

# One Northern Devon Programme Group Action Notes

Date: 10<sup>th</sup> July 2024

Time: 11-12.30pm

Location: Microsoft Teams

Chair: Andrea Beacham

Agenda Ref & Timing	Item
1.	<b>Welcome and introductions</b>
2.	<p><b>Actions from previous meeting</b></p> <p><u>Actions re attendance:</u></p> <ul style="list-style-type: none"> <li>- David Richardson nominated Lynsey Rook from DPT to attend.</li> <li>- Gemma Nield to email Solveig Wright for update on DCC rep on Programme Group – <b>Action.</b></li> </ul> <p><u>Action re terms of reference</u> – still outstanding. Gemma Nield to add ToR to next meeting agenda – <b>Action.</b></p> <p><b>Action</b> – GN to find document Beth Harris created with bullet points for each of the OND groups to help feed into ToR.</p> <p><u>Action re rolling item for programme group escalations and updates on future OND agendas</u> – this will be covered by programme report which will include any escalations.</p> <p><u>Action on reporting</u> - Programme report to be made a rolling item on agenda.</p> <p><u>Action re HAND</u> - meeting next week to decide what projects and reporting happen. Fiona Duncan and Hannah Hopkins are now co-chairing group. KB questioned what should be reported on:</p> <ul style="list-style-type: none"> <li>• Report on if short- and medium-term outcomes / objectives and funding is needed.</li> <li>• 3 key priorities – several projects which may overlap north and east (e.g. dementia strategy for RDUH).</li> </ul> <p><u>Action on governance structure</u> – no updates.</p> <p><u>Action re connectivity to purple boxes on governance structure</u> – no update yet.</p> <p>The group discussed the objectives of OND programme group:</p> <ul style="list-style-type: none"> <li>• Escalate issues to OND Board.</li> <li>• Make sure OND strategic objectives get done.</li> <li>• Maintain delivery of workplan</li> <li>• ‘Tactical oversight’.</li> <li>• At the end of each meeting write down key messages for the notes to be shared with OND Board and partnership groups. The same will happen at the end of OND Board.</li> </ul>

<p>3.</p>	<p><b>Reporting template for projects</b>                  AB shared list of projects and discussed them:</p> <ul style="list-style-type: none"> <li>• Gives oversight where project timeline is and RAG rating.</li> <li>• High flow – red as no budget past October</li> <li>• Some projects are orange as they need documents such as theory of change docs completed (then they will go green).</li> <li>• Winter funding routes – DPT and rest of NHS funding – plan of action to apply for funding.</li> <li>• Project reports, key achievements are listed. Links from website and who leads are.</li> <li>• Poverty Trust Commission – highlighted as not enough commissioners and task force.</li> <li>• Took list of 4 projects to OND Board and Board had useful ideas. Action plans post board.</li> </ul> <p><b>Action - GN to circulate document monthly to project leads to update (download as Excel and circulate). AB to make each tab a different month.</b></p>
<p>4.</p>	<p><b>How do we want to report on / make progress within development groups (themes)?</b></p> <ol style="list-style-type: none"> <li>1. HAND</li> <li>2. Flow</li> <li>3. THIPA</li> <li>4. Mental Health</li> <li>5. Health Inequalities</li> <li>6. One Community learning and Development</li> </ol> <ul style="list-style-type: none"> <li>• Active Travel is in discussion on where it sits.</li> <li>• Do horizon scanning, funding opportunities, data.</li> </ul> <p>Gareth Dix and Tim Howard (from Active Devon) gave THIPA (Tackling Health Inequalities through Physical Activity) development group as an example.</p> <ul style="list-style-type: none"> <li>• Kay is chair of group</li> <li>• Active Devon’s main aim is to increase levels of physical activity.</li> <li>• Funding potential via national funding bodies</li> <li>• Collaborative work with partners</li> <li>• Vision – all in North Devon to have healthy active lifestyles especially those who could benefit the most.</li> <li>• Work with specific groups.</li> </ul> <p>Tim Howard presented the mission / theory of change for the group:</p> <ul style="list-style-type: none"> <li>• Two sessions:                         <ul style="list-style-type: none"> <li>○ First looking at positive impacts, what the group would like to happen and what’s important</li> <li>○ Second looking at what’s keeping inequalities in place and how can the group change this.</li> </ul> </li> <li>• Vision:                         <ul style="list-style-type: none"> <li>○ What partners do individually</li> <li>○ What we can do together</li> <li>○ What we can change</li> <li>○ Result of our changes (working towards vision)</li> </ul> </li> </ul>

