

Collaborative Name	West Yorkshire
Date of Event	04.05.06 2 <sup>nd</sup> Meeting: Field head Wakefield
Attendance	20 members
Summary of discussion	<p><b>1. Minutes from Launch Meeting</b></p> <p>These had been circulated in advance of the meeting. A short discussion ensued on Actions and Matters Arising.</p> <ul style="list-style-type: none"> <li>• Sue Proctor has secured representation from MH, acute Trusts &amp; PCTs</li> <li>• Funding to convene, lead and sustain the impetus of the collaborative: this needs to be addressed to ensure the longer term viability of the collaborative once the Lead Chaplain post ceases (currently Autumn 2007). <b>ACTION: Sue Proctor to contact current SHA Link Managers in the other two Yorkshire collaboratives.</b></li> <li>• Relationships of collaboratives with other chaplaincy organisations. It was agreed that the distinctive multi-disciplinary and networking focuses of the Collaborative meant that its role was complementary to other forums.</li> <li>• Caring for the Spirit questionnaire. <b>ACTION: Martin Kerry to make available analysis of <u>national</u> results.</b></li> </ul> <p><b>2. Terms of Reference</b></p> <p>Draft Terms of Reference had been circulated in advance. These were agreed subject to the clarification that where other stakeholders may be invited to join, this would be as deemed necessary by the collaboratives. Agreed term of reference attached.</p> <p><b>3. Generating a Programme of Work</b></p> <p>a) The launch meeting had generated 9 potential priorities. Martin Kerry circulated the aggregated results for West Yorkshire of the Caring for Spirit survey of Chaplaincy Departments. This aimed to give a broad picture of chaplaincy workforce development performance and needs.</p> <p>b) There was apparent high performance in undertaking appraisal and CPD and in multi faith work. There were workforce development needs in research activity, data collection and use, and use of models. The provision of education and training by Chaplains to others broadly reflected the national picture with some room for development; but given the engagement of HEIs with the collaborative, Martin Kerry suggested this might be an area where excellence could be achieved. (<i>see summary of indicators</i>)</p> <p>c) Research and Audit had already been listed in the group work priorities. Data collection and use of models were added to the list of potential priorities.</p> <p>d) Those attending were invited to identify three subjects from the list of priorities, which would form initial areas for project work. The three chosen were:</p> <ul style="list-style-type: none"> <li>• Sharing good practice re education, CPD, multi faith, volunteers etc (13 votes)</li> <li>• Spiritual needs assessment in education and practice (13 votes)</li> <li>• Joined up processes in nurse, midwife and clinical student education (8 votes)</li> </ul> <p>e) Martin Kerry asked that the fourth-ranked area, “shape collaborative to reflect Mental</p>

	<p>Health and PCT agenda” (6 votes), be applied across the three identified subjects. Mental Health and PCT representatives sometimes felt that their concerns were marginalised by an acute services agenda.</p> <p>f)Those present split into three groups to consider one theme each. They were asked to:</p> <ul style="list-style-type: none"> <li>- Define the task</li> <li>- Identify key actions</li> <li>- State audiences/stakeholders</li> </ul> <p>Their reports are attached (<i>see workgroup reports</i>)</p> <p><b>4. Communication with Stakeholders</b></p> <ul style="list-style-type: none"> <li>• Martin Kerry and Sue Proctor would circulate notes of this meeting to all who attended this and / or the launch meeting. <b>ACTION: MK/SP</b></li> <li>• All those present were asked to brief colleagues on progress with the collaborative. <b>ACTION: All</b></li> <li>• Concern to include part time Chaplains and those from the independent and voluntary sectors. Martin Kerry asked for contact details from those who engage with these networks. <b>ACTION: All Chaplains</b></li> <li>• Sue Proctor said that the Nurse Directors Group at SHA was a key link with the PCTs and Independent Sector. She would continue to profile the collaborative there.</li> </ul>
<p>Summary of action agreed</p>	<ul style="list-style-type: none"> <li>• Sue Proctor to contact current SHA Link Managers in the other two Yorkshire collaboratives</li> <li>• Caring for the Spirit questionnaire. Martin Kerry to make available analysis of <u>national</u> results.</li> <li>• Martin Kerry and Sue Proctor would circulate notes of this meeting to all who attended this and / or the launch meeting.</li> <li>• All those present were asked to brief colleagues on progress with the collaborative.</li> <li>• Concern to include part time Chaplains and those from the independent and voluntary sectors. Martin Kerry asked for contact details from those who engage with these networks.</li> <li>• Sue Proctor and Martin Kerry to meet to consider the outputs from the group work. They will review mechanisms to take this work forward, including a suggestion of who might be involved. They will develop a draft action plan and circulate this for comments and queries in early June.</li> </ul> <p><b>6. Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> September 9.30 – 12.30 – venue TBC</li> </ul>
<p>Resources generated for inclusion</p>	