

# MINUTES OF MEETING



**Meeting title:** Health & Wellbeing Thematic Group  
**Date and time:** Thursday 24 November 2016, 10am  
**Location:** Kirkby in Ashfield Library

Name		
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Item	Commentary	Actions/ Timescales
<b>1. Apologies</b>	Maureen O’Callaghan – Now Unlimited	
<b>2. Introductions</b>	MM welcome everyone to the meeting, who in turned introduced themselves.	
<b>3. Structure of Future Meetings</b>	<p>MM reported that these meetings would be replacing the previous area based Community Learning Group Meetings. The meetings would take place once a term and move around the county. PR said at a previous meeting it was suggested to hold future meetings at a certain time in the term, so if there were any issues/ideas these could be looked at/acted on. MM also said there would be other Thematic Group meetings for LLDD, Employability and Family Learning and confirmed that details of these had been circulated to CLG lists and all providers.</p> <p>MM confirmed that minutes from all thematic meetings would be uploaded to the Inspire Website, and an email would be sent to all on the mailing list to inform that minutes were available to view.</p> <p>PR asked what MI would do with information gathered from these meetings, would CLASS be picking it up? MI said no if current providers were already offering what had been requested they would be approached, the idea is not to duplicate courses, but work in partnership with each other.</p>	

<b>4. Terms of Reference</b>	<p>MM carried out a group exercise. Notes taken from this and other thematic groups will form the Terms of Reference for these meetings.</p>	
<b>5. Strategic Collaboration &amp; Strategic Landscapes</b>	<p>MM said this group would be looking at forming alliances with those attending these meetings, looking at applying for joint funding pots, MM said this was part of Andria Birch's role, she is looking at the strategic landscape such as D2N2. KB said that we needed to be mindful of the fact that some parts of the county e.g. Bassetlaw, are joining Sheffield City Region rather than D2N2.</p>	
<b>6. Health &amp; Wellbeing Issues</b>	<p>AB said they felt a bit restricted with the funding themes and tended to deliver creative courses for LLDD and personal development for employability etc. She said they currently do not have a Yoga/Pilates tutor, there has been issues in the past with paying a tutor for just one hour; they got round this by having back to back courses. AB said recruitment could also be problematic, tutors being set on then not enough learners for a course to run.</p> <p>MI said he was going to contact charities as some retired people tend to use them. MI is putting on courses for people using iPad/tablets, AB said there were sometimes issues with Wi-Fi. MM informed those at the meeting that Nottinghamshire Library members have free access to "WHICH" magazine online, through their library membership and show be sign posted when they are asking for what are suitable computers or tablets to buy.</p> <p>JB asked if LLDD paperwork was available for all learners to complete not just on LLDD courses, she said she had already asked Andria Birch, but was still waiting for an answer. MM to enquire about this and let JB know.</p> <p>KS asked if Health &amp; Wellbeing would ever be discreet? KB said the only lots which should be used for delivery of discreet courses are 13 + 14 (both LLDD). PR said he had had issues with obtaining evidence that learners were on benefits in dementia care homes Ian Bond had said that evidence was still needed if it was a discreet group.</p> <p>KS asked if payment of fees could come from somewhere else other than the learner, e.g. if a venue charges room hire, but then they chose to use this income to support fees, MM said yes as long as it wasn't double funding.</p> <p>PR asked why some health &amp; wellbeing CLASS funded courses were advertised as "free" when other providers had to charge, MM confirmed that this question has been logged after being raised at a previous Thematic group meeting. PR asked if there could be some clarification on LLDD discreet groups, MM to look into this.</p>	<p><b>MM</b></p> <p><b>MM</b></p>
<b>7. Best practice &amp; Sharing</b>	<p>AB asked if tutors could be shared as had happened in the past. KB commented that previously if a provider was looking</p>	

<p>for a tutor in a particular subject sector area, Andy Ashley had emailed out to all tutors on our current mailing list on the provider's behalf. MM said she would ask AA if this would be still be possible.</p>	<p><b>MM</b></p>
<p>KB reported that it is intended that eventually, courses from all providers working with us would be uploaded to the Inspire Website. This was however, dependant on course datasheets being sent in on time by the deadlines on contracts. JB asked if links to other providers could be added to the webpage, as there was on Moodle., MM to feed this back to the CLASS Management Team.</p>	<p><b>MM</b></p>
<p>PR asked if a list of current providers was on the new website, MM &amp; KB said things are being moved to the new page on a weekly basis.</p>	
<p>AB asked if learners are counted as individuals overall, or just by provider. KB said that learners are counted per provider for their targets but can only be counted once overall on the system.</p>	
<p>MM said it would be useful for all providers to have a map across the county of activity planned, KB agreed this was a good idea.</p>	
<p>LB asked if professionals from Derby that they work with can also work with Nottinghamshire people, MM said yes this was fine, it's learners from out of the County that we shouldn't be actively recruiting on to courses. It is up to an organisation who they wanted to work with professionally.</p>	
<p>MI said he finds approaching organisations works better when setting up potential courses, and he is in the process of looking at organisations he can work with.</p>	
<p>MI said a course that he is looking at delivering is making homeopathic beauty products, HH said he had noticed there was more interest in environmental type activity. JB said re-cycling was also popular and was working really well as learners were bringing in all different types of materials to sessions, , AB asked which "lot" WEA used for this type of activity, JB replied health &amp; wellbeing. JB said WEA had photos of learner's work, MM asked if she would share these with the rest of the meeting, and asked if a good news story could go in the Inspire newsletter, KB said CLASS were also looking at having their own newsletter.</p>	<p><b>JB</b></p>
<p>KS spoke of a wellbeing scale she had used at one of her first sessions, where you mark on a scale your wellbeing at that moment in time, you then complete this at the end of the course to see how different you feel. AB said that during D2N2 meetings that have looked at measuring health &amp; wellbeing, and it was felt that all needed to use the same method of recording for the true impact to be seen. MM said maybe this was something that CLASS could move forward</p>	

	<p>with. LB suggested focus groups/on line surveys as a way of capturing learner voice; KB said CLASS currently do this.</p> <p>HH said he had evidence of learners continuing with activity after his classes had finished, MM asked if HH could provide a case study.</p>	<b>HH</b>
<b>8. Provider Contract Management</b>	MM said any providers contract issues can now be logged, and will be addressed at contract meetings. PR asked when Schedule 3 data would be circulated, MM to look into this.	<b>MM</b>
<b>9. Dates, venues for future meetings</b>	<p>Thursday 9<sup>th</sup> February 2017, 10am @ Kirkby Library</p> <p>Monday 12<sup>th</sup> June 2017, 1pm @ Kirkby Library</p>	