



MINUTES OF THE THE CAITHNESS HEALTH IMPROVEMENT FORUM

Date: 28-04-2010

Time: 11am – 1pm

Location: Conference Room, Caithness General Hospital, Wick

Present

Pauline Crow, NHS Highland (Chairperson)

Alison Brownie, Volunteer Stroke Service

Jo Cowan, Age Scotland

Rachel Jolly, Homestart

Naomi Watson, Homestart

Sue Mileham, Crossroads Caithness

Elizabeth Smith, Community Health Partnership Committee

Joanna Johnston, Pentland Community Enterprises

Sarahjane McGinley, Highland Council YDO

Keith Moncur, Highland Council YDO

John McLeod, Stepping Stones & HUG

Margaret Allan, Laurandy Centre

Niall Smith, Caithness Voluntary Group

Fiona Henderson, Caithness Community Care Forum

Jean McLennan, MS Branch Secretary

Helen Skea, Public Health Nurse, Wick Medical Centre

Anna Swanson, North Highland College

Helen Allan, Ormlie Community Association

In Attendance

Koreen MacDougall, CDO - Caithness Partnership

David Shearer, Assistant Administrator - Caithness Partnership

1. Welcome and Apologies

1.1 The Chairperson welcomed everyone to the meeting and thanked all present for attending.

1.2 Apologies were received from;
Sylvia Mackay, Dr David Bell, Eann Sinclair, David Brookfield, Yvonne Hendry,
Chris Mackenzie, Stephen Fraser, Margaret Brown.

2. Minutes of last CHIF Meeting 04-11-2009

- 2.1 The minutes of the CHIF meeting 04-11-2009 were approved as a true record of the proceeding.

3. Matters Arising

- 3.1 David Shearer confirmed that the CHIF Aim in the terms of reference document had been amended to; *“The aim of the Caithness Health Improvement Forum is to promote the physical, mental, spiritual, emotional and social wellbeing of the people of Caithness, individually and collectively.”*
- 3.2 David Shearer confirmed that information about the forum has been submitted to the CVG newsletter which was published in January’s newsletter.
- 3.3 David Shearer confirmed that information had been received from a number of forum members which has been compiled into an information document and published to the Caithness Partnership website.
- 3.4 Pauline Crow confirmed that she had submitted details of the 10K running programme to the Caithness Partnership.

4. X Programme Presentation

- 4.1 Pauline Crow invited Helen Skea to provide the meeting with a brief outline on the X Programme.
- 4.2 Helen explained that the X Programme is a new programme for families where parents and children are invited to participate in an eight week programme running after school. Helen reported that they have started their second programme in Wick and that feedback from the last programme run in Wick and Thurso last year were very positive.
- 4.3 Helen further explained that as well as the eight week programme they are introducing a mini X programme running in primary schools which consist of two full day sessions.
- 4.4 Helen explained that the programme addresses issues such as parenting skills, diet, shopping and understanding food labels with an aim to provide participants with tools to make healthy decisions for themselves. Helen further explained that they also include various physical activities helping the participants to identify where they are able to include more physical exercise into their lives.

5. Annual General Meeting Discussion

- 5.1 Pauline Crow put it to the meeting to discuss whether the forum actually requires holding an AGM and also as to what format of AGM would meet the needs of the forum.
- 5.2 Pauline Crow explained that the forum itself does not have a formal constitution as it is a sub group of The Caithness Partnership who has a formal constitution.
- 5.3 It was agreed for the forum to hold an AGM
- 5.4 It was agreed that the forum should set annual goals and review at each AGM.
- 5.5 It was agreed to invite the local elected MP as the formal speaker for the AGM.
- 5.6 It was agreed for The Caithness Partnership to distribute to the forum members a draft AGM agenda for comment.^{Action 1}
- 5.7 The Forums aims and objectives to be agreed and approved at the AGM. Members are to consider as an organisation what their aims and objectives would be from being a member of the forum and to forward to David Shearer, Caithness Partnership.^{Action 2}
- 5.8 A provisional date of 23rd of June 2010 was agreed. This date has been amended and the CHIF AGM is to be held Wednesday 30th June 2010 11am – 1pm. Location TBC.

6. Future Guest Speaker

- 6.1 Pauline Crow invited all present to suggest appropriate speakers for future CHIF meetings which would be of interest to its members and also if any members would like to speak about their own organisation to increase awareness.
- 6.2 It was suggested that the forum invite Pamela Munro, The Guide Dogs for the Blind Association.
- 6.3 It was suggested that someone who could speak about infection control might be of interest to the forum as this is a significant issue for all CHIF members.
- 6.4 It was suggested to invite the local sports coordinator to speak at a future forum meeting.^{Action 3}

7. Updates from CHIF Members

- 7.1.0 Helen Skea – Public Health Nurse.
Helen reported that they are at present introducing the X Programme into the community.

