provide outreach programmes.
- A meeting with care volunteers is being held.
- Focus is being placed on travel links and the group are working with Integr8.
- In addition to setting up a work club in Barnstaple, this will also be rolled out to Torrington.
- AB referred to the Great Torrington H&SC group and questioned whether there is duplication with Torrington 100. It was noted that the H&SC group had agreed they should merge with Torrington 100 in a few months' time once they have completed key aspects of their agenda.

#### South Molton

- Contact to be made to open up discussions.
- It was noted that the League of Friends are active in South Molton.

PC referred to One Communities who may want to attract IBCF funding and suggested that the fact that they are all different is what will attract the funding. PC explained that if there are other communities wanting to apply for funding they need to consider the unique opportunities they can offer for social prescribing and how this can have an impact. IBCF funding is currently available until the end of this financial year.

#### Social Prescribing Network

PJ reported on a social prescriber network support meeting being held on 8<sup>th</sup> May to share good practice and problem solve difficult cases.

## 27/19 Public Health Data

SJ presented an example of public health data that can be provided for each district.

The data provides a summary looking at local needs, information on population compared to Devon averages, information on planning and community priorities. The information is clear and can be shared with other groups such as the League of Friends.

HMcD referred to data for Ilfracombe which indicated that there were high dementia levels but after discussion it was discovered that there was a need to raise awareness of dementia within the town. SC reported that Torrington have undertaken dementia awareness training events.

ABO felt that some communities will not recognise their communities therefore the data should be circulated with background supporting information. ABO suggested that council members could use this information to their advantage or disadvantage.

The group discussed funding and it was suggested that when applying for funding the audience should be understood and the correct marketing strategy in place.

It was agreed that the data should be circulated and included on the agenda of the next meeting. **AB**

## 28/19 OND Communities Terms of Reference

AB presented the draft terms of reference which is a guide of what is required to be a One town. The Group discussed the terms of reference making a number of suggestions as follows:

- *Purpose* – rather than creating a local partnership, it was suggested that this be amended to developing a local partnership.
- *Aims* – it suggested remove namely at end of the initial paragraph and replace with which could include.
- *Aims* – under public sector include children and young people, education and early years provision.
- *Voluntary Sector* – change to voluntary and community sector and local interest groups. This needs to include social enterprises and there was a lengthy discussion on how local groups will be represented through the terms of reference and how Ones should engage with local residents.
- *Public Sector* – include democratic elected members and care providers.
- *Aims* – final paragraph (2) to include to develop opportunities. Final sentence to be amended to 'to ensure strategies are localised and achievable to all'.
- *Membership* - include Jobcentre Plus and remove ranks/posts. Change churches to faith groups.

It was suggested that the Terms of Reference should remain fluid so that they can be adapted

for each community. SS therefore suggested that an introduction paragraph be included to this effect including a statement that support can be provided to develop the Terms of Reference.

AB advised that JWo had promoted that the STP will deliver some of its objectives through the OND Board and OND communities. Although the communities are in charge of their objectives they must not lose sight of the STP objectives.

AB outlined the objectives within the Terms of Reference in detail. PC sought clarity on where strategic priorities will come from and SJ referred to discussions held at the OND Board on how to prioritise what is best for Northern Devon as each partner organisation has different priorities.

The Group discussed the role of the Health and Wellbeing Board and organisational changes that are currently taking place. PC suggested that expectations on the Group will need to be managed as all agencies have strategic priorities and AB explained that there is an aspiration to understand and agree priorities at the OND level before taking these out to the communities. It was agreed that this should be reflected in the Terms of Reference.

PC suggested including the OND principles (5) as an appendix to the Terms of Reference as they may change depending on the development of communities, however SS suggested that they remain in the Terms of Reference as One Ilfracombe always referred back to their principles.

AB agreed to update the draft Terms of Reference and circulate to the group.

**AB**

## 29/19 Joint Evaluation Requirements

AB sought clarity from PC on the reporting requirements and views of how a joint evaluation can be undertaken.

As each area is doing a different evaluation AB asked whether each area can take the same approach and ask three core questions as follows:

- Initial interaction – ask ‘to what extent have we understood you and the difficulties you are having?’

Two follow up questions after the intervention:

- To what extent did you feel supported to address your needs?
- What did you achieve?

PC suggested that prior to any evaluation consideration should be given to what needs to be reported as part of IBCF funding requirements to provide evidence of impact to the individual. There needs to be measures to describe the impact to the individual and the impact to service delivery such as changes in referral patterns and potential impact to the system and the Group discussed how this could be achieved.

Prior to the next meeting AB agreed to collate the evaluation measures of each community under the agreed headings (core questions). It terms of future reporting it was suggested that they be reported collectively on a quarterly basis. **AB**

SJ referred to conversations with GPs who are assessing social prescribing and exploring different computer systems Devon wide to measure social prescribing.

## 30/19 For OND Communities to Develop and Agree

### OND Communities Website

The CCG have offered to host the OND Communities website and a meeting will be arranged to progress.

### Support Needs of Ones

HMCD will meet with the Ones over the next few weeks in her new role as Partnership Development Manager to assess what support is required. It was agreed that this will remain as a standing agenda item. **HMCD**

## 31/19 Any Other Business

### Natural Health Interventions

HMCD reported on discussions with the local GPs and the Ilfracombe Environmental Officer to improve access to the green offer. Work is being undertaken with stakeholders such as the National Trust to understand why people are not using the outdoors. Local GPs are trying to embed natural health interventions and develop a web page on the One Northern Devon website with contacts.

### Social Prescribing / Focus Groups

HMc reported on focus groups being held and feedback that will help to create a package that can be offered to other Ones.