	<p>The theory of change document is a work in progress. It includes important audiences such as CYP and families, women and older people and systems to work with include community, health systems, social care and mental health.</p> <p>Andrea Beacham suggested setting a theory of change for all development groups. The programme group agreed this was a workable model and could be used to frame vision and actions across all development groups.</p>
<p>5.</p>	<p><b>Proposal for programme group to approve programme of work in the mental health partnership.</b></p> <p>Phil Harris stated he was only recently sent this from David Richardson. He will discuss with his area manager. DR has highlighted some good examples of how it worked. Could be opportunity for co-production support PH and team could offer.</p> <p>PH noted it would be a good way of supporting working out where gaps are and where provisions are and getting people to those provisions quickly; responding to those gaps.</p> <p>KB questioned whether money would come from system and noted that the work is Barnstaple Alliance focused when there is a need for projects to be across North Devon. AB suggested Barnstaple could be a pilot area to then roll out work.</p> <p><b>Action – Phil Harris to talk to David Richardson re where he envisages funding will come from and who within the Alliance could support the work.</b></p> <p><b>Action – Proposal to be taken to Mental Health Alliance for discussion and then to OND Board (pending outcome of MH Alliance discussion).</b></p>
<p>6.</p>	<p><b>Council / Councillor relationship</b> To be added to future agenda.</p>
<p>7.</p>	<p><b>Key messages from this meeting</b> (to the OND Board / anywhere else)</p> <ul style="list-style-type: none"> <li>- The Governance diagram (below) was approved at the OND board meeting</li> <li>- The projects will be using a light touch <a href="#">project management reporting process</a> which the Programme Group will monitor and support and collate escalations to the board</li> <li>- The THIPA development group has developed a Theory of Change model which the other development groups are going to test out. This will help the OND board awareness of the aims of those groups and how they expect to achieve those aims (which are longer-term and broader than the project groups)</li> <li>- There has been a change of chair in the HAND group, with thanks to Dr Kay Brennan who previously chaired, and Simon Rapsey prior to that. We are pleased to confirm that joint chairs of HAND going forward are Dr Fiona Duncan, GP &amp; Speciality Doctor in Healthcare for Older People and Hannah Hopkins, Clinical Lead for Frailty at NDDH. Both have been long-term members of the group.</li> <li>- The Community Development &amp; Learning Group who are leading the work to implement that section of the Joint Forward Plan have agree to be the Steering Group for the Community Development Lottery funded programme as the work is fully aligned and therefore reduces potential duplication</li> <li>- There is a request for a Vice-Chair of this group – all members of this group have other chairing roles within the programme but if you could consider being a vice-chair of the programme group, please could you let Gemma know</li> </ul>
<p>8.</p>	<p><b>Value of Programme Group</b> Was this meeting useful to you?</p>

	<p>Could it be made more useful?</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> <li>- Early phase of set up of programme group</li> <li>- Learning process</li> </ul>
<p>9.</p>	<p><b>Any other business</b></p> <p>Vice chair of OND Programme Group:  <b>Action – Gemma Nield to ask for a volunteer to be vice chair.</b></p> <p><b>Action – Kay Brennan to circulate lottery document.</b></p> <p><b>Action – Isobel Vanstone to invite Kevin / Toby to Health Inequalities Group.</b></p> <p><b>Action – Gemma Nield to circulate forward planning items for group to comment on what is urgent (for next meeting).</b></p> <p><b>Forward Planning Items:</b></p> <ul style="list-style-type: none"> <li>• Key performance indicators (part 2)</li> <li>• Ilfracombe InHIP outreach – Sarah Williams</li> <li>• Poverty Truth Commission – what’s needed to make this a success.</li> <li>• Ilfracombe Tarka Trail – Matt Collins/Kay Brennan</li> <li>• Inclusion Health Devon offer</li> <li>• Key challenges &amp; collaborative solution seeking (part 2)</li> <li>• Update on the FLOW test of change for One Northern Devon LCP</li> <li>• Vice chair for programme group</li> </ul>

Members:	Workstream Chair/Ops for:
Andrea Beacham	Health Inequalities
Dr Kay Brennan	One Communities/Prevention & Healthy Ageing (HAND)
Becky Harty	ICB Connectivity
Phil Harris	Mental Health Partnership
John Womersley	Community Learning and Development
James Lander	Op Lead for Community Learning and Development & One Communities
Spt Toby Davies Rep – Kevin Connar	Person-centred Support (Flow)
Dr Oliver Hassall	Health Inequalities
Simon Rapsey	Flow Service Manager
Tim Howard	Active Devon
Gareth Dix	Active Devon

