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| Name of meeting/event | **Reducing Inequalities Amongst Vulnerable Groups** |
| Date of meeting/event | **29th Feburary 2012** |
| Organised by | **Croydon Healthwatch Pathfinder** |
| Chair/Facilitator | **Fredrick Clarke** |
| Note taker | **Jennine Bailey – Croydon LINk's** |
| Venue | **CVA Resource Centre, Croydon CR0 2TB** |

| **Attendance (7)** | **Apologies** |
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| Fredrick Clarke (FC) – Chair, Task Group<br>Janet Grant (JG) – Vice Chair, Task Group<br>Natalie Stow (NS) – BME Forum<br>Anna D'Agostino (AD) – BME Forum<br>Paul Macey (PM) – Community Involvement Worker. Shadow HealthWatch Croydon<br>Jenine Bailey (JB) – Administrator, Shadow HealthWatch Croydon<br>Philippa Lalor (PL) – volunteer, Shadow HealthWatch Croydon | Terry Crooke and Tanya Ojukwu from Off The Record<br>Sam Mukhopadlyay – The Well, Salvation Army |

| **Item & Discussion** | **Action / Deadline** |
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| **1) Welcome and Introduction**<br>Chair welcomed all to the group and thank all for their hard work. The Chair reminded the task group members that this will be the last meeting for the year.<br><br>Correction to minutes: Frederick's and Philippa Lalor's name spellings and apologies.<br><br>**2) Task Group objectives and work plan**<br>Chair informed the members that SHC will be carrying out one event for all task groups which will be discussed at the next steering group.<br><br>**Step 2:**<br>PM talked to Steve Morten who is happy to assist with step 2 of the workplan.<br>SHC needs to identify key issues from the task groups work and send via Guy Pile-Grey, SHC Health and Wellbeing representative, to take to board who will take to their executive committee to agree to put on their agenda. | Action: PM to carry step 2 of workplan forward with Guy Pile-Grey |

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| **Step 5:**<br>NS informed the group that Terry Crooke, from Off The Record, did start this process, has received a copy of inequalities assessment and has contacted schools and faith groups. Due to his illness this has been put on hold. | |
| AD shared that the BME Network will have the workers development meeting on 8th March where the lead on inequalities will give a presentation.<br><br>Action: NS to ask contact in the Inequalities team, at this meeting, how the council is taking into account homeless people and refugees in their inequalities assessment. Along with how they will be feeding back to the community.<br><br>Action: FC to request at the next steering group meeting that we invite someone from the Inequalities Team to SHC end of year public meeting to inform SHC how this process works and start to build a relationship with them.<br><br>Action: Terry Crooke and NS to draft an assessment procedure from all of this information to be used by other groups and organisations. | Action: NS to ask questions agreed at this meeting re inequalities assessment.<br><br>Action: FC to request that we invite Inequalities team to SHC End of year meeting.<br><br>Action: Terry Crooke and NS to draft an assessment procedure |
| Group agreed to look out for the Housing Strategy coming up in March.<br><br>Task group agreed to look at how NHS Croydon is taking into account homeless people, refugees and asylum Seekers in their in equalities assessment. Initial action plan will come out in April.<br><br>Action: PM to Contact Grace Elorie (lead for inequalities in Croydon) to take this forward. | Action: All to research new housing strategy and Inequalities assessment in relation to homeless people, asylum seekers and refugees. |
| PM gave feedback to the task group from Homeless event:<br>Three key actions:<br>• **Mental Health:** PM spoke to John Hessler (lead at NHS) and he is going to take the points raised as concerns to then advice us of which commissioners we should be contacting. PM meeting him tomorrow.<br>• **GP services**: PM in process of contacting Dr Malhotra DEV at Brigstock surgery to get us a slot on the main agenda to raise issues.<br>• **Housing strategy:** Action: AD to send strategy to PM. At what point can we feed the outcomes into this strategy. PM to contact Rebeccah Clews, present her with information from the event and find out when there will be a public consultation and to ask Guy Pile-Grey to bring up at Health and Wellbeing Board to get information about process. | Action: PM to Contact Grace Elorie<br><br>PM meeting John Hessler<br><br>PM to get us a slot on the main agenda<br><br>Action: AD to send strategy to PM<br><br>PM to contact Rebeccah Clews<br><br>Action: PM to circulate report to commissioners |

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| Action: PM to add the following to report:<br>• Group agreed to add a list of groups who were involved and thank them.<br>• Also to add recommendations to report.<br>• Clarify the process in terms of feedback and up date.<br>• Full definition of acronyms<br><br>Action: PM to circulate to commissioners that were invited and ask them to comment on report.<br><br>Action: PM to amend report and JB to circulate on the 7th March and post to JG.<br><br>Action: Task group to comment by the 14th March<br><br>Action: JB Final report to be on website by 21st March. | Action: PM to amend report and JB to circulate<br><br>Action: Task group to comment by the 14th March<br><br>Action: JB Final report on website |
| **3) Feedback from Refugee and Asylum**<br><br>NS informed the group that the feedback she got from members were very positive. In regards to presentation, layout and networking opportunities.<br><br>Action: PM to contact Tanya Refugee Day Centre in regards to service user views and suggestions to use in report.<br><br>Action: NS and PM To suggest to West Croydon Refugee Day Centre to have a market place at one of their group days.<br><br>Action: FC To suggest at the next Steering Group meeting to have a launch for website, to add website link to reports and suggest we have laptops at the AGM to promote website. | Action: PM to contact Tanya from Refugee Day Centre regarding service users views collected to add to report.<br><br>Action: NS and PM: suggest to West Croydon Refugee Day Centre re market place<br><br>Action: FC To suggest at SG to have a launch for website |
| **4) AOB**<br>AD suggested feeding back to the other task groups regarding the inequalities work.<br><br>www.eastmidlands.nhs.uk/eds this is the link for the Inequality Delivery System training documents.<br><br>Action: Task group to plan an end of year event if the Steering Group do not, to thank all for their hard work. To suggest to attendees that they should put together a consortium to continue good work.<br><br>Action: ALL Task group to Google and find out other organisations working with homeless groups, asylum seekers refugees and send to NS to collate.<br><br>Action: NS to send in directory to JB.<br><br>Action: JB to upload on website and send to surgeries. | Action: Task group plan an end of year event, if SG do not.<br><br>Action: ALL Task group to find organisations working with homeless groups/ refugees send to NS<br><br>Action: NS to send in directory to JB |

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| Action: Email JG presentations.<br><br>Action: PM to email attendees of refugee event thanking them and asking for comments.<br><br>**5) End of task group**<br><br>This is the last task group meeting for the year 2011-2012.<br><br>The Chair thanked all for their hard work and volunteering.<br><br>Task group agreed that it is important that SHC supports the work done by this group so it is not lost.<br><br>**All information available in large print, on tape or other formats. Contact Jennine Bailey on 020 8253 7090 or Minicom 020 8683 7014.** | Action: Email JG presentations<br><br>Action: PM to email attendees of refugee event |