

## **EAST AYRSHIRE CHP**

**Wednesday 28 July 2010**

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|-----------------|--|
| <b>Subject;</b> | <b>Public Partnership Forum<br/>(PPF) annual event</b>   |
| <b>Purpose</b>  | <b>To inform the CHP Forum members of<br/>the PPF Annual Event through our<br/>annual event report</b> |

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### **1. Background**

- 1.1 Guidance from Scottish Government on Public Partnership Forums suggests that all Public Partnership Forums hold an annual Event.
- 1.2 East Ayrshire Public Partnership Forum held its third annual event in Onthank Community Centre on the twenty first of April 2010

### **2. Current situation**

- 2.1 East Ayrshire Public Partnership Forum annual event proved to be successful, seventy five people attended.
- 2.2 Twenty groups and organisations had information stalls at the event.
- 2.3 The event was a combination of speakers and workshops with opportunities to network.
- 2.4 Twenty Eight evaluation forms were returned.

### **3. Consultation on development of this report**

- 3.1 PPF core group members assisted in bringing this report together.

### **4. Resource implications**

- 4.1 Costs attached to this event were met by the Patient and Community Relations budget

## **5. Risk assessment and mitigation**

5.1 No risks identified

## **6. Impact assessment and consequential changes proposed to mitigate adverse impacts identified**

6.1 No adverse significant impacts identified

## **7. Conclusion**

7.1 Information stall providers reported that they found the event a good use of their time as they met many people who learned about the service they provide.

7.2 Attendees found the event to be informative and exiting.

7.3 Onthank Community Centre Management made us feel very welcome. The caretaker took an active role in assisting to provide refreshments and lunch.

7.4 Plans are now under way to provide our annual event in the south area of East Ayrshire; proposed date will be 27<sup>th</sup> April 2011 further information to follow as it becomes available.

**Kenny Milne**  
**Public Partnership Forum Coordinator**

**14 July 2010**



## **East Ayrshire Annual Event Report**

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***Onthank Community Centre***

***21/04/2010***

## History.

Guidance from Scottish Government on Public Partnership Forums suggests that all Public Partnership Forums hold an annual Event.

East Ayrshire Public Partnership Forum annual event offers opportunities to members of our communities to learn about East Ayrshire Public Partnership Forum and what it has achieved over the previous year. Also offers an opportunity to members of our communities to inform the direction that they would wish our Public Partnership Forum to take in the coming year.

Giving the geographical spread of East Ayrshire and to offer equal access to our annual event, East Ayrshire Public Partnership Forum agreed with members of public and the Community Health Partnership that they would rotate their annual event round various venues across East Ayrshire, including the more remote geographical areas. Last year (2009) our event was held in New Cumnock in the south area of East Ayrshire, this year (2010) our PPF annual event was held in the Onthank district of Kilmarnock in the North area of East Ayrshire

## Preparation.

After deciding the geographical area that our annual event would be held, the Public Partnership Forum Coordinator then set about finding a suitable, accessible venue. This proved to be quite difficult as there is little choice in venues that meet the requirements of an event of this nature. After considering various factors, i.e. numbers attended and evaluation from our previous annual event, size, tea/coffee facilities, cleanliness, health & safety, public transport links and cost Onthank Community Centre met our requirements. We therefore booked Onthank Community Centre to have our Public Partnership Forum Annual Event.

The Public Partnership Forum coordinator then made a request to NHS Ayrshire & Arran Health Board communications department to design a poster to advertise the event and to place a press release in all local news papers that are read in East Ayrshire to inform readers of the event. A letter of invite to the event was prepared and sent to all members of the Public Partnership Forum during March followed by a "reminder to book" in early April.

All members of the public Partnership Forum were encouraged to tell other members of public about the event and inform them that they would be welcome to attend.

Inclusion Scotland advertised our event on their website without this incurring any cost. An invite was sent to the other two PPF's in Ayrshire to invite the PPF coordinators and any of their PPF members to attend. Information on how to book to attend the event was attached with all event information.

Booking a place was made easier this year as we informed possible attendees that they could register by completing a booking form, they could email the PPF Coordinator or they could telephone the PPF coordinator who would be happy to complete a booking form on their behalf. It is important however that attendees do book their place as this helps ensure that we can accommodate the number of people who are to attend. It is also helpful to know how many people will attend to enable an accurate number when ordering lunch.

