

## Ilfracombe Health and Justice Steering Group – 07.1.2026

Present:

Andrea Beacham	RDUH
Amy Slater	RDUH
Simon Rapsey	RDUH
Amanda Tydeman,	RDUH
Glenda Jones	RDUH
Marieka Macauley	DWP Senior Partnership Manager
Sabrina Maines-Blatherwick	Coastal PCN
Kelvin Grabbham	RDUH
Dave Allen	South West Probation Service
Tony George	DWP
Nicholas Child	DCC
Elizabeth Pickles	South West Probation Service
Lucy O'Loughlin	Public Health DCC

### Meeting notes (AI generated):

- **Pilot Project Progress and Challenges:** Andrea and Simon provided a comprehensive update on the pilot project, outlining recent activities, current challenges, and next steps, with input from Amy, Dave, and other team members regarding referrals, information governance, and evaluation planning.
  - **Workshop Outcomes and Process Development:** Andrea summarised the outcomes of the December workshop, where participants agreed on the main challenges of multi-agency working and developed a process for the pilot. The team aims to start stage two of the pilot by early February, pending information governance (IG) agreements. Stage one involves referrals from probation to Royal Devon for health checks, while stage two will introduce team-based information sharing once IG is in place.
  - **Referral and Engagement Issues:** Andrea noted limited referrals in phase one, attributing this to probation officers' lack of awareness rather than reluctance from people on probation. Sara Jones was identified as taking action to improve referral rates, and the team discussed strategies to address this knowledge gap among probation staff.
  - **Information Governance Coordination:** Andrea requested that all agencies provide their IG leads to facilitate a unified IG agreement for information sharing. The group discussed the need for a single framework to streamline data sharing across partners, with Amy and Simon clarifying responsibilities for arranging meetings with relevant IG contacts.
  - **Evaluation Partner and Data Needs:** The team agreed to partner with Health Innovation SW for evaluation, focusing on a pragmatic approach suitable for the pilot's timeframe. Andrea and Dave discussed the need for population data from HMPPS and the importance of establishing IG agreements to enable robust analysis.
- **Defining Problems, Success Criteria, and Design Principles:** Andrea led a collaborative review of the project's problem statement, success criteria, and design

principles, incorporating feedback from Sabrina, Nicholas, George, and others to refine the approach and ensure alignment with both professional and lived experience perspectives.

- **Problem Statement Validation:** Andrea presented the draft problem statement developed at the workshop, highlighting issues such as unclear ownership, fragmented support, and repeated handoffs for people on probation. The group was invited to suggest amendments, with consensus reached to validate the statement further through engagement with people on probation.
- **Success Criteria for Individuals:** The team discussed initial success criteria, including feeling safe, knowing who is involved, fewer handovers, and simplified access. Sabrina suggested separating the concepts of knowing who is involved from handover confusion, while Nicholas emphasized distinguishing between handovers and collaborative involvement. Andrea agreed to refine the criteria and ensure they reflect both professional and lived experience input.
- **Success Criteria for Agencies:** Andrea outlined agency-focused criteria such as named contacts, clear escalation routes, efficient information sharing, and parallel working. George highlighted challenges with staff turnover and the absence of named contacts in some processes, prompting Andrea to add clarity of process as a principle.
- **Design Principles Discussion:** The group reviewed design principles, including early support, person-centered approaches, flexible support intensity, and meaningful outcome measurement. Andrea emphasized the need for these principles to guide implementation and to be validated by people with lived experience.
- **Evaluation Planning and Measurement:** Dave, Lucy O'Loughlin, Amy, and Andrea discussed the need for baseline data, appropriate outcome measures, and the importance of selecting indicators that reflect meaningful change within the pilot's limited timeframe.
  - **Baseline Data and Outcome Measures:** Dave inquired about baseline data to enable before-and-after comparisons. Andrea explained that professional perspectives would be captured via questionnaires and workshops, while individual well-being would be measured using the WEMWEB score. The group acknowledged the challenge of detecting significant change within a three-month pilot.
  - **Selecting Meaningful Indicators:** Lucy O'Loughlin stressed the importance of choosing proxy measures that demonstrate valued change, especially for stakeholders considering future funding. Amy reported that NHS England would provide minimum requirements for the national pilot, which would guide the selection of indicators.
  - **Next Steps for Evaluation Planning:** Andrea proposed organising a dedicated session with Health Innovation SW to finalise key performance indicators, data collection methods, and baseline requirements, ensuring alignment with both local and national expectations.
- **Implementation Planning and Team Structure:** Andrea, Simon, George, Sabrina, and Glenda discussed the operational details of the pilot's implementation, focusing on the structure of multidisciplinary team (MDT) meetings, the involvement of relevant caseworkers, and practicalities of agency participation.
  - **MDT Membership and Caseworker Involvement:** The group agreed that, where possible, the individual's caseworker from each relevant agency should attend

