

Time to Change (TTC) Kingston Steering Group Meeting

19/09/2018 10 am - 12pm

Large Conference Room, Kingston Quaker Centre

Attendees:			
James Martin - TTC Kingston Champion (Chair)	JM	Esther Bowes - Public Health RBK/TTC Kingston Champion	EB
Stephen Bitti - HWK Chief Officer (Vice-Chair)	SB	Tony - Public Health	T
Laila Awda - HWK	LA	Katie Bradford - Your Healthcare	KB
Liz Trayhorn - Public Health Programme Lead for Mental Health, RBK	LT	Justin Howard, Kingston University / Music for Mental Health	JH
Tony Williams - HWK Active Affiliate, Chair of HWK Mental Health Task Group	TW	Simon Montague Taylor - Mind in Kingston	SM
Karen Penny - Kingston Voluntary Action	KP		

1. Recap on last meeting held on 12/09/2018 / background on TTC Kingston		
Summary given of background on TTC, including the previous TTCK application last year to become a funded hub. Explained that Kingston is now an 'organic' unfunded TTC hub and the TTC Hub application period is now open and the deadline for returned applications will be Friday 16 November 2018 at 5pm was noted.		
Spoke about reasons why previous bid was not successful. The key areas to focus on for the next bid include community engagement - talking to people about mental health and making conversations happen across the community, involvement of peer organisations and getting people to sign up as Champions at grassroots level - focus on lived experience and involving marginalised groups.		
JM reminded the TTCK Steering Group that the TTC Kingston bid needs to show what we plan to do to reduce stigma and discrimination around MH, rather than have to have done already.		
An action from the previous meeting was to obtain Kingston specific postcodes so that Champions signing up with TTC centrally could be identified and we can involve them. Postcodes now identified and passed to TTC. Await list to be returned to us by Chrystalla.		CK
Regarding contacting interfaith community - await response to attend the next interfaith community meeting.		LT
2. TTC Kingston Steering Group Terms of Reference (ToR)		
The TTCK SG looked over ToR provided for Waltham Forest and explored amended this to suit TTC Kingston.		
Decisions made to amend the ToR document as follows: <ul style="list-style-type: none"> Add rules of engagement from CK at TTC to ToR to set the meeting rules to abide by Refer to the group as a Steering Group Further amendments made to doc (LA has amended doc) 		LA/SB

<ul style="list-style-type: none"> • Under item 5 'Frequency and structure of meeting' reporting arrangements should be accountable to the Mental Health Strategy Planning and Implementation Group (MHSPIG). • Meet 8 weekly possible, with separate sub-committees/task and finish groups, meeting separately e.g. bid writing group (dates provided in section 4 of minutes) • Use Skype / conference calls when needed to be as inclusive/accessible as possible. • Under item 7 Administration details - Administration and project support to meetings will be provided by HWK. 	
3. Action plan / next steps for TTC Kingston	
The SG reviewed the provisional action plan presented by Liz T on how to move TTC Kingston forwards.	
There was discussion around who the group would like to consult with in the bid process, the following were suggested:	
<ul style="list-style-type: none"> • KVA via KP happy to support and act as conduit sharing bid with network. Can also utilise Health and Wellbeing meeting November 7th to show draft TTC bid. KP to check on this. Richmond CAHMS could also be consulted. 	KP
<ul style="list-style-type: none"> • Kingston Clinical Commissioning Group 	SB
<ul style="list-style-type: none"> • KB advised she will try to bring TTC into work she is doing with Traveller community on Learning Disabilities. 	KB
<ul style="list-style-type: none"> • RISE, HWK Task Groups, Youth Out Loud! 	SB/LA
<ul style="list-style-type: none"> • Art groups run by Mind in Kingston, Mind United football team - Simon to look at setting up TTC session here. 	SM
<ul style="list-style-type: none"> • JH will mention TTC to KSA (art) event tomorrow 	JH
<ul style="list-style-type: none"> • University - KP advised voluntary sector has good links to university 	
<ul style="list-style-type: none"> • YMCA - TW has a contact there 	TW
<ul style="list-style-type: none"> • Plans to set up Champions group at University - JH working with Chrystalla on this. 	CK
It was noted that we already consulted with the community at the Thrive Kingston: One Year On event at the TTC Kingston bid workshops. One event and listened to feedback and we should highlight this in the TTC Kingston bid.	
There was a suggestion to run a survey to collect views in the borough on Mental Health but it was agreed that this would entail a huge cost so probably not good use of funding.	
A bid writing subgroup was decided upon	
4. Next meeting dates (all held at Kingston Quaker Centre):	
27 th September 2018 2-4pm (BID WRITING MEETING) 8 th October 2018 2-4pm (BID WRITING MEETING) 17 th October 2018 4-5.30pm (STEERING GROUP MEETING) 13 th December 2018 4-5.30pm (STEERING GROUP MEETING) 6 th February 2019 4-5.30pm (STEERING GROUP MEETING)	