Public Partnership Forum core group members, voluntary groups who are registered with East Ayrshire Public Partnership Forum, some of the wider membership of the forum and the coordinator all offered to take posters and to place them in appropriate places within East Ayrshire to publicise the event.

The agenda for the event was discussed and agreed with the membership of the Public Partnership Forum core group

## Attendance.

Seventy-five people attended the event.

## Event.

Twenty voluntary groups/organisations, NHS services and Community Planning Partners (as listed below) provided information stalls at the event.

|   |
|---|
| British Lung Foundation                         |
| Scottish Ambulance Scottish                     |
| Lighthouse Foundation                           |
| Allies  |
| Public Health (Homeless)                        |
| Hospital Patients Council                       |
| Breathe Easy                                    |
| Breastfeeding                                   |
| Medicine Waste                                  |
| CVO East Ayrshire                               |
| Merge   |
| Multiple Sclerosis services/group               |
| Momentum Scotland                               |
| East Ayrshire Local Authority                   |
| Community Learning Disabilities nurses          |
| (CHIP) Community Health Improvement Partnership |
| Employability – The wise group                  |

|   |
|---|
| Chest, Heart & Stroke Scotland                                |
| Wiston Lodge (Outdoor activities for disabled adults, Lanark) |
| Coalfield Communities Federation                              |
| Oral Health Promotion   |

### Registration.

We sent a delegate pack to each attendee who registered prior to the close of bookings date. We did accept a number of late bookings and a delegate pack was available to those attendees who booked late at the event registration table. The delegate pack included a name badge, an agenda, location map, Public transport Information, a "questions paper" to allow attendees to ask any questions that they may have and an evaluation form.

### Opening.

The event started with opening remarks delivered by Ian Smith (East Ayrshire core group member). Katie Kelly then gave an excellent talk on why partnership working is so important in order to reduce duplication and deliver efficient services to our communities. Katie also spoke about the importance of having a successful Public Partnership Forum in order to have a meaningful two way engagement process between the Community Health Partnership and our communities. Katie mentioned a number of East Ayrshire Public Partnership Forum initiatives including our engagement with the wide community through the Public Partnership Forum Surgeries and our engagement with young people through our Young People's Public Partnership Forum.

### Networking:

Breaking for lunch gave an opportunity for attendees to view the stalls and network.

### Workshops:

At one o'clock, we moved into our workshop sessions. The workshops were as follows.

- PPF voluntary/community group, website progress.
- Audiology Service
- Young People's engagement with East Ayrshire Public Partnership Forum.
- Infection Control
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The numbers of workshop attendees were evenly split with an average of nineteen people at each workshop. Two workshops started at one o'clock until one thirty pm the other two workshops started at one thirty until two o'clock pm. Attendees could chose to attend two workshops.

### Questions.

We are aware that not everyone feels comfortable to ask questions publicly; therefore we supplied each attendee with various options to enable them to ask questions. Those options included requesting any core group member or the PPF Coordinator to ask their question on their behalf, alternatively write the question on the "questions paper" which was supplied in the delegate pack, or ask their question publicly from the audience using a remote microphone.

### Evaluation:

Evaluation forms were available to all attendees and were found within the event delegate pack.

Attendees were asked tick appropriate box to tell us what they thought about the venue, speakers, topics, lunch, and workshops.

28 evaluation forms were returned. The results of which are compiled as follows;

|            | EXCELLENT | GOOD | AVERAGE | POOR |
|------------|-----------|------|---------|------|
| VENUE      | 8         | 12   | 8       |      |
| SPEAKERS   | 12        | 14   | 1       |      |
| TOPICS     | 12        | 16   |         |      |
| WORK SHOPS | 11        | 10   | 1       |      |
| LUNCH      | 8         | 13   | 6       | 1    |

| Comments   |    |
|--|----|
| Layout too close together  | 5  |
| Website workshop very good and excellent information gained  | 1  |
| Working with young people "Excellent idea & result"  | 1  |
| Allocation for AM too long   | 1  |
| Very enthusiastic event  | 15 |
| Katie a great speaker and informative  | 2  |
| Great networking   | 8  |
| Not enough room for wheelchair users   | 1  |
| Venue too far out of main town / more than one bus   | 3  |
| Unfortunate that "stall holders" left at lunch   | 1  |
| Good opportunity to share views  | 4  |
| Have moved recently from North Ayrshire to East Ayrshire was impressed with what East PPF is doing | 1  |
| Learned more about local authorities and was able to clarify volunteer partnership opportunities   | 1  |
| Well Done Kenny  | 1  |
| Can we have this type of event more than once a year   | 1  |
| Great source of health Information available   | 1  |
| Too hot then to cold   | 1  |
| Disabled toilet door (Ladies) did not close  | 1  |
| Workshops were very good and informative   | 3  |
| Too much time for networking and not enough for workshops  | 1  |
| Look forward to next event   | 1  |
| Hard Seats   | 1  |

