



## Minutes

### NGO Forum Steering Group meeting 3 May 2007

#### Present:

Karen Bollan, NGO Forum / Royal Society of Health  
Nigel Carter, British Dental Health Foundation  
Kostakis Christodoulou, Society for Health Education & Promotion Specialists (SHEPS)  
Martin Gibbs, Department of Health  
Roz Godson, Amicus  
Ian Gray, CIEH (Chair)  
Jo Guest, National Healthy Living Alliance  
Robert Pickard, Chair of full NGO Forum  
Steve Shaffleburg, British Heart Foundation

#### Apologies:

Julie Jay Charles, Equalities National Council  
Richard Parish, Royal Society of Health  
Paul Scourfield, Faculty of Public Health  
Duncan Tree, CSV  
Phillip Woodward, Royal Society of Health

#### Not present:

Tom Hain, Patient Information Forum

#### 1) Notes of last meeting

**ACTION: KB** to send link to page on the NGO Forum website about member benefits to the steering group. They will provide feedback and suggestions.

**ACTION: KB** to send out reminder of dates of next meetings. Letters to Fiona Adshead and Caroline Flint – copy RP in, circulate final versions to steering group for information.

Correction: notes should have made reference to call for volunteers to help develop the national plan for health (see section 5).

#### 2) Matters arising

**ACTION: RP** to give some thought to key agencies to be involved in national NGO plan for health and liaise with KB on setting up steering group.

#### 3) Feedback from Ministerial launch

Caroline Flint sent note to all DH ministers and Dept Boards asking them to actively involve the NGO Forum when appropriate. Ivan Lewis, Social Enterprise Unit and cross DH group on user/patient involvement are all key link areas. KB will be point of contact for future developments. This might be an opportunity to engage Lord Hunt with the Forum plans too.

Issue raised: as we are going to be addressing obesogenic environment rather than direct intervention with public, we do not require representation from people affected directly by issue (e.g. TOAST).

**ACTION: KB** to map interest of forum members, find DH links and arrange matrix, and set up 'dating agency' with initial meetings to start dialogue (over lunch possibly).

**ACTION:** other groups to be involved – **KB** to look at NICE website for stakeholder lists especially regarding physical activity and promote plan/membership (**KB** to make contact with PPIP for specific contact details). This provides a reason to join the Forum, to help build national plan for health.

#### 4) **Regional workshops**

The steering group discussed how to formulate workshops and capture information from participants at workshops. Especially important was the idea of capturing learning and overcome problems. Questions to ask included

- Was your success based on your original aims?
- How did you improve health?

There is an opportunity to learn from the Big Lottery Fund on the work they have done monitoring and evaluating Healthy Living Centres.

**ACTION: KB** to liaise with individual steering group members for names of regional contacts. **JG** would be able and willing to provide input into this work with learning from the Healthy Living Centre Alliance around developing examples of good practice.

Now we will be promoting the Forum through regions – maybe consider opening forum to regional members?

Evidence from practice – what is happening and sharing learning are the key ideas behind the workshops. It is important to include evidence of experience from all sources, practitioners, patients, and recipients.

**ACTION: KB** to produce contextual document for workshops and any learning resource. It should outline why and how it is being undertaken. It should also tie in with healthy communities work.

Nine Regional events (one for each region). Ways to develop the workshops include: Train the trainer – iterative using members – facilitating, framework – deliverable locally.

#### 5) **National NGO Plan for health**

It was felt that there should be a contextual document. In the future there should be an opportunity for recipients to say how it has impacted on health.

A focus on obesity gives it purpose: reduction in energy in – increase in energy out. What is being done? How can we change lifestyles? These questions are key to DH business plan. It is important to reference this while developing plans. Any positive change has to be reported.

**ACTION: KB** to put plan for health information on website and include call for volunteers. Introduction to be drafted for **RP** so he can call for collaboration. Key items to be included: next steps and how you can get involved. **KB** to look at French model – every NGO galvanised to contribute in a model of cooperation.

In the future media coverage of relevant issues to be monitored: illustrate how it can work and when. What issues could be covered using this model? Must include measurable outcomes.

#### 6) **Good practice learning resource**

**ACTION:** An example of good practice from the HAD is Tara Raj's compendium of health inequalities. **KB** will send steering group a summary of this document.

It was agreed that rather than producing a single learning resource it might be better to develop online toolkits (or links to existing ones) so that there is a place where practitioners can download practical items to help with their work.

**ACTION:** Community People is a private company that provides two-way communication software. Costs: £20k, up to 50 stakeholders can get engaged. **KB** to investigate. TSI / Desk companion is another useful model to examine.

Forum website should facilitate use of extant health inequalities resources provided by others. An example is a project in Croydon working with front line staff so they can 'catch' disadvantaged families.

The Equity lens developed by SS for BHF might also provide useful insights.

**ACTION: Steering group** should meet to discuss Forum website: what web-based facilities can it offer to members?

#### 7) **Promoting commercial opportunities**

**ACTION: KB** to turn down any commercial approaches until a policy has been developed.

**ACTION: KB** to draft policy for next meeting. The policy should be as comprehensive as possible. **KB** to get advice from: Jeannette Longfield of Sustain on Data protection issues, and Paul Lincoln of the NHF.

#### 8) **Any other business**

There is potential work upcoming with the DH on user involvement. There is also a major DH reform programme, building on work reducing health inequalities. This has 6 major work programmes in which the NGO Forum has a role to play. The 6 areas are: social care, metrics and analysis, choice, voice and commissioning, supply and pricing, system management and regulation.

It was agreed that the request to sign up to the sustainable development manifesto/commitment developed by Jenny Griffiths would not be rejected by the NGO Forum.

It was agreed **RP** would chair future steering group meetings but that **IG** would deputise for him if necessary.