

CI WORKSTREAM & HL NETWORK MEETING – 29th September 2005

Attendance List

Name		Organisation	Contact no.
Iris Brown	IB	Brent CAB	020 8451 4054
Jackie Collins	JC	Brent HAZ	020 8795 6230
Chris Baguma	CB	Brent tPCT - Health Promotion	020 8795 6224
Fahmida Din	FD	Brent tPCT - 5-a-day Coordinator	020 8795 6235
Kathy Doyle	KD	Brent HAZ	020 8795 6220
Kathleen Mulligan	KM	Brent Carers Centre	020 8453 2212
Mansukh Raichura	MR	Lohana Community & tPCT P. Forum	020 8204 4407
Siva German	SG	BACES	020 8838 8130
Ron Collman	RC	Brent Pensioners Forum	020 8998 0564
Silvia Kirk	SK	BHCHP	020 8459 9040
Pauline Latchem	PL	Royal Association for the Deaf (RAD)	Pauline.latchem@royaldeaf.org.uk
Osman Seguleh	OS	Greater London Somali Community	020 8961 7998
David Robertson	DR	BBA & CMH Consortium	020 8452 3419
Abi Whittles	AW	Brent HAZ – BCPAP project	020 8965 8732
Denise Bobb	DBO	Brent tPCT	020 8795 6108
Ola Hussein	OH	Iraqi Welfare Association	020 8970 2151
Dr S. Kathirgamu	DSK	Tamil Refugee Action Group	020 8459 9070
Phil Sealy	PS	Brent Race, Health & Social Care Forum	
Christina Byrne	CB	Brent Housing Partnership	020 8937 2576
Tim Blanc	TB	Willow Housing and Care	020 8782 5450
Ike Odina	IO	Cancer Black Care	020 8961 4151
Imam Ali Ramathan	IAR	Cricklewood Homeless Concern	020 8208 1608
Davina Baptiste	DB	Brent Race, Health & Social Care Forum	020 8965 8730
Odeta Pakalnyte	OP	Brent Carers Centre	020 8795 6240
Jane Matheson	JM	Brent tPCT / Health Matters / HL Initiative	020 7625 5874
Edina Fejzic	EF	Bosnia Herzegovina Advice Centre	020 8459 4201
Judith Lockhart	JL	Brent tPCT	020 8765 6740
Neil Binns	NB	EACH	020 8795 6050
Samantha Banton	SB	Healthy Harlesden	020 8453 1750
Elcena Jeffers	EJ	Elcena Jeffers Foundation	020 8933 3826
Gloria Travers	GT	Health From Leisure – Chalkhill	020 8901 1150
Michael Adeyeye	MA	Brent African Association	07930 492747
Judith Stanton	JS	Brent tPCT	020 8795 6748

Community Involvement Workstream

Minutes of meeting held on 29th September, 2005

1. Apologies, Minutes and Matters arising

1.1 Apologies received from: Jean Gaffin – Chair, Brent tPCT, Cllr. Peter Lemmon, Hyacinth Dapaa, Eddie Oko-Jaja – BADP, Faith Ndirangu – Umoja Pamoja, Mohammad Hoda – Mathematics, Ken Morjaria – Brent Indian Association

1.2 Minutes of last meeting agreed as accurate record.

1.3 Matters arising

a) Ref. 1.5 a – Third party Race Hate Reporting scheme is running, a staff member from Brent Indian Association is temporarily working on this. An update is needed for this meeting.

ACTION: JC to ask Aisha Khan to give an update for the next meeting

b) Ref. 2.3 – Health inequalities work after March 2006 is on this agenda

c) Ref. 3.1 – GP services update from Sena Shah, updates are needed on following:

- The lack of access to female GP's in Brent
- Ethnic Walk-in Centre no longer based at Wembley Health Centre, M.C. Patel's presentations from a previous meeting, still not mailed out to members
- progress report on 'patient choice' and practice based commissioning.

ACTION: JC to invite Sena Shah to next meeting for update, KD to ask again for M.C. Patel's presentations for distribution

d) Ref. 5 - Update of the HAZ meetings on this agenda

e) Ref 6.1 – Abi Whittle's details passed on to Mr Mitchell at WISE.

f) Ref 6.2 – Funders Fair had to be cancelled and although people were notified, a few still turned up who were not aware of cancellation. Apologies for this, it will be re-scheduled in the Spring.

g) Ref 6.3 – the tPCT's AGM, feedback was given by Judith Stanton, P.H. Director:

- Presentations given on Finance summary for last year and the new Public Health Report was unveiled, this was followed by a question and answer session with the public.
- Theme for this year's AGM was 'Standards for Better Health' from the Health Care Commission. The seven domains were covered with workshop discussions, attendance was good and the AGM finished at 5pm.
- A 'draft declaration' went to the tPCT Board, reviews on smoking cessation and substance misuse are being done.
- Draft declaration will be brought to patients forums for comment and the PCT's will be judged on this in future instead of the 'star rating' system.

