Let’s Get on With It Together  
Partnership Group Meeting  
Monday 24th January 2011

Note of Meeting

Present:

Inverness:  
Margaret Somerville, CHSS (Chair)  
Sue Menzies, NHSH  
Shona Laidlaw, HCCF  
Chris Claridge, PfW  
Andrew MacLean, LGOWIT Co-ordinator  
Alexa MacAuslan, NHSH

Helensburgh:  
Michael Bews, BLF  
Mark Charlton, MS Society  
Maggie Clark, NHSH  
Grant Wright, Epilepsy Scotland

Apologies:  
Caron Jenkins, Arthritis Care in Scotland  
Sarah Shaw, Volunteering Highland

Maggie to add others

1. Scene Setting  
Sue Menzies and Maggie Clark provided the group with an overview of how the Partnership started and the current stage of the Partnership. The Partnership’s aims as set out in the 5 year vision document were re-iterated.

2. Introduction of Co-ordinator and Overview of Role

- Chris Claridge provided an overview of the work of Partnerships for Wellbeing, the host organisation of the Co-ordinator. These include walking groups via ‘Step It Up Highland’ and a patient transport scheme with funding from NHS Highland and Highland Cross.

- PfW have had previous experience in being involved in running self management programmes and have agreed to host the co-ordinator role.

- Andrew MacLean attended the Partnership Group in preparation for his role as the LGOWIT Co-ordinator. His proposed start date is 1st March 2011 and the post is currently for a 12 month fixed term contract.

3. Core Steering Group Terms of Reference

- Alexa MacAuslan spoke to the draft terms of reference for the core steering group.

- Those present at the meeting were happy with the current membership of the core steering group proposed in the terms of reference document.

- There was a discussion regarding whether the chair of the core steering group should also be the chair of the Partnership Group. After an explanation of the rationale behind this decision, it was agreed that this was appropriate.

- It was agreed that the date that the 5 year vision document would start from was 2010 (summer) which was when the document was formally ratified by the Partnership members. **Action: Maggie** to change the date on the document to reflect this.

- Partnership members were asked to provide any further comments/changes to the core steering group terms of reference document to Alexa by close of play on Monday 31st January 2011. **Action: All.** Alexa to re-circulate the document with
any proposed changes to the group on Tuesday 1st February 2011. **Action:** Alexa

4. Partnership Group Terms of Reference
   - Alexa spoke to the draft terms of reference for the Partnership group.
   - There was discussion around the minimum quorum of people for a meeting to take place and it was agreed that this should be changed to a minimum quorum of 4 or more different organisations (out with the core steering group). **Action:** Alexa to change this in the document.
   - Partnership members were asked to provide any further comments/changes to the Partnership group terms of reference document to Alexa by close of play on Monday 31st January 2011. **Action:** All. Alexa to re-circulate the document with any proposed changes to the group on Tuesday 1st February 2011. **Action:** Alexa

5. Suggestions for Additional Partnership Members
   - Maggie informed the group that she had been approached by both MacMillan and the Scottish Association for Mental Health (SAMH) who are both interested in joining the wider Partnership group.
   - It was agreed that these nominations for additional members would be put to the Partnership group for discussion and a decision made on whether these nominations were appropriate.
   - It was also agreed that it should be considered whether or not patient and/or carer representatives should be invited to join the Partnership group.
   - It was agreed to circulate an updated list of current members of the Partnership group including members who were interested in being kept informed rather than actively participate. **Action:** Maggie to update and circulate the list.

6. LGOWIT Logo
   - It was suggested that the Universities could be approached to design a suitable logo if provided with the appropriate brief. It was thought that the timescale for this work would be approximately 12 weeks.
   - **Action:** Mark Charlton to produce a template of what information is required for the next core group meeting on 22nd February and follow this up with the University of Stirling. **Action:** All to consider what the brief for the logo may be (ie. what it is trying to represent/show) and email these to Maggie by the 22nd Feb for discussion.

7. AOCB
   - A Self Management conference has been arranged by UHI and Skills for Health in Inverness on 14th June 2011. Maggie suggested it would be useful for the LGOWIT Partnership to present a display for this conference to promote the work of the Partnership. Individual Partner organisations were also invited to put up display stands promoting their own individual organisations.
   - Maggie is looking for some individuals with a long term condition and/or carers to share their experiences of self management. **Action:** Maggie to provide a brief of the requirements of the individuals and circulate to the group for information/ follow up. Maggie to also circulate a flyer of the conference to the group for information.

8. Date of Next Meeting
A further meeting date would be agreed at the next Core Steering Group meeting. It was agreed to avoid the month of July 2011 for the next Partnership meeting.