

## Mental Health and Wellbeing Strategy Implementation Group

Tuesday 30<sup>th</sup> January 2018, 9.30am - 11.30am

In the HWK Office, Kingston Quaker Centre  
Fairfield East, Kingston upon Thames, KT1 2PT

DRAFT MINUTES FOR APPROVAL

### Present

Stephen Bitti, HWK Manager (Chair)	SB	Tony Williams, HWK Active Affiliate & Chair of the Mental Health Task Group	TW
Vicky Bourne, Counselling Service Coordinator, Mind in Kingston	VB	Darren Fernandes, Co-production Lead, South West London & St Georges Mental Health Trust	DF
Liz Trayhorn, Mental Health Lead, Public Health, Royal Borough of Kingston	LT	Laila Awda, HWK Projects & Outreach Officer (minutes)	LA
Tony Baden, Kingston Samaritans	TB	Andrew Osborn, KCC Program Manager, Royal Borough of Kingston (RBK)	AO

No.	Item	Action
1.	<p><b>Welcome, introductions and apologies</b></p> <p>1.1 The Chair (SB) welcomed everyone and all attendees introduced themselves.</p> <p>1.2 Apologies received from Sylvie Ford (SF), Commissioner for Mental Health, and Iain Richmond, Adult Social Care, RBK.</p>	
2.	<p><b>Declarations of interest</b></p> <p>2.1 No declarations of interest were made.</p>	
3.	<p><b>Minutes of the previous meeting</b></p> <p>3.1 Minutes of the meeting held on 17<sup>th</sup> October 2017 were checked for accuracy and no errors were reported.</p>	
4.	<p><b>Matters arising / Action log</b></p> <p>4.1 It was reported that the Thrive Kingston Governance document has now been redrafted.</p> <p>4.2 Item 3.5 from the previous minutes, around who is best placed to be the MHSIG lead for the Health and Wellbeing Board, will be carried forward to raise with Sylvie Ford (SF) when possible.</p> <p>4.3 The matter of secretariat support provision will also be carried forward to discuss with SF at a later date.</p>	<p>SB</p> <p>SB</p>

	<p>4.4 The draft Terms of Reference has now been circulated to members of the meeting.</p> <p>4.5 The Implementation Plan (IP) has also been circulated to members of the meeting.</p>	
5.	<p><b>Implementation Plan Review</b></p> <p>5.1 Tony Williams (TW), HWK Active Affiliate &amp; Chair of the HWK Mental Health Task Group, gave a short explanation of the Mental Health Strategy Implementation Plan (MHSIP).</p> <p>5.2 TW explained that the MHSAP had been developed as the Mental Health Strategy (MHS) will impact a range of organisations in the public, voluntary and private sectors, each with its own governance and approaches to managing change. The MHSIP sought to connect ownership of change to outcome, and to track delivery and significant milestones.</p> <p>5.3 On the background to the MHS, TW added that Sylvie Ford (SF) had attended the HWK Mental Health Task Group (MHTG) in February 2016 to work with the MHTG in the co-production aspects of the MHS. From this, and later conversations in the MH Strategy Steering Group, TW understood SF to be the owner of the strategy.</p> <p>5.4 There was discussion around how to move the MHS Implementation Plan (MHSIP) forwards, and which elements of the plan should be prioritised.</p> <p>5.5 Issues of resources, ownership and leadership over items on the MHSIP were raised. It was felt that the discussion needs to continue with the Clinical Commissioning Group (CCG) present as they are likely the organisation with the most resources.</p> <p>5.6 It was agreed that the next meeting will be scheduled to ensure a representative from the CCG is able to attend.</p> <p>5.7 It was agreed that the Mental Health Strategy Implementation Group (MHSIG) need to define its deliverables for the next 12months and beyond.</p>	
	<p>5.8 Resource budgets for each deliverable need to be established to see which resources could be allocated where, and the costings involved. Priorities that are already being fulfilled should be added onto the MHSIP. Where there are gaps identified and where priorities are not being delivered, these need to be highlighted and explored further with CCG input.</p>	5.8 ALL
	<p>5.9 Tony Williams (TW), Darren Fernandes (DF), Co-production Lead, South West London &amp; St Georges Mental Health Trust, Rachel Rowan (RR) Kingston CCG Mental Health Lead Commissioner, Andrew Osborne (AO), KCC Program Manager, Royal Borough of Kingston, and Liz Trayhorn (LT), Mental Health Lead, Public Health, Royal Borough of Kingston will schedule a seperate meeting to go through each priority and map where it is already being fulfilled, and engage other organisations to include the work they are doing.</p>	5.9 SB, TW, RR, DF, AO, LT