- MDT meetings, rather than generic representatives. Sabrina and George discussed the feasibility of this approach, noting challenges related to staff availability and the need for flexibility.
- **Forum Versus Team Around the Person:** Simon and Andrea clarified that the ideal model is a team around the person, but acknowledged that capacity constraints may necessitate a more forum-based approach in the short term. The importance of managing expectations for people on probation was emphasised.
  - **Scheduling and Information Governance:** Andrea proposed holding weekly MDT meetings starting in February, subject to finalising IG agreements. The team discussed pencilling in regular time slots and ensuring secure communication channels for sharing sensitive information.
  - **Kafka Brigade Approach and Case Study Selection:** Andrea, Simon, Glenda, and Dave explained the Kafka Brigade methodology, outlined the process for selecting a representative case, and discussed next steps for engaging a suitable participant for experiential analysis.
    - **Kafka Brigade Methodology Overview:** Andrea described the Kafka Brigade approach, which involves using anonymized data to identify a typical person on probation, conducting a detailed timeline of their interactions with public services, and comparing their experience with agency records to identify systemic issues.
    - **Case Selection and Engagement:** The team discussed identifying a participant who matches the agreed profile, with Glenda confirming that a recent health check recipient fits the criteria. The group agreed that the person with an existing relationship (e.g., Glenda or their probation officer) should approach the individual about participating.
    - **Expected Outcomes and Timelines:** Andrea emphasised the need to progress quickly with the Kafka Brigade process due to the pilot's tight timeline, aiming to generate actionable insights and organizational learning before the March deadline.
  - **Action Items and Next Steps:** Andrea and Simon summarized outstanding actions, including sharing documentation, distributing a questionnaire on collaborative working, and following up on IG leads and evaluation planning, with all participants encouraged to provide feedback and share materials with colleagues.
    - **Documentation and Questionnaire Distribution:** Andrea committed to sending out the project documentation, a questionnaire on barriers and enablers to collaborative working, and other relevant materials, requesting that participants share these widely to maximize engagement.
    - **Feedback and Follow-Up:** Participants were invited to review the circulated documents and provide feedback, with Andrea and Simon noting the importance of ongoing communication and prompt action on outstanding items such as IG lead identification and evaluation planning.

Follow-up tasks:

- **Data Sharing Protocols:** Email Simon with details about the specific data sharing needs and protocols required for wider data sharing beyond HMPPS. (Mareika)
- **Information Governance (IG) Leads Collection:** Provide the contact details of your organisation's IG lead if not already submitted, or indicate if you are the appropriate contact, to facilitate the IG agreement across all partners. (Provide to Amy)

- **Population Data for Analysis:** Arrange a meeting with Matt to agree on the IG for accessing detailed population data from HMPPS for RDHBI analysis. (Amy)
- **Kafka Brigade Senior Leadership Support:** Identify and confirm senior leads from partner organisations to participate in the Kafka Brigade work, following John Palmer's outreach to chief executives. (All partner organisations)
- **Workshop Notes and Project Documentation Access:** Share the link to the new project web page containing all meeting and project documentation with all participants. (Andrea)
- **Success Measures and Evaluation Planning:** Invite relevant stakeholders to an evaluation session with Nic from Health Innovation Southwest to determine key performance indicators, data collection methods, and baseline measures for the pilot. (Andrea)
- **Questionnaire Distribution:** Send out the collaborative working barriers and enablers questionnaire to all participants and request that they share it with their colleagues. (Andrea)
- **MDT Meeting Scheduling:** Schedule and hold slots for weekly MDT meetings starting from the 1st of February, pending IG confirmation. (Andrea)