#### Suggestions received.

1. Invite to Alzheimer's Scotland, Western Road Kilmarnock 01563 542621
2. Input from people who have actually used the PPF services / website and input about how they were helped / informed in the area they were interested in.
3. Stall / Info about Dementia.
4. Presentation from practising GP.
5. More about Older people.
6. More room for stalls / Larger Venue.
7. Work shops on disability.
8. How employment can assist a person as part of recovery.
9. Interactive element
10. A reference to Alzheimer's at Western Road Kilmarnock and the involvement of carer's individual carer's cottage in the Howard Park.
11. Sensory Impairment new source explained.
12. How you access services, especially for children.
13. Workshop on health and work.

Thank you to all who have taken time to complete our evaluation of East Ayrshire PPF annual event. All of this information will be used to assist in making our next event better than before.

In answer to some of the comments and suggestions received through our evaluation. Our numbers of attendees considerably increased compared with the year before; we also had a number of late bookings. This resulted in space being a bit tighter than planned.

The Public Partnership Forum core group feel that it is important that we take our annual event into the heart of communities in order that people in those communities learn about the Public Partnership Forum and have easy access to the event. We hope that by continually moving the Annual event around East Ayrshire that all of our communities will find this to be an advantage when it is in your own area.

Comment about the door in the "ladies" Disabled toilet; This has been reported to Onthank Community Centre.

It is difficult to gauge how long workshops should be. This is very much dependant on how interesting it is to the individuals who attend. I can obtain further information on any of the workshops topics and would be happy send this information to anyone who requests it.

Due to capacity, we could not offer this type of event more than once per year. However we have developed our Public Partnership Forum Surgeries in East Ayrshire. This is the first of its kind in Scotland. The purpose of the surgeries is to be able to bring a full selection of general health information into your community. Any member of public can attend East Ayrshire Public Partnership Forum Surgeries and chose from the information available.

Attendees at our surgeries can also request specific information and take this opportunity to tell us about your health services or inform us of where you feel there are gaps in service.

Surgeries run once per calendar month. When a Public Partnership Forum Surgery is coming to your area we send out a press release to inform our communities about where the surgery will be held and at what time. We also advertise the surgery by placing posters in public places and we write to our membership informing the whole network of where our surgeries are to be held.

Currently we are preparing our Public Partnership Forum Surgery programme for the ensuing twelve months everyone is welcome to attend this free service.

NHS Ayrshire & Arran Health Board are holding our Health in Partnership event at Ayr Racecourse on the 17<sup>th</sup> November, information about this event will be sent to our whole network as it becomes available when you will be invited to book a place.

We welcome all comments and suggestions received and wish to take this opportunity to thank all who have contributed, we will give consideration to all of the comments and suggestions when planning our next annual event.

### Conclusion,

Information stall providers reported that they found the event a good use of their time as they met many people who learned about the service they provide.

Individuals who attended particularly enjoyed the wide variety of information provided and being able to speak directly to service providers was a great bonus to them.

Attendees found the event to be informative and exiting.

Onthank Community Centre Management made us feel very welcome. The caretaker took an active role in assisting to provide refreshments and lunch.

A West Sound FM roving reporter attended the event and interviewed a member of East Ayrshire Public Partnership Forum and east Ayrshire Public Partnership Forum coordinator; this was broadcast to their listening audience across Ayrshire.

Plans are now under way to provide our annual event in the south area of East Ayrshire; proposed date will be 27<sup>th</sup> April 2011 further information to follow as it becomes available.

### Acknowledgements,

Thank you to all of the core group members of East Ayrshire Public Partnership Forum who assisted in the planning designing and delivery of this event. Members made special trips to Strathlea to assist in filling registration packs and took an active role on the day of the event to help at registration, to assist stallholders and to offer assistance to attendees. Please note the PPF coordinator would be delighted to hear from you if you would like to help or contribute to future events.

The Patient & Community Relations Team assisted on the run up to and at the event, which was greatly appreciated.

East Ayrshire Public Partnership Forum coordinator would like to thank all who contributed in any way to the success of our 2010 annual event and looks forward to meeting you all again at our next event