



Minutes	Date: 09/11/20, 5pm-8pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: Zoom

Present and Apologies		
Members	Present	Apologies
Chris Price (Chair)	✓	
Viv Brunsden		✓
Ali Crisp		✓
Kat Hilton		✓
Jo Bambrough		✓
Lee Reeve		✓
Dan Spencer		✓
Natalie Thomas		✓
Others present	Present	Apologies
Johnny Bean (Secretary)		✓
Sian Jay (Big Local rep)		✓
Joe Robinson (Community Development Worker)		✓
Rebecca Mead (Communities in Control, observer)		✓
Yak Patel (LTO)		✓
Chris Greenwood (Bay Medical Group) for item 3 on the agenda only	✓	

A 5pm pre-meeting talk took place with Rose from Create Streets regarding the “No place left behind Commission”, before the meeting proper.

Item 1.0: Apologies, Welcome & introduction from the Chair
Discussion: The Chair took the apologies, welcomed everyone to the meeting and introduced Chris Greenwood of Bay Medical Group.
Item 2.0: Minutes of the Last Meeting/Outstanding Actions/Matters Arising
Discussion: The Minutes of the Last Meeting were circulated prior to the meeting. Louise has produced a few news stories on recent projects which should go out shortly.
Decision: The minutes of the October meeting will need agreeing by email circulation via all partnership

members.
After the October meeting, The Development Worker had chased the full partnership on three items which needed approval: 1) Niamh's role on The Centenary building project, 2) Food project formal confirmation and 3) Louise's role as press officer. The Development Worker confirmed he had received 5 agreements on the first 2 items and 4 on the third item.

Action: The Secretary to send the October Draft Minutes to all partnership members for agreement via email.

Action: The Secretary to add the partnership confirmations as an addendum to the October minutes.

Item 3.0: Guest Speaker: Chris Greenwood of Bay Medical Group

Discussion: Chris Greenwood, Patient & Staff Engagement Manager at Bay Medical Group, gave a short presentation about the state of mental health in the West End area at the moment to the meeting, after which he took questions and an informal discussion followed. BMG currently have one social prescriber covering the whole of Morecambe with a responsibility for mental health, but the demand for mental health care during covid 19 is increasing. Options for how WEM might help with this were discussed. e.g. health & well-being coaches, another social prescriber, someone to do a social prescribing role and act as a link with local organisations and WEM to both identify the individuals needs and identify the gaps in provision. The person could be employed for 12 months either through the practice or LDCVS, but fully funded by WEM and focussing on the West End only. LDCVS could provide some of the local knowledge training to the worker before starting.

Decision: Pull together a one page outline of the proposal to circulate to partnership members. Chris G to confirm support from his team for the proposal. Talk to Yak about LDCVS role. Consider garden gate conversations.

Action: The Development Worker and Chris Greenwood to write the mental health worker proposal outline document to take to the partnership.

Item 4.0: Development Worker Update

Item 4.1: West End Online

Discussion: Sorting technical stuff with schools and completing project application form. Scott Trust possibly looking at adding £15k to WEM funding to top up for wraparound support. Possibility of a part 2 WEM online project.

Item 4.2: Food Poverty

Discussion: Eggcup are completing a project application form. Moving already on employing a person. Some possible properties under consideration.

Item 4.3: Newsletter/Website/Media

Discussion: Has now gone out, hits on website are good. Feedback mostly positive. Website has been updated with some new stories, liaising with Louise for new stories. Working on reintroducing our social media with a strategy. The Chair speaking with Jane Binnion re potential social media strategy training/development.

Decision: Putting a social media strategy together.

Action: The Secretary to share social media profiles with Rebecca.

Item 4.4: Recruitment

Discussion: Recruitment forms are online and have had good download numbers. 2 applications returned to date, more expected shortly.

Item 4.5: Covid

Discussion: Need detail from LDCVS on how the emergency fund spending has been used, if it needs

topping up between now and March. Zoom cafe idea open to all who want to come, but specifically targeting voluntary third sector groups in West End, non themed, informal catch up talking.