6.	<p><b>Update: Peer Support Task &amp; Finish Group</b></p> <p>6.1 DF reported on the Peer Support Task and Finish Group where an exercise to see what peer support was available in the Kingston borough was carried out. There is a document pending which will detail current provision and gaps, to inform funding and resource needs.</p> <p>6.2 The importance of mainstreaming peer support was raised, with a suggestion to link information into the ‘Connect Well Kingston’.</p>	
	6.3 TW and SB will place peer support on the agenda for the priority setting meeting for the HWK Mental Health Task Group to set goals for the task group to look at ways in which they can work more closely with peer support work and the work being done in these MHSIG meetings.	6.3 SB, TW
	6.4 AO stated that ‘Connect Well Kingston’ could be linked into the peer support work and will pass the details of a contact there to DF for involvement on this meeting.	6.4 AO
	<p>6.5 It was suggested that local organisations offering peer support could be asked if they have any case studies about peer support and people who are hard to engage.</p> <p>6.6 It was highlighted that other organisations who offer counselling need to be engaged with when this group sets its year two priorities.</p>	
	6.7 The addition of communicating with Kingston Voluntary Action’s (KVA) Health and Wellbeing hub was raised. SB to invite Tulloch Kemp, Staywell, and Patricia Turner, Kingston Voluntary Action (KVA), to the next MHSIG meeting.	6.7 SB
7.	<p><b>Governance and Secretariat</b></p> <p>7.1 The idea of a meeting between SF, SB and Phil Moore, Deputy Chair (Clinical) at NHS Kingston CCG, to progress matter of secretariat support was suggested.</p>	
	7.2 As outlined in the Thrive Kingston governance structure draft, this meeting needs to assure quality of overall delivery. To allow for scrutiny, the group discussed the idea of having two members (people with lived experience) from the Mental Health Task Group at these meetings to represent and liaise between the group and the MHSIG. It was proposed that this invite could also be extended to members of other organisations that support people with lived experience of mental health. SB will speak with the Mental Health Task Group and get feedback on what they would like their role to be in relation to the work of the MHSIG.	7.2 SB
8.	<p><b>DRAFT MHSIG ToR</b></p> <p>8.1 The draft Terms of Reference (ToR) document circulated prior to the meeting were discussed.</p>	

	8.2 The ToR is derived from the Thrive Kingston governance draft so it will need to be cross checked for possible changes needed if/as changes are made to the Thrive Kingston governance structure.	8.2 SB
	8.3 Several amendments to the ToR document were suggested:  The first bullet point should read 'develop and deliver'.  The acronyms used need to be broken down clearly or explained in a key.  The ToR should make reference to wider regional and national bodies. SB will take this up with SF.  'Engage with the original stakeholders'- should be added as part of aims.  The word 'progress' should be changed to process.	8.3 SB
9.	<b>Future co-production</b>  9.1 This item will be brought forward to next meeting.	
10	<b>Time to Change hub bid</b>  10.1 An update was given on the Time to change hub bid, which was not successful.	
	10.2 The TtC bid was forwarded to become a Thrive London local hub. LT will circulate information about what this involves.	10.2 LT
11	<b>AOB</b>  11.1 No other business was raised.	
12	<b>Dates of next meetings</b>  12.1 A Doodle poll will be circulated to arrange this at a later date. Desire to schedule several of the future meetings was expressed.	12.1 LA, SB