

## Prestwick & Villages Locality Planning Meeting Monday 28th October 2019: Action Notes

### Present:

Willie Stewart (Vice Chair) - Community Representative New Life Trust/Diamonds)  
 Mary Mann - Third Sector Representative (SADSA)  
 Lesley Reid - Health Improvement Lead - South Team  
 Jacqui Morris - Community Representative (Prestwick)  
 Ian Davis - Elected Member  
 Hugh Hunter - Elected Member  
 Elaine Anderson - Physiotherapy Team Lead  
 Liz Kelly - Symington Representative  
 Seonaid Lewis - Community Engagement Officer

**Apologies:** Margaret Milligan (Chair), Margaret Toner (Elected Member)

Item	Discussion	Action
Welcome	Willie welcomed everyone to the meeting in Margaret's absence.	
Previous action notes - Matters arising	<p>Previous minutes agreed as accurate.</p> <p><b>Matters Arising</b></p> <p>At previous meeting group had requested further information on the statutory obligation of locality planning. The Localities Guidance document was circulated <a href="http://www.jitscotland.org.uk/wp-content/uploads/2015/07/Localities-guidance.pdf">http://www.jitscotland.org.uk/wp-content/uploads/2015/07/Localities-guidance.pdf</a> along with Terms of Reference. Willie asked the group if document was helpful.</p> <p>Jacqui responded that she found it interesting - noted emphasis on involvement of GP's and Primary Care representatives.</p>	Seonaid to circulate Public Health Priorities Presentation.

	<p>*It was noted that the document was 'of its time' and at the very beginning of locality planning before Primary Care Reform and other factors. Although it was highlighted that it would be beneficial to encourage GP's to the group, it was agreed that it doesn't have to be the GP and could be another Primary Care representative. The main thing is to try and strengthen engagement with our local GP Practices to enable communication and raise awareness of locality planning.</p> <p>The idea of carrying out an audit of our group was discussed. With the election of new office bearers it was agreed it would be a good time to do this.</p> <p>Ian raised the point that at the Locality Planning Group (LPG) review meeting, it was raised repeatedly that Locality Planning does not seem to be making much headway...</p> <p>In response it was highlighted that we are in a very difficult financial time and we shouldn't be too hard on ourselves. With the review we have an opportunity to make changes and move forward in a more productive and positive way. Small changes could make a big difference.</p>	<p>Jacqui/Seonaid to discuss and table for future meeting</p>
<p>Election of Office Bearers</p>	<p>Following on from last meeting the annual election of Office Bearers was tabled. Both Margaret and Willie will be stepping down as Chair and Vice Chair. As no group members came forward at last meeting Hugh Hunter had said he would be happy to take on the Chair position, if appropriate for an elected member to do so. Seonaid has looked into this and until the review is completed it would not be possible to clarify.</p> <p>In the interim Jacqui Morris had expressed an interest in taking on the role of Chair. The group were happy to endorse this and Jacqui was elected as Chair, with immediate effect. It was noted that as no volunteers came forward for Vice Chair role it would be carried forward to next meeting and a reminder circulated to group.</p> <ul style="list-style-type: none"> <li>○ A suggestion was made that it might be beneficial for a practitioner/professional to take on the role of Vice Chair.</li> </ul>	<p>Seonaid - carry forward to next meeting and circulate email for those members not present to have the opportunity to come forward.</p>

	<ul style="list-style-type: none"> <li>○ Margaret Milligan has agreed to take on the role of SPAG representative in the interim</li> </ul> <p>Willie welcomed Jacqui as Chair and passed over to Jacqui to chair the remainder of the meeting. Jacqui expressed thanks to both Willie and Margaret on behalf of the group - a proper thank you will be tabled for next meeting when Margaret is back.</p>	
<p>Funding - PB and small grants</p>	<p>Jacqui led discussion on fresh ideas and preferences for PB/small grants. It is necessary to now agree how the £14,000 will be administered. Seonaid provided brief recap of options for both South Ayrshire Council £9,000 (through PB) and Health &amp; Social Care Partnership (HSCP) £5,000.</p> <p>Seonaid provided information on some potential projects that had arisen for consideration - attached to HSCP £5,000 funding - most of which were looked upon favourably - funding group to discuss further and feedback</p> <ul style="list-style-type: none"> <li>● Prestwick Connect Accessible Book Group</li> <li>● Monkton Community Council - Walking Football pilot</li> <li>● Prestwick Carers Day</li> <li>● Symington Newsletter and potential for Monkton newsletter</li> </ul> <p>The group agreed that it would be beneficial to hold a similar PB event as last year in Prestwick Academy - conversation cafe could work better with learning from last time. Good opportunity to raise awareness of locality planning and strengthen engagement.</p> <p>The potential to hold a neighbourhood focussed event in Symington was also discussed. This follows the success of a previous event in Monkton. The idea of arranging a funding discussion for Symington &amp; Monkton will be explored by funding group</p> <p>Group agreed in favour of splitting funding - main Prestwick event, a smaller neighbourhood focussed event and using part of HSCP £5,000 to fund local projects via small grants. A short life funding group will be established to progress this - Liz, Elaine, Seonaid</p>	<p>Seonaid - check March 2020 availability for Prestwick Academy</p> <p>Seonaid - arrange initial funding sub group meeting (Liz, Elaine, Seonaid) and circulate to wider group for those not in attendance to express an interest</p>