Item 4.6: Reviews

Discussion: The Development Worker to commence reviewing all past funded projects.

Discussion: The Big Local Rep updated on the annual paperwork review required by Local Trust of all partnership members. This year being done by email. Partners will need to email The Big Local Rep with statements, some already received, remainder needed asap. Two partners outstanding, The Development Worker to follow up and see if still wish to remain on partnership. Local Trust have said during current covid circumstances, the 8 minimum partnership members is not essential, especially where recruitment is actively taking place. The final section was then completed. The two workers commended the partnership on the advances made this year under very difficult circumstances.

Item 4.7: Other

Discussion: Stanley's have sent info on the £3k which The Development Worker will be sharing shortly.

Discussion: The Development Worker has been talking with care homes in the area. Some struggling, some doing ok, but issue of domestic violence locally has been raised by Home Start. More information to be looked for.

Item 5.0: Post Covid Plan, Review and New Plan

Discussion: Current plan runs till July, new plan needs to be submitted to Local Trust by June 2021.

Decision: Need to begin evidence/impact gathering in January. The Big Local Rep, The Development Worker and The Chair will work on the plan in stages and bring it to partnership meetings at each stage for discussion and endorsement. The Secretary to proof read/check at each stage. The Big Local Rep suggested looking at the use of MIRO (an online whiteboard platform) to help.

Action: The Secretary to undertake some MIRO training.

Item 6.0: Relationship with Creative West End

Decision: WEM Connection with CWE to be a part of the new plan conversations.

Item 7.0: Trello

Discussion: The Chair and The Secretary have discussed the use of Trello for the tracking of project work.

Action: The Chair and The Secretary to discuss setting up some training in Trello for the partnership members.

Item 8.0: AOB

Discussion: Local Trust are recommending a Christmas break for partnerships. A short discussion took place.

Decision: WEM to shut for 2 weeks over Xmas and New Year.

Action: The Secretary to add a Xmas closure notice to be added to the website.

Discussion: Time to review the project plan form to be less like an application form and more objective focussed?

Action: The Big Local Rep and The Development Worker to work on ideas for the project plan.

Discussion: Rebecca announced that this will be her last attendance at a partnership meeting as the research project she has been working on for Lancaster University is coming to an end. It is possible it may be returned to in the future but for now it's goodbye and we hope to see Rebecca again. The partnership thanked Rebecca and wished her well.

Action: The Secretary to add Rebecca to the mailing list to keep in touch and discuss findings from the research in the future.

Action: Rebecca to share the WEM recruitment info to the University notice board. DONE

Next Meetings:

- Monday 7th December, 6pm-8pm via Zoom (To be confirmed)

Summary of Actions:

1. **Action:** The Secretary to send the September Draft Minutes to all partnership members for agreement via email.
2. **Action:** The Secretary to add the partnership confirmations as an addendum to the October minutes.
3. **Action:** The Development Worker and Chris Greenwood to write the mental health worker proposal outline document to take to the partnership.
4. **Action:** The Secretary to share social media profiles with Rebecca.
5. **Action:** The Secretary to book some MIRO training.
6. **Action:** The Chair and The Secretary to discuss setting up some training in Trello for the partnership members.
7. **Action:** The Secretary to add a Xmas closure notice to be added to the website.
8. **Action:** The Big Local Rep and The Development Worker to work on ideas for the project plan.
9. **Action:** The Secretary to add Rebecca to the mailing list to keep in touch and discuss findings from the research in the future.
10. **Action:** Rebecca to share the WEM recruitment info to the University notice board. DONE

ADDENDUM:

After the October meeting, the Development Worker spoke to all of the partnership members regarding the three items which needed approval: 1) Niamh's role on The Centenary building project, 2) Food project for formal confirmation and 3) Louise's role as press officer.

The Development Worker confirmed he had received 5 agreements on the first 2 items and 4 on the third item. All were therefore approved.