## 32/19 Date and Time of Next Meeting

12<sup>th</sup> June at 9.45 am in Henry Williamson Room, Barnstaple Library

## ONE NORTHERN DEVON COMMUNITIES METING ACTION GRID AS AT 1<sup>ST</sup> MAY 2019

| Action                         |       |                                                                | Comments                                                                                                    | Lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Outcome |         |
|--------------------------------|-------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 14 <sup>th</sup> February 2019 |       |                                                                |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |         |
| 1                              | 07/19 | Has work been undertaken in local areas to identify priorities | Communities to provide feedback on what public health data they are interested in receiving for their areas | <b>14.03.19</b> no feedback had been received to date. SJ referred to an overview of JSNA which public health are working on for Barnstaple, Bideford and Ilfracombe. SJ agreed to circulate the Barnstaple report to all groups for comment so that they can confirm what information they would like to receive from public health. SJ also offered to provide support in reviewing information on JSNA.<br><b>01.05.19</b> public health information will be circulated to the communities and it was suggested that interpretation be provided when the information is circulated. | ALL     | Ongoing |
| 2                              | 07/19 | Has work been undertaken in local                              | Follow up issues with accurate acute admissions data being received                                         | <b>14.03.19</b> AB advised that the data team will need to be asked specific questions. JWor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AB      | Ongoing |

|   |       | Action                                             |                                                                                             | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lead | Outcome |
|---|-------|----------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
|   |       | areas to identify priorities                       |                                                                                             | suggested formally asking the A&E Board and Planned Care Group whether there are any issues that Communities Group can impact on.<br><b>01.05.19</b> action carried forward                                                                                                                                                                                                                                                                                        |      |         |
| 3 | 08/19 | Questions for OND Communities to Develop and Agree | Terms of reference to be developed and presented back to the next meeting                   | <b>14.03.19</b> AB confirmed that the ToR are in draft and will be presented to the next meeting. The ToR will need to align to changes in the system and link to the OND Board<br><b>01.05.19</b> proposed draft ToR included on the agenda                                                                                                                                                                                                                       | AB   | Closed  |
| 4 | 08/19 | Questions for OND Communities to Develop and Agree | Communication to go out asking communities to consider whether the PPGs need representation | <b>14.03.19</b> AB suggested that each community should decide representation for their respective groups including from the PPGs. JWor suggested that the ToR should reflect that the role of this group is to have appropriate representation in the communities. CM referred to the public stakeholder network which enables PPGs to feedback on issues and also enables early engagement with the public on matters.<br><b>01.05.19</b> action carried forward | AB   | Ongoing |

| Action                      |       |                                             |                                                                                                                         | Comments                                                                                                                                                                                                                                                | Lead    | Outcome |
|-----------------------------|-------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 13 <sup>th</sup> March 2019 |       |                                             |                                                                                                                         |                                                                                                                                                                                                                                                         |         |         |
| 7                           | 18/19 | Second Communities Conference               | Make enquiries to see whether there is a remit within the Council for partnership working across health within          | <b>01.05.19</b> JWi agreed to follow up on the action. AB reported on joint commissioning engagement manager post that had been created across DCC and the CCG. The post will work with communities and in-house teams to develop engagement processes. | JWi     | Ongoing |
| 8                           | 18/19 | Second Communities Conference               | To remain as a regular agenda item on the OND Board and HMCD to explore options                                         | 01.05.19 included on the agenda                                                                                                                                                                                                                         | HMCD    | Closed  |
| 9                           | 20/19 | Social Prescribing Pilots                   | Present top three options and a recommendation for an in year evaluation of the Ones and also present long term options | 01.05.19 included on the agenda                                                                                                                                                                                                                         | HMCD/AB | Closed  |
| 10                          | 20/19 | Social Prescribing Pilots                   | Identify two core evaluation questions for all areas                                                                    | 01.05.19 included on the agenda                                                                                                                                                                                                                         | HMCD/AB | Closed  |
| 11                          | 21/19 | Update on One Community Partnership         | Review of website to be included in one year plan                                                                       | 01.05.19 a website review had been included in the plan                                                                                                                                                                                                 | AB      | Closed  |
| 12                          | 22/19 | How do communities want to measure success? | Provide feedback from One Barnstaple workshop                                                                           | <b>01.05.19</b> action remains ongoing                                                                                                                                                                                                                  | AB      | Ongoing |

| Action                         |       |                                          |                                                                                                                                        | Comments | Lead | Outcome |
|--------------------------------|-------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|------|---------|
| <b>1<sup>st</sup> May 2019</b> |       |                                          |                                                                                                                                        |          |      |         |
| 13                             | 26/19 | Community Partnerships Update            | <b>01.05.19</b> provide more information to the next meeting on the type of social prescribing referrals being received in Ilfracombe. |          | HMCD |         |
| 14                             | 26/19 | Community Partnerships Update            | Provide an update to the next meeting on One Bideford                                                                                  |          | JWi  |         |
| 15                             | 27/19 | Public Health Data                       | Circulate data to the members of OND Community meeting and include on the next agenda for further discussion                           |          | AB   |         |
| 16                             | 28/19 | Draft Terms of Reference                 | Update the draft Terms of Reference and circulate to One Northern Devon Community                                                      |          | AB   |         |
| 17                             | 29/19 | Joint Evaluation Requirements            | Collate evaluation measures from each community prior to the next meeting to be reported collectively on a quarterly basis             |          | AB   |         |
| 18                             | 30/19 | For OND Communities to Develop and Agree | Support Needs of Ones to remain as a standing agenda item                                                                              |          | HMCD |         |
|                                |       |                                          |                                                                                                                                        |          |      |         |
|                                |       |                                          |                                                                                                                                        |          |      |         |
|                                |       |                                          |                                                                                                                                        |          |      |         |