- 7.1.1 Niall Smith – Caithness Voluntary Group.
Niall reported that CVG is taking over the delivery of a young carers project. Niall also reported that CVG have recently developed an employability forum so that training agencies, statutory agencies and are working in partnership. Niall also explained that they are experiencing an increase in small groups wanting assistance in becoming companies as a result of the liability issues faced by committee members. Niall also stated that many voluntary groups are facing concerns regarding future funding and CVG themselves are only funded until next March. Niall explained that the Government is introducing a new formula to re-distribute funding for the voluntary sector which initial proposals indicate decrease of fifty percent for the Highland Region.
- 7.1.2 Joanna Johnston - Pentland Community Enterprise Ltd.
Joanna explained that her primary role is to start new social enterprises that will eventually have an aim to re-integrate people into the labour market as a result of long or short term unemployment or disability. Joanna requested her contact details to be recorded in the minutes. *See Appendix A*
- 7.1.3 Margaret Allan - Laurandy Centre.
Margaret reported that they are progressing well with their befriending scheme which is hoped to be based at the Laurandy Centre and they have just received confirmation that they have secured funding of two thousand pounds from Age Scotland. Margaret explained that they are also now in the second stage of a funding application through Age Unlimited. Margaret further explained that if funding is secured they intend to employ a part time coordinator to organise volunteers to run the befriending scheme. Margaret reported that the centre continues to be very busy and stated that increases in falls incidents in the home have been recorded.
- 7.1.4 Elizabeth Smith - Community Health Partnership Committee
Elizabeth reported that they have a very successful cancer support service running in Thurso which has recently had its premises upgraded which is located above the Cancer Charity Shop Based in Thurso's pedestrian precinct. The service meets on a Monday providing a wide range of support for cancer sufferers and their families staffed by volunteers. Margaret agreed to forward details of the service to David Shearer to publish to the Caithness Partnership website. ^{Action 4}
- 7.1.5 Sue Mileham – Crossroads Caithness
Sue reported that they are still very busy with a current waiting list of twelve. Sue also explained that funding is an issue and they are regularly conducting fund raising initiatives.
- 7.1.6 Naomi Watson - Homestart
Naomi explained that Homestart is a charity providing support to families with at least one child under five. They provide support that addresses issues such as a family member having undergone an operation or experiencing mental health issues. Naomi announced that they now have Rachel Jolly working for them which has helped them to extend their service. Naomi reported that Homestart supported a

total of forty six families last year and currently has a waiting list and are looking for more volunteers.

7.1.7 Helen Allan - Ormlie Community Association

Helen reported that the young mothers group is now extremely busy and also another young mothers group has been opened in Castletown further demonstrating the need for this support. Helen also announced that there is now a breast feeding group which takes place on a Monday. Helen reported that one of the children's groups have now planted their vegetables and are looking forward to growing and consuming their produce.

7.1.8 John Macleod - Stepping Stones & HUG

John reported that both Stepping Stones and The Haven continue to thrive and that Stepping Stone were holding a 'Games Day' 28-04-2010 against their Wick Counterpart. John explained that Stepping Stones are to conduct some Art Workshops working with clay, wood and felt and anyone wishing to participate should contact John for further details. *See Appendix B*

7.1.9 Anna Swanson - North Highland College

Anna reported that the college ran a Practical Training for Employability programme which is to finish at the end of May 2010 which had a number of participants with learning difficulties. Anna expressed her concern as to what happens to these participants once they have finished with the programme as there seemed to be a lack of opportunity available. Anna also explained that a number of their mainstream students have issues that the college do not always have the expertise to deal with so it is very beneficial for them to be able to link up with external agencies.

7.2.0 Alison Brownie - Volunteer Stroke Service

Alison reported that the service is continuing to thrive and funding is secure for the next few years. Alison stated that the service is always looking for more volunteers. Alison reported that the Speech and Language therapist post is now filled and is to start shortly. Alison stated that they are at present going through their renewal for their Investors In People Award which helps with securing funding.

7.2.1 Jo Cowan – Age Scotland

Jo explained that they are currently conducting a piece of work with NHS Highland on 'Falls Prevention' in Thurso, Lochgilphead, Dingwall and Nairn. Jo further explained that there are four stages to the Falls Prevention strategy with the first being prevention and this is the area which she is focusing. Jo stated that she is meeting with agencies on the 29-04-2010 in Thurso to discuss how best to carry out some work that would raise awareness of causes of falls and also of the sources that are available to help people. Jo requested details to be posted to website. ^{Action 5}

7.2.2 Sarahjane McGinley & Keith Moncur - Highland Council YDO

Both explained that they are new to their post but reported that they had recently met with Northern Constabulary regarding an innovative project called 'Rock Challenge' which they hope to run in Caithness. The project involves school children producing a stage production where the schools take part in a national

competition. The health issues addressed are that all participants have to sign an agreement that for the duration of the project they will avoid any involvement in Drink Drugs or smoking. Initially they intend to meet with local teachers by the end of May 2010 to begin setting up the project but would intend to involve other groups such as youth clubs and other young people agencies.. The participants are allowed to choose their own topic which could be drink, drugs or mental illness and the final product is to be staged in Eden Court in Inverness.