2. Capacity Building Project – Denise Bobb

2.1 Denise gave a report on the CHDF projects funded last year, a total of 14 groups were funded, meetings were arranged with all the project coordinators and support was given on capacity building issues. These were the main issues from the organisations:

- The management and retention of volunteers is a problem for many groups

- A lot of the coordinators found it hard to delegate the tasks and duties of the project effectively. They needed support on creating a work plan (in stages of tasks and time deadlines for the tasks)
- Self monitoring:- measurement and assessment, how to evaluate project at end with the amount of success, aims and objectives achieved.
- Financial management:- how to account properly for the funding received, a proper breakdown of expenses etc.
- Knowledge management: - skills learnt in current project – how these skills could be transferred across to other projects and organisations.
- Funding issues: - support in creating business plans to market skills rather than rely heavily on external funding.

People said they recognised these issues especially for small groups.

ACTION: Denise to pass report to BrAVA for information.

- 2.2 It was said that free training for these issues can be accessed from BrAVA, JC then explained that these groups had limited funding and this would be the first time that the groups would have come across some of these issues.
- 2.3 The grants awarded were on average £2,000 per project and the applications were around healthy lifestyle initiatives. There is a reliance on dedicated project staff but support is needed on the monitoring of projects.
- 2.4 In future, the PCT need to take responsibility for supporting these projects particularly with the monitoring. There will be a PCT run conference on 8th November for the community and voluntary sector about the new funding contracts called Service Level Agreements (SLA's). These will replace the current funding grant system.
- 2.5 The CHDF workshop for the next funding round of grants will be on 6th October in Bridge Park. The workshop will cover how to apply, funding criteria etc. A selection panel will be needed and the focus for this year's funding applications would be on young people for organisations with an annual income under £20K. JC noted that the Change-up steering group will be looking at voluntary sector needs in Brent and this will include volunteer training.
- 2.6 The new BrAVA Director came into post on 26th September.
3. Community TB Workshops by Davina Baptiste
- 3.1 Davina gave a report on this HAZ funded TB project, which is being done for the Brent Health, Race & Social Care Forum:
- These training sessions are being run by retired nurses, raising awareness as well as tackling myths and reports about TB
 - Nine nurses have signed up to the project and 8-9 sessions have been delivered to community organisations, a further ten organisations are waiting for sessions.
 - The training is being advertised through BrAVA and Park Royal Partnerships, and interested groups can contact Davina on 020 8965 8730 or email Davina.Baptiste@nhs.net.
4. Future of Health Inequalities work after March 2006
- 4.1 JC and Amna Mahmoud (Brent Community Network, HAZ committee representative) have given a presentation to the tPCT Board based on the HAZ Annual Report which highlights the close work and support for the funded projects. The HAZ Conference had focused on a theme of 'Partnership Working', a clear

message came from this conference that the community want health inequalities work to continue in this way.

- 4.2 The HAZ Committee had an Exit Planning meeting on the 19th of September to discuss the way forward for the HAZ method of working to be carried on in Health Inequalities work within the PCT. The Committee was aware of the support letter sent from GT to the Workstream members and the level of support from the responses and petitions sent back to JC in the HAZ office.
- 4.3 The HAZ method had proved itself in the level of support given to the projects both individually and in the steering groups for the TB, Cancer and Diabetes projects. This 'steering group' approach had worked well with both the funded members and the statutory sector members, this had been done through the sharing of resources and innovative ideas. Projects that had needed an extra level of support were given this by JC. This had given a 'confidence boost' as well as ensuring a successful outcome for the projects
- 4.4 JC circulated the paper given to the tPCT Board members outlining the recommendations from the Committee planning meeting. The six recommendations were:
- The HAZ Committee should continue as the Health Inequalities Committee for a period of time after the HAZ funding finishes – new Head of Health Inequalities post based in Public Health would eventually build a new team to continue this work across the borough.
 - The tPCT should take a role in the Local Strategic Partnership (LSP) to make recommendations for health inequalities work
 - Small grants availability should continue to support and encourage community organisations to do health promotion and activity work.
 - The HAZ work should be fully utilized in the public sector, so that public funds have not been wasted.
 - HAZ performance monitoring system should be adopted by the tPCT
 - The tPCT should adopt the HAZ way of working with organisations development, objectives and reaching targets
- 4.5 The tPCT Board will look at these recommendations and feed back their views and comments. Overall, they were pleased and supportive of these recommendations, and were keen to promote future health inequalities work. The LDP budget for next year has still not been negotiated giving ongoing uncertainty to the HAZ projects. The committee agreed with JC's recommendation that some funding be given to the 'at risk' projects to use for consultancy work to try and secure external funding.
- 4.6 GT reiterated that support for the HAZ working to be used in the health inequalities work should continue, and that it would be good for JC to still remain for valuable support in this work. Judith Stanton said the job description would be looked at to accommodate what the community organisations would want from the Head of Health Inequalities post.
- It was said by an attendee that the forums should also continue, the administrative support and information passed out though mailings have been an invaluable link for many organisations. Also, it would be good for people to have someone to contact directly after March 2006.
- 4.7 The networking from the HAZ meetings and the health projects have brought the community organisations much closer, i.e. working to a common aim, the sharing of knowledge and skills, why stop this suddenly and start the process all over again? It was widely agreed in the meeting that the HAZ lessons and working should be carried on.

