

Collaborative Name	West Yorkshire Spiritual Healthcare Collaborative Meeting																																		
Date of Event	13th September 2006 – 9.30 – 12.30 Training room 4, Fieldhead Hospital, Wakefield																																		
Attendance	<p>1) Introductions and apologies</p> <p>Attendees:</p> <table border="0"> <tr> <td>Angela Hamilton</td> <td>NHS Yorkshire and the Humber</td> </tr> <tr> <td>Martin Kerry</td> <td>Nottingham Hospital</td> </tr> <tr> <td>Susan Brooks</td> <td>Calderdale & Huddersfield Trust</td> </tr> <tr> <td>Tony Ruddle</td> <td>Leeds Teaching Hospitals Trust</td> </tr> <tr> <td>Carol Paeglis</td> <td>NHS Yorkshire and the Humber</td> </tr> <tr> <td>Martin Winbolt-Lewis</td> <td>Mid Yorkshire Hospitals Trust</td> </tr> <tr> <td>John Coggins</td> <td>Bradford BRI/SCH</td> </tr> <tr> <td>Anne Llewellyn</td> <td>Leeds Metropolitan University</td> </tr> <tr> <td>Catherine Briggs</td> <td>Mid Yorkshire Hospitals Trust</td> </tr> <tr> <td>Glenys McGuire</td> <td>University of Huddersfield</td> </tr> <tr> <td>Melodie Kimball</td> <td>Leeds Mental Health Trust</td> </tr> <tr> <td>David Streatfield</td> <td>Bradford University</td> </tr> <tr> <td>Azim Kidwai</td> <td>Bradford District Care Trust</td> </tr> <tr> <td>Christine Waterland</td> <td>NHS Yorkshire and the Humber</td> </tr> </table> <p><i>Apologies</i></p> <table border="0"> <tr> <td>David Muschamp</td> <td>Bradford Hospitals</td> </tr> <tr> <td>Chris Johnson</td> <td>Bradford Hospitals</td> </tr> <tr> <td>Mohammed Arshad</td> <td>Bradford Hospitals</td> </tr> </table>	Angela Hamilton	NHS Yorkshire and the Humber	Martin Kerry	Nottingham Hospital	Susan Brooks	Calderdale & Huddersfield Trust	Tony Ruddle	Leeds Teaching Hospitals Trust	Carol Paeglis	NHS Yorkshire and the Humber	Martin Winbolt-Lewis	Mid Yorkshire Hospitals Trust	John Coggins	Bradford BRI/SCH	Anne Llewellyn	Leeds Metropolitan University	Catherine Briggs	Mid Yorkshire Hospitals Trust	Glenys McGuire	University of Huddersfield	Melodie Kimball	Leeds Mental Health Trust	David Streatfield	Bradford University	Azim Kidwai	Bradford District Care Trust	Christine Waterland	NHS Yorkshire and the Humber	David Muschamp	Bradford Hospitals	Chris Johnson	Bradford Hospitals	Mohammed Arshad	Bradford Hospitals
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Summary of discussion	<p>Angela Hamilton, Head of Patient Experience and Engagement welcomed everyone, explained her professional background, and advised that as a consequence of SHA reorganisation she will be taking Sue Proctor's place at these meetings.</p> <p>2) Summary of progress to date Martin Kerry Martin circulated a summary paper for information. Current lack of patient & public involvement in the Collaborative was highlighted. There is a need to up date contact details to ensure everyone is aware of all meetings, minutes etc. Action: CW</p> <p>3) Issues and actions from meeting of 4th May 2006 Martin Kerry Martin went through the notes of the last minutes and identified the action points.</p> <ol style="list-style-type: none"> 1) Sue Proctor was to contact other current SHA link managers but no one was sure of their future in the organisations so no action has yet been taken. 2) Martin was to make available analysis of national results from the <i>Caring for the Spirit</i> questionnaire. Martin circulated an outline summary of that report (attached). The complete report is 14 pages long and can be accessed at www.nhs-chaplaincy-collaboratives.com 3) Notes of last meeting to be circulated – completed 4) Communicate with colleagues the progress of the collaborative. Martin had received one 'referral', but that person was about to leave their chaplaincy post. Martin asked everyone to continue in awareness of those who might be interested in the Collaborative and to link via him. <p>4) Groupwork Martin introduced the three prioritised collaborative topics (Spiritual Needs Assessment, Sharing Good Practice and Joined-up Clinical Education) by summarising progress so far. Those present opted to work on the second and third of these topics during the meeting. Chris Johnson from Bradford, not present at the meeting, has indicated an active interest in</p>																																		

	<p>developing Spiritual Needs Assessment and may be willing to contribute to the Collaborative in this area.</p> <p>5) Making the collaborative work</p> <ol style="list-style-type: none"> 1) It was suggested that a steering group be formed – to date Martin Kerry and Sue Proctor/Angela Hamilton have planned Agendas and convened Collaborative meetings, but leadership needs to be owned more broadly in the Collaborative. 2) Time commitment an issue for most people present owing to other work demands and uncertainty over managerial approval. Hesitation regarding steering group and/or project group participation. It was acknowledged that telephone conference calls and email conferences can minimise the need for travelling to face-to-face meetings. Possibility of applying for funding for part-time secondment to lead Collaborative work. 3) Contacts and communications. CfS has established a new website with pages for each collaborative: www.nhs-chaplaincy-collaboratives.com This will be a mechanism for informing enquirers and for sharing resources across collaboratives; eg there may already be a questionnaire for education-providers produced by another collaborative. There are also links to CfS central project resources. Martin Kerry has posted the minutes from our last two meetings. Suggestion made for a newsletter. Christine Waterland will update contact list and circulate for amendments and extensions. 4) Future meetings. Need mainly to focus on progress with the group work; but in addition: <ul style="list-style-type: none"> Share good practice What makes us tick? What is the patient experience side? <p>Martin to draw together strands from the meeting and discuss with Angela Hamilton. Then issue Notes to the collaborative membership.</p> <p>Anyone who is willing to be part of the Steering Group please let Martin know.</p> <p>AOB – none declared</p>
Summary of action agreed	
Resources generated for inclusion	