7.2.3 Jean McLennan, MS Branch Caithness

Jean reported that the MS Society is currently reviewing its constitution and may extend its activities into other neurological conditions. Jean explained that much of the support work carried out by the local branch is providing information to MS patients and their families and providing a sympathetic ear. Jean stated that they operate two therapy groups in Wick and Thurso providing physiotherapy and other complimentary treatments. The branch is also evaluating whether there is a need for a newly diagnosed group. Jeans also explained that the branch is also conducting a survey to establish what users want their service to provide so they can ensure they are meeting the needs of their users.

7.2.4 Fiona Henderson - Caithness Community Care Forum

Fiona reported that they are currently working on an incentive to raise funds and have completed an application to 'Investing Ideas'. Fiona stated that they are still working at getting new members for the Access Panel and that the panel is still quite active in the area and is currently working with Caithness Horizons conducting an Access Audit on the building. Fiona announced that the Access panel is holding a meeting in the Wick Youth Club on Wednesday 5th May at 2pm. Fiona stated that the other piece of work the Caithness Community Care Forum is involved in at present is the Highland Council and NHS Joint Community Care Plan consultation. The consultation forms were made available at the meeting. Fiona also invited members to submit any information they wish to share to the Caithness Community Care Forum's 'Scorrie' newsletter.

7.2.5 Koreen MacDougall - Caithness Partnership

Koreen reported that the Partnership is currently managing the Caithness Partnership Environmental Fund 2009-2011 funded by Scottish Natural Heritage and Highland LEADER .which is open to anyone and is for projects that will increase awareness of nature and to enjoy nature. Koreen explained that this may provide wider health benefit opportunities in terms of projects such as developing an outdoor nature walk. *See Appendix C*

7.2.6 Koreen MacDougall – Public Health and Planning Event

Koreen also provided details on a 'Public Health and Planning' event held in Nairn on Wednesday 26th May 2010 10.30 am – 4.00 pm. Koreen explained that the aim of the event is to provide an opportunity to understand and maximize the opportunities for Public Health to impact on Health Service Planning. Details of the event were distributed to the meeting.

8. Pauline Crow – Health Efficiency Access and Treatment Targets

- 8.1 Pauline reported that the Healthy Weight and X Programme continue to thrive.
- 8.2 The ‘Alcohol brief interventions’ scheme where GP’s and other Health Care Professionals can give a brief intervention during consultation where they can enquire on drinking habits and if necessary referred for further care is doing satisfactory.
- 8.3 Pauline reported that Suicide Prevention training for frontline staff is ongoing which involves staff undertaking a two day training course and the target is for 50% of NHS frontline staff to have completed the training. Pauline agreed to provide Naomi Watson, Homestart with Teresa Green’s contact details to establish if this training is available to the voluntary sector.^{Action 6}
- 8.4 Pauline reported that the Smoking Cessation also continues to meet some of the targets set.
- 8.5 Pauline reported that Breastfeeding is one of their targets and they have now achieved the third part of the Baby Friendly Award and staff has been commended for their work.
- 8.6 Pauline reported that the Health Checks targets have been met. Pauline explained that this is a target where NHS Highland is expected to carry out Health Checks in areas where there they do not have local access to clinics.
- 8.7 Pauline reported that the Fluoride Varnishing with children remains on target.

9 AOB

- 9.1 John Macleod enquired as to what the current situation was regarding LIG’s (Local Implementation Groups)
- 9.2 Pauline Crow explained that regarding Mental Health they need to address this and Pauline agreed to liaise with Teresa Green, Mental Health Service Manager and thanked John for raising the issue.^{Action 8}

10. Date of Next Meeting

- 10.1 A provisional date of 23rd of June 2010 was agreed. This date has been amended and the CHIF AGM is to be held Wednesday 30th June 2010 11am – 1pm. Location; Mowat Room, Assembly Rooms, Wick.

ACTIONS

- Action 1 David Shearer to distribute a draft AGM agenda to CHIF members for comment.
- Action 2 CHIF members to consider their own aims and objectives from the forum and forward to D Shearer at the Caithness Partnership.
- Action 3 Koreen MacDougall to invite the Local Sports Coordinator to speak at a future CHIF meeting.
- Action 4 Elizabeth Smith to forward details of the Cancer Support Service to D Shearer for publishing to the Partnerships website.
- Action 5 Jo Cowan to forward details on her falls prevention activities.
- Action 6 Pauline Crow to Pauline to provide Naomi Watson, Homestart with Teresa Green's contact details to establish if this training is available to the voluntary sector.
- Action 8 Pauline Crow to liaise with Teresa Green, Mental Health Service Manager to address Links issues.

Appendices

Appendix A

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Appendix B

John Macleod
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Appendix C

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