

**Troon and Villages Locality Planning Group  
Action Note of Meeting: 19<sup>th</sup> October 2016**

**Present:** Frances Carson (chairperson), Fiona Smith, Richard McMinn, Vera Kidd, Mary Kerr, Helen Jamieson, Trish McMinn, Marie Oliver, Maureen Murray, Nan McFarlane, Liz Ferries, Peter Convery, Linda Matheson, Anne Cameron

**In attendance:** Phil White, Aleksandra Mazurek, Seonaid Lewis

**Apologies:** Rhonda Leith

Agenda Item	Discussion	Action
Community Led Support (CLS)	<p>Phil White provided a presentation on Community Led Support and feedback from the recent community engagement events that were held to promote this. The Presentation and feedback were circulated to group members.</p> <p>Phil let the group know that there will be a planning day to progress this and encouraged group members to attend. The planning day will be taking place on Tuesday 8<sup>th</sup> November, 10am - 3pm at University of the West of Scotland. If anyone is interested in attending please contact Seonaid.</p>	
Welcome	<p>Frances Carson opened the meeting and welcomed Aleksandra Mazurek, (known as Ola) who is the new Community Links Practitioner for the Troon area. Ola's role has been put in place to support people to improve their health and well being, through connecting them to activities and services in the local area, e.g. social/interest groups, housing support, training, employment, money and welfare support, self management of health, and volunteering opportunities. Ola informed members that she is currently based in 101 medical Practice but will also be linking in with Templehill and Portland Surgeries over the coming weeks. Referrals come through GP's and cover a range of conditions/circumstances, e.g. mental &amp; physical health, social isolation and loneliness. This role has been funded for 2years as a pilot and currently does not cover outlying villages.</p>	

<p>Notes of previous meeting</p> <p>Matters arising</p>	<p>Action Notes from previous meeting were agreed as accurate.</p> <p>No matters arising</p>	
<p>Updates Social Isolation sub group</p>	<p>Fiona Smith provided an update on behalf of the sub group.</p> <p>The sub group met for the first time on Tuesday 4<sup>th</sup> October and again prior to tonight's Locality meeting. Ola attended tonight's sub group meeting and will continue to link in.</p> <p>The sub group have utilised existing profiling and mapping information and would like to propose that initial focus should be Barassie and Muirhead. This was agreed by wider group.</p> <p>The sub group will focus on mapping the assets in these areas, e.g. groups, activities and services. It has been agreed that community events will be held in Barassie and/or Muirhead to hear from local people and make connections –</p> <ul style="list-style-type: none"> <li>• What do local people need/want</li> <li>• What are the barriers?</li> <li>• What groups already exist</li> <li>• Mechanisms to share information and source feedback</li> <li>• Establish and grow neighbourhood networks</li> </ul> <p>Marie Oliver reminded the group that VASA are currently working on a new website called 'South Ayrshire Life' and are in the process of putting together local directories. Troon and surrounding villages and South Carrick and surrounding villages will be the first areas to benefit from this and Marie will be meeting with Seonaid Lewis and Dawn Parker to progress this. The directories should be completed by March 2017. A telephone 'signposting' service will also be established.</p>	