5. Project Soapbox

5.1 GT highlighted the Diabetes Education Project which is currently receiving HAZ funding and is promoted within mailings from the HAZ office. This is a valuable piece of work based on short and long education sessions to increase patients knowledge of diabetes and to teach self-management of diabetes.

5.2 Sala Salih the project coordinator is based in Chalkhill Health Centre. For further information he can be contacted on 020 8901 1195 or email: sala.salih@brentpct.nhs.uk

6. Updates of HAZ meetings

6.1 The HAZ committee held the exit planning meeting on 19th September and the next Committee meeting will be on 18th October. The HAZ spend is in line with the budget, the performance monitoring is on-going, the HAZ Annual Report was printed and circulated.

6.2 Project steering group meetings for September have all been held, the A-Z TB posters produced by the Brent & Harrow Community Health Projects (BHCHP) have been distributed as well as the APDA TB helpline posters. Please contact the HAZ office if you would like some of these posters.

6.3 The process of moving grant funding to SLA funding is currently being worked on with Samih Kalakeche, Judith Lockhart, Denise Bobb and JC. On the 8th November, the PCT Conference for the voluntary and community sector will explain this process in more detail followed by a discussion session. Lise Llewellyn, the Chief Exec. will do the introduction and there will be various speakers.

To book a place, contact Denise Bobb on 020 8795 6108 or email: Denise.Bobb@brentpct.nhs.uk or send back the enclosed faxback form.

6.4 Ike Odina of Cancer Black Care will be running a cancer awareness training programme (CARE), this will be a 12 session programme delivered over 3-6 days, content to include understanding, issues, training and treatments, palliative care and access (particularly in BME community). The programme will begin in October and will be ran by trainers/facilitators. Ike is currently working with Angela Dias on palliative care access and earlier this year Cancer Black Care were in a TV programme which highlighted inequalities in cancer and palliative care.

To book a place contact Ike on 020 8961 4151 or email: ike.odina@cancerblackcare.org.

6.5 CB said that BHCHP have a 'not another statistic' campaign on raising awareness for HIV. The recent report states an increase in the number of black men with with HIV, SHOC is also looking at better access of services for black African and Caribbean men. Men are renowned for not attending health awareness sessions for any aspect of health.

7. Community News

7.1 IB attended a Brent Youth Forum Conference organised by Brent Council, there were over 200 attendees and 75% of these were children. Dawn Butler, M.P. for Brent South was there and invited 6 children to visit the Minister for Children to set up a children's parliament to represent views of children in Brent and London wide.

7.2 GT is setting up a Pensioners Group at Chalkhill which will be starting on 25th October, to run twice monthly on Tuesday afternoons.

- 7.3 GT is also running a Diabetes discussion group which will meet on the last Wednesday every month at Chalkhill, this will cover different aspects of diabetes care and treatment. (see enclosed flyer)
8. A.O.B.
- 8.1 On 18th and 19th October there will be two performances of 'Touchwood', an awareness play around breast screening exploring myths and worries about screening followed by a facilitated discussion. There is a low takeup in Brent generally for screening and it is an essential part of health care for women. 18th Oct in afternoon at Chalkhill Health Centre (Tenants meeting hall) and 19th Oct in morning at Bridge Park Leisure Centre.
- 8.2 On 6th October, Denise Bobb will hold the CHDF small grants workshop on criteria for funding at Bridge Park.
- 8.3 On 8th October the Brent Tenants Housing Conference will be at the College of NW London in Willesden from 10am to 4pm exploring tenants rights, needs and health and social care aspect through workshops and stalls.
- 8.4 World Aids Day is on 10th November, and there will be an event held for this on the 10th in morning at Wembley Health Centre.
- 8.5 On 7th October BEMDA is running a Strokes Awareness session.
- 8.6 Black History month is in October and there will be a schedule of events in Brent organised by the council.
The libraries and the council's website www.brent.gov.uk will have full details.

The next meeting will be on 10th November in Bridge Park,
11.30 – 1pm followed by lunch