Minutes of Time to Shine Core Partnership Meeting

Wednesday 29 June 2016

10.00am – 12:00pm

St George’s Centre, Great George Street, Leeds

Present

Bill Rollinson, Leeds Older People’s Forum (Chair)
Jim Garside, Leeds Older People’s Forum (Minutes)
Liz Messenger, Public Health (Presentation)
Thomas Woolley, Public Health (Presentation)
Corrina Lawrence, Feel Good Factor
Helena Bladon, Carers Leeds
Carole Clark, Leeds City Council
Andrea Wigfield, CIRCLE
Cath Mahoney, Individual (Vice Chair)
Hillary Wadsworth, Leeds Older People’s Forum
Rachel Koivunen, Leeds Older People’s Forum
Anne Forbes, Leeds Older People’s Forum
Rachel Cooper, Leeds Older People’s Forum
Eric Smith, Yorkshire MESMAC
Sarah Alden, CIRCLE
Kath Lindley, Tenfold
Karen Buckland, Neighbourhood Action in Farnley, New Farnley & Moor Top
Jean Townsend, Leeds Older People’s Forum
Ruth Cornelissen, Care & Repair Leeds
Lucy Green, Adult Social Care
Emma Whitworth, Eversheds

Apologies

John Welham, Leeds Older People’s Forum
Carol McGrath, Leeds City Council
Nicky Taylor, West Yorkshire Playhouse
Heather O’Donnell, Age UK Leeds
Richard Dowsett, Big Lottery Fund
Geraldine Ryan, Leeds Irish Health & Homes

1. Welcome and Introductions

The chair welcomed everyone to the meeting and introductions were given.

2. Conflicts of Interest

There were no conflicts of interest.

3. Minutes of the Last Meeting and Matters Arising

The minutes were agreed as a true and accurate record of the last meeting.
Volunteer Recruitment
Hillary gave a progress update on volunteer recruitment.
The group discussed volunteer recruitment providers and suggested points of contact.
The partners agreed to revisit this at a future meeting.
**Action:** Time to Shine (TTS) to put volunteer recruitment on agenda for November meeting

**Time to Shine Communications Update**
It was noted that Jim had circulated the Learning Facilitator’s events programme.

Test and Learn
Hillary updated on the test-and-learn approach to monitoring and evaluation.
It was noted that the monitoring and evaluation sub-group wouldn’t meet until August.
**Action:** TTS to report back on test-and-learn at the September meeting

Staffing
Discussed under Item 6) Time to Shine Strategy on the agenda.

4. **Presentation: Social Isolation Index – Liz Messenger and Tom Woolley, Public Health**

Liz Messenger, Health Improvement Principal, and Tom Woolley, Public Health Intelligence Analyst, delivered a presentation on Developing a Social Isolation Index for Leeds.

Sarah Alden, CIRCLE, was also asked to present Findings as part of the presentation.

The following documents were circulated for information:

- Developing a social isolation index for Leeds (presentation slides)
- Social Isolation Index (outputs)

The floor was opened to questions and the group discussed the social isolation index at length.

The group laid particular emphasis on the potential usefulness of the social isolation index as part of the toolkit for TTS delivery partner project commissioning.

**Action:** Tom to circulate the presentation documents via email after the meeting

**Action:** Core Partnership (CP) to email Tom their feedback on the social isolation index

5. **Risk update**

Evaluation
Hillary updated on risk management.

It was noted that Lisa Fearn, Monitoring and Evaluation Officer for Time to Shine, had attended an Ecorys meeting in London to discuss approaches to local evaluation.

The group discussed perceived limitations of the Common Measurement Framework (CMF) as an evaluation tool and how to increase the percentage of people completing the CMF surveys.
Andrea and Jean relayed concerns they’d raised about the CMF to Big Lottery fund and Ecorys including an apparent change in Big Lottery’s position on how the CMF should be used.

The group’s position was that the CMF shouldn’t be used as a performance management tool as that could lead to commissioning projects that just fit in well with the national evaluation.

The group stressed the importance of making sure TTS delivers the services older people need.

After robust discussion it was agreed that Big Lottery should be invited to the next meeting to share their thinking.

**Action:** TTS to feedback to Big Lottery and invite them to the next meeting

### 6. Time to Shine Strategy

Rachel Cooper delivered a presentation on ‘Time to Shine: Our Strategy – Reducing social isolation and loneliness among older people in Leeds.’

The group discussed the TTS project commissioning process and the strategic direction of TTS including capacity building, infrastructure, funding and the diversity of the third sector in Leeds.

It was agreed that this item would come back at next meeting as the first item on the agenda.

**Action:** Rachel C to circulate presentation slides via email after the meeting

### 7. Progress Against Outcomes

The TTS Outcomes Mapping RAG report was tabled for information.

Hillary took the group through the report and updated on the status of each project including that there were no amber or red risks to share.

It was noted that Rachel Koivunen, Project Manager, would cover the remainder of Hillary’s sections of the meeting as she had to leave at this point.

**Learning Disability Community Development Service specification**

The Learning Disability Service Specification was circulated for information.

Rachel K took the group through the report and the floor was opened for questions.

The group discussed the specification in-depth including the longer commissioning process.

**Update on Supporting Wellbeing**

Rachel C updated on Supporting Wellbeing including the assessment panel’s recommendations which had been approved by Leeds Older People’s management committee.

The organisations approved for funding were Age UK Leeds, OPAL, Cross Gates GNS, Health for All, and Bramley Elderly Action.

**Action:** Rachel C to circulate further detail as appropriate
8. **Delivery Partner contract amendments - Rachel Kouvinen**

*Rural Action Yorkshire – Community Connect*

The Rural Action Yorkshire Community Connect paper was tabled for discussion.

Rachel K took the group through the paper and the floor was opened for questions.

It was proposed that the project be extended for six months to focus on asset-based community development work, as outlined in the paper, and work with other SENS projects.

**Decision:** Approved

Corrina left the meeting at this point due to an interest in the next item on the agenda.

**Walking Projects**

The Walking Projects paper was tabled for discussion.

Rachel K took the group through the paper and the floor was opened for questions.

A partnership was proposed between Walk with Me and Walking with Confidence, which would continue to run as separate projects, including increased staff time and funding additional hours.

**Decision:** Approved

9. **AOB**

- Bill circulated details of an upcoming Housing Consultation meeting (want older people to attend – please pass on info through your networks)
- CP Meeting Schedule – The group agreed to keep the July meeting, but cancel August and go bi-monthly (every other month) from September.
- TTS Leeds Pride – It was noted that TTS will have a space at Lamberts Yard for Leeds Pride.
- Additional flyers for upcoming events were circulated for information
- Liz Messenger was given special thanks for all her hard work and presented with a gift

10. **Date of next meeting**

26 July 2016 from 10am–12pm at St George’s Centre in Leeds

**Documents Circulated**

- Agenda
- Minutes from the last meeting
- Project Plan Executive Summary
- Learning Disability Service Specification
- Time to Shine Outcomes Mapping
- Discussion paper (Walking projects)
- Discussion paper (Rural Action Yorkshire)
- Leeds Older People’s Forum 2016 AGM flyer (not tabled)