	<p>Nan McFarlane let the group know that 101 Medical Practice held a flu jag surgery last Saturday and information on local groups and activities was available on the day. This was a great idea and proved to be very successful.</p> <p>Seonaid updated that this had been initiated by Denise Mellon (101 Practice Manager) through the Locality Service Hub Group and a small steering group had been formed to plan this; Denise Mellon, Debbie Stewart (Service Manager), Lorraine Crichton and Danielle Warner (Troon Social Work) and Seonaid Lewis. Information was pulled together and a social worker was there on the day to chat to people and provide a range of information. Over 500 people attended and feedback has been very positive. The Locality Group agreed that this was a great idea.</p> <p>Ideas are being considered to hold this on a bigger scale next year.</p>	
<p>Strategic Planning Advisory Group (SPAG)</p>	<p>Nan McFarlane provided an update from the last SPAG meeting. Key points included -</p> <ul style="list-style-type: none"> <li>● Community Led Support Programme</li> <li>● Pharmacy Services</li> <li>● Draft Annual Performance Report for 2015-16</li> <li>● Locality Planning</li> </ul> <p>How and what we feed into the SPAG and report back on has been carried forward from the last few meetings and needs to be agreed. Discussion included -</p> <ul style="list-style-type: none"> <li>○ Written reports - would a written report always be read or re-visited by the SPAG.</li> <li>○ What is appropriate to update on and how do we get people engaged</li> <li>○ Representatives can influence what takes place in relation to Locality Planning Groups</li> </ul> <p>Seonaid will put together a simple template for next meeting. Key points can then be recorded during locality planning meetings and utilised for SPAG report. Only the information agreed on this template should be reported back to SPAG.</p>	

	<p>It was agreed that Nan McFarlane would send Seonaid Lewis the agenda, papers and minutes prior to each meeting. The next SPAG meeting takes place on 22<sup>nd</sup> November.</p>	
Troon and Villages Decision Day	<p>It was agreed that the next Decision Day will take place in February 2017. The Walker Hall has been provisionally booked for the 4<sup>th</sup> and 25<sup>th</sup> of February. Other Locality Group Decision Days will also be held in February and this requires further discussion before the date can be confirmed. The 25<sup>th</sup> February has been agreed as the preferred date. Discussion took place including - funding sources, criteria, repeat applicants, advertising, format, electronic/powerpoint voting (PP) and attracting more participants from the wider community.</p> <p>It was reiterated that the Decision Days are about community choices and local people making the decisions - this has to be reflected in ongoing discussions and planning.</p> <p>It was agreed that the PP voting system should be used next time if possible. VASA are in the process of ordering key pads etc. in partnership with South Ayrshire Council and it is anticipated that it will be available for the February event. Fiona Smith let the group know that the Health Improvement team have access to an additional 80 key pads if required.</p> <p>A sub group meeting will be arranged to progress planning. Any new members would be most welcome and perhaps linking in with the communications group re promotion would be helpful. Marion Young (South Ayrshire Council) has agreed to join the group and we are actively seeking new members from the wider community and staff base. Big Lottery will also be involved in planning and application screening.</p>	<p>Arrange sub group meeting - Seonaid</p>
Communication sub group	<p>The communications group has not managed to meet since April Any new members would be most welcome. Frances asked Linda Matheson if should would consider becoming chair of this group, Linda agreed. A meeting will be arranged before the next Locality group meeting.</p>	<p>Arrange sub group meeting - Linda/Seonaid</p>

AOCB	<p>Nan McFarlane highlighted that she had become aware that no egg free flu jabs were available this year. General discussion took place on this and it was agreed that it would be helpful to find out more about this.</p> <p>Future meeting dates were discussed. The group agreed to continue to meet monthly on the third Wednesday of the month and dates have been set up to June 2017.</p>	Maureen Murray and Fiona Smith offered to look into this and report back.
Date and Time of next meeting	<p>The next meeting will take place on Wednesday 16th November, 6.30pm Troon Council Chambers, Municipal Buildings, Troon.</p> <p><b>Future meeting dates –</b>  14<sup>th</sup> December, 18<sup>th</sup> January, 15<sup>th</sup> February, 15<sup>th</sup> March, 19<sup>th</sup> April, 17<sup>th</sup> May, 21<sup>st</sup> June</p>	
	<p>Future Agenda Items include –</p> <ul style="list-style-type: none"> <li>• Community Led Support</li> <li>• Group/Neighbourhood Representation</li> <li>• LPG Priorities - action planning</li> <li>• Transport and accessibility</li> <li>• Locality Budgets</li> <li>• Self Directed Support</li> </ul>	