



NOTES

NGO Forum Steering Group meeting 15 February 2007

Present:

Nigel Carter, British Dental Health Foundation
Julie Jay Charles, Equalities National Council
Kostakis Christodoulou, Society for Health Education & Promotion Specialists (SHEPS)
Roz Godson, Amicus
Ian Gray, CIEH (Chair)
Jo Guest, National Healthy Living Alliance
Chris Lovett, Department of Health
Steve Shaffleburg, British Heart Foundation
Duncan Tree, CSV
Phillip Woodward, Representing the Royal Society of Health, as member of Council (RSH is host organisation for NGO Forum)

Apologies:

Martin Gibbs, Department of Health
Richard Parish, Royal Society of Health
Paul Scourfield, Faculty of Public Health

Not present:

Tom Hain, Patient Information Forum

1) Notes of last meeting

Agreed

2) Matters arising

a) It was noted that criteria of membership was not familiar to all, especially to the new members of the steering group. It was suggested that the benefits of membership be highlighted. These should be added to the website and the link circulated to the group.

Action: KB

b) It was agreed that there should be letter sent to Dr Fiona Adshead and Caroline Flint thanking them for supporting the NGO Forum.

Action: KB/RP/IG

The evening lecture by Prof Sir Michael Marmot had gone well and was well attended despite snow causing travel problems. It was suggested that future events have CPD awards and be evaluated.

Action: KB

3) National NGO Plan for Health

The Department of Health has asked the NGO Forum to develop a national action plan so that NGOs can use their combined strength and resources to address the rising levels of obesity. For the first time Non-Governmental Organisations (NGOs) will work together nationally to plan how to address the increase in obesity with special attention to be focused on children.

The NGO Forum will gather information on the activities happening now. This will be a mapping exercise looking at the current and planned activities with the NGO sector. This will be the basis to develop a plan – building on what is already taking place. The timescale is for 3 years of action from completion of mapping and we are seeking measurable outcome(s) in 5 years.

Issues raised:

It is important that the plan links into NHS priorities. The plan must make reference to government policies and plans. It is important to use the existing evidence from NICE as part of the plan.

The plan presents an opportunity to make links with the Office of the Third Sector and the Cabinet Office.

The Plan must use a social model that encompasses:

- Nutrition
- Advocacy services
- Public health
- Social care

The language used in the plan has to be carefully worded to ensure that there will be a collective understanding of what is being done and why.

It will be necessary to produce briefing papers to explore what the problems are, why we are starting with this issue and to look at the big picture.

Reference should be made to project initiation format as used by the Department of Health as the starting point. Also contact should be made with the NICE Patient and Public Involvement Programme about their new role.

An initial paper is to be drafted and circulate to the steering group and then circulated for more widely for comment.

ACTION: KB

4) Update on Chair for the full NGO Forum recruitment

The closing date was coming up shortly and already several expressions of interest plus applications had been received.

5) Steering group management

After discussion it was agreed that Ian Gray would continue to chair the steering group for the next six months at which point the situation would be reviewed.

Future work will also include looking at review of how the steering group is nominated and appointed.

6) Ministerial launch event

Plans had been finalised for this event on 15 March 2007. The Dept of Health was funding this event and it would be held at the New Connaught Rooms in central London. As well as the Minister speakers would be invited from key organisations such as Natural England. KB to try and give steering group members as much notification of events as possible.

ACTION: KB

7) Dates of future meetings

Thursday afternoons were agreed as a reasonable time and dates for the next meetings were set as follows:

3 May 2007

6 September 2007

13 December 2007

All meetings will be held at the Royal Society of Health from 1:30 - 3.30pm with lunch available from 1pm.

8) Any other business

A letter of thanks should be sent to Dr Fiona Adshead for her support and promotion of the NGO Forum.