<p>Local Priorities and working groups</p>	<p>Jacqui led discussion on local priorities and work streams. It was agreed that it would be beneficial to set up working groups to progress this. Discussion took place on which priorities to focus on:</p> <ol style="list-style-type: none"> <li>1. Funding group - to focus on planning for PB event and small grants. Utilise PB reports, project evaluations and learning from previous events <ul style="list-style-type: none"> <li>○ Liz, Elaine, Seonaid</li> </ul> </li> <li>2. Communication and engagement <ul style="list-style-type: none"> <li>○ Jacqui, Hugh, Seonaid</li> </ul> </li> <li>3. Social isolation &amp; loneliness - draft action plan has been produced</li> <li>4. 'Carer Confident' group is already well established and working on Carers in Employment Programme <ul style="list-style-type: none"> <li>○ Mary, Ian, Hugh, Seonaid, Laura Thompson (NHS), Brian Kelsey (Crossroads), David Weir (Carers Centre)</li> </ul> </li> <li>5. Dementia programme for neighbourhood areas - beginning with Symington <ul style="list-style-type: none"> <li>● Liz and Seonaid to progress with support from local partners/stakeholders</li> </ul> </li> </ol> <p><b>Key points from discussion:</b></p> <p>Hugh highlighted that there are already several local groups working towards tackling social isolation &amp; loneliness, e.g. New Life Church, 65 Club, Dementia Friendly Prestwick</p> <p>What is the objective of the communication group? Jacqui responded that it would be about connecting with people, raising awareness and networking. People don't know we're here!</p> <p>Mary suggested that it could be useful to produce a snapshot of how families are affected by current health &amp; social care, e.g. a range of scenarios from a 'whole family' perspective. Find out and convey 'what matters to them', good vehicle for communication. It was agreed that this is a great idea but not sure how we could deliver.</p>	<p>Seonaid - circulate dates for initial meeting with Liz and Elaine</p> <p>Jacqui/Hugh/Seonaid - agree date for initial meeting</p> <p>Social Isolation - Further discussion required</p> <p>Seonaid/Liz to liaise - Seonaid - contact Jim Baird (Alzheimer Scotland) for update on dementia Advisor role and potential training dates</p>
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<p><b>Progress Updates</b></p> <p>South Ayrshire Connect Better Health Hub (BHH) - Seonaid</p>	<p>Jacqui reported that she met with Sarah at the hub and engagement is growing.</p> <p>Seonaid provided a brief update - Hub is going well; Margaret and Sarah are there each week. To date there has been engagement with 40 staff and 15 visitors on a range of topics, e.g. anxiety management, physical activity, smoking cessation, dementia and signposting to community activities and supports. Margaret &amp; Sarah continue to promote Wellbeing Checks where possible. 5 members of staff have signed up for the drop in weight programme with a further 2 showing interest. A couple of people have also asked about smoking cessation and have been offered support should they wish it. There have been requests from the RBS Community Banker and Macmillan Move More to provide pop-up information sessions and SADSAs and South Ayrshire Life would also like to join the activity programme. Seonaid and Nicola have a planning meeting arranged and will discuss wider engagement and activity programme.</p>	<p>Seonaid - keep group updated</p>
<p>Carers in Employment Programme - Mary Mann</p>	<p>Mary provided an update, key points:</p> <ul style="list-style-type: none"> <li>• A meeting has been arranged with the Chamber of Commerce - we have an opportunity to submit an article for their magazine</li> <li>• Proposed that 'Champions' be identified to provide 'gateway' to information, support and ongoing assistance for working Carers - Company/Workplace 'Champions', HR, Unions, Schools, were all raised as opportunities to provide key individuals able to identify the route to help.</li> <li>• Linking with David Weir (South Ayrshire Carers Centre) on Carer Positive/Policies</li> <li>• Ian has met with Trade Unions and South Ayrshire Council Head of Employment and Customer Service Centre on Carers' Policy</li> </ul> <p>Sub Group meeting again on Thursday</p>	

<p>Prestwick Carers Day - Hugh Hunter</p> <p>Symington dementia awareness session</p>	<p>Hugh provided a brief update, key points:</p> <ul style="list-style-type: none"> <li>• 70 registered but a bit disappointing that only 40 attended</li> <li>• the young people were terrific and the School did a fantastic job with the catering and theming</li> <li>• The musical entertainment was great and the mindfulness session was a real hit</li> <li>• Feedback has been very good</li> <li>• Some first time attendees and a couple of new registrations with Carers Centre</li> <li>• A de-brief meeting will be arranged and a fuller update provided</li> </ul> <p>Hugh also provided an update on Dementia Friendly Prestwick activity including the fantastic new coloured benches on the promenade.</p> <p>Seonaid updated that a new Dementia Friendly Development Worker has now been appointed - Kelly Craig. This post has been funded by the Health &amp; Social Care Partnership and is housed within SADSAs.</p> <p>Planning for the Symington dementia awareness session has been on hold due to changes in staffing at Alzheimer Scotland. Seonaid &amp; Liz will pick this back up again and update at next meeting. This may be something that Kelly is able to support.</p>	<p>Seonaid to contact Jim Baird for update and to try and arrange session</p>
<p>AOCB</p>	<p>Liz highlighted that the next edition of the Symington newsletter will be available in November. It was agreed that the locality planning article would focus on dementia awareness session and funding.</p>	<p>Seonaid - prepare article and send to Liz</p>
<p>Date and Time of next meeting</p> <p>Future meetings</p>	<p>Monday 25<sup>th</sup> November, 6pm, Biggart Board Room</p> <p>Monday 27th January, Monday 24th February, Monday 23rd March, Monday 27th April</p>	