



**Scarborough, Whitby and Ryedale Partnership Board
Task Group Chairs Minutes
12th December 2008
North Yorkshire House**

Who came:

Emma Bowker

Ruth Collin

Steph Curtis

Helen Fortnum

Julie Graves

Kathryn Holbrook

David Keeton

John Lawson

George McIntyre

Anna Nockles

Carla Pawson

Michael Pitts (Chair)

Who couldn't come:

Helen Beevers

Maria Kennedy



Money for 2008/9

Swanick Conference February 2009

Anna said that SUNNY will be looking at other ways of funding the Swanick Conference in future years.

Michael said that the Partnership Board should provide SUNNY with a set amount as seed money. It was agreed to provide £2,500.

Following the Task Group Meeting, Anna was contacted by SUNNY to let her know that the Swanick Conference will cost £1,892.78 in total. Therefore, it has been agreed to fund the whole sum.

Action: Anna will let SUNNY know.

Money for 2009/10

Anna said that the Finance Department has agreed that the Partnership Board can carry forward money from the 2008/9 budget to the 2009/10 budget.

It was agreed that the Partnership Board should do an interim review of its budget.

- **Person Centred Planning**

PCP budget for 2008/9 has over spent because money had not been included for travel costs. Some money can be saved for 2009/10 because the Facilitator post that has not been appointed yet could be delayed.

Anna said that PCP was raised at the last Managers Meeting. It was noted that the Partnership Board wants PCP to be brought on mainstream by the County Council.

PCP was set to complete 20 plans for 2008/9. 17 plans have been completed so far and PCP is on target for achieving 20 plans if not more.

Action: Anna agreed to talk about targets with Liz.

- **Basics Plus**

36 people were proposed to go through the Assessment Scheme. Only 3 people have gone through the scheme so far. It was agreed that the Partnership Board could reduce the budget to Basics Plus. It was agreed that the Quality Task Group needs to be set up again.

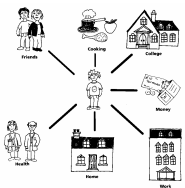
- **Admin Support for Partnership Board**

Money has been allocated for stationery, photocopying, postage and the laptop. It was agreed that more details were needed about the costs involved to support Kathryn's post.

Action: Finance Department to give further information about the Admin Support costs.

- **Partners in Partnership Course**

Anna said that the course does not offer any support to the Learning Disability Partnership Board community. The course costs £2,500 each. Jean Riley would like to attend the course. Julie will talk to Jean about looking at other ways of funding the course. It was agreed that the Partnership Board does not have the money to support people on this course.



Action: Anna will contact Maria Rules to let her know that the Partnership Board is unable to fund places on the course.

It was suggested that the Partnership Board could reduce the Courses/Conferences budget for 2009/10 if needed.

- **Admin Support for Health Facilitator**

It was agreed that the Partnership Board should provide money for admin support for the Health Facilitator. It was agreed to look into other ways of funding the laptop. Carla will let Lynne know that the Partnership Board is looking into other ways of funding the laptop.

Action: The Co-Chairs will write to Mel Bradbury to ask if the PCT will provide a laptop. The Health team will also send a letter request to the PCT.

Action: Task Group Chairs to make final decisions at the next Task Group Chairs meeting regarding funding for 2009/10.

Task Group Chair Meetings

It was agreed that meetings should be held on the Friday following every Partnership Board meeting. The meetings should start at 10am and finish by 12noon.

Quality

It was agreed that a Quality Task Group needs to be set up. The Partnership Board is investing lots of money into projects. Therefore, the projects need to be evaluated to show value for money.

The Quality Task Group can coordinate the quality assessment and prioritise the work. The individual Task Groups can be responsible for monitoring projects in their area of work. The individual Task Groups can send copies of their reports to the Quality Task Group. The Quality Task Group can then request more detailed evaluations when needed.

It was agreed that there needs to be a service user evaluation. The Health Task Group can get this information and provide feedback to the Quality Task Group.

It was agreed that different methods of evaluation would be needed for different projects. Providers can do detailed evaluations and return feedback to the Task Groups. The Task Groups can provide support to the providers so that projects can reach their targets. Questionnaires can be completed at events such as the Market Place Event and the Carers Seminar.

It was agreed that the Quality Task Group should meet three times a year in the first year and then have a cycle of evaluations. The Quality Task Group could then meet twice a year.

The first meeting of the Quality Task Group would be to get established, design a self audit tool and set a list of priorities. Anna agreed to coordinate the first meeting. Emma agreed to Chair the Quality Task Group. It was agreed that a Carer Rep and a Speak Up Rep should sit on the Quality Task Group. Michael said that he was

happy to sit on the Quality Task Group for the first year. George and Carla agreed to sit on the Quality Task Group. The meeting will be held on 29th January 2009 9.30am-12.30pm at North Yorkshire House.

Storage of Partnership Board equipment

The Partnership Board has a microphone and sound system. The Partnership Board will also have a laptop. The Partnership Board does not need a projector because the Board can hire one from North Yorkshire House. Julie said that there is equipment at Carers Resource that the Board can borrow and there may be space to store equipment at Carers Resource.

Action: Kathryn will find out what equipment the Board does own and what equipment partners have available for the Board to use.

Employment Task Group

David said that Yorkshire Coast College have promised that the Destination Course will be increased to 5 days after Christmas. Julia Huby has been appointed to sort out work experiences.

David said there is an issue with a lack of numbers for September 2009 with the transition to adult courses. Feedback for this course has been good.

David said that training support from Job Centre Plus is not very good. Advisors are available for people who are on incapacity benefit. People with more capabilities are not given local support and only have support over the phone.

David said that attendance from Yorkshire Coast College and Job Centre Plus is varied at the Task Group.

Day Services and Employment Task Group

John and Ruth had to leave the meeting due to another commitment.

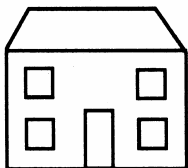
Action: John will provide an update at the next meeting.

Helen said that the Task Group has considered a name change to "Community Lives". David, Ruth and John are working on an action plan for the Task Group. The next Task Group meeting will be setting the priorities for the next few months.

Housing

Anna said that the next Housing Task Group is meeting on 26th January 2009. Representatives from Scarborough and Ryedale Borough Councils and the Chief Executives of Yorkshire Coast Homes and Ryedale Housing Association will be invited to attend.

Anna said that because of changes in supporting people funding there is a retraction plan to reduce from 40% to 30%.





Transitions

Carla said that the Task Group has no clear direction or an action plan. Carla said that she has been working with Liz White in setting up a series of scoping exercises with service users, the education service, carers and families to find out what is good about the service of transitions. Carla and Liz are half way through the process and hope to complete the work by the end of February. Carla said that she hopes that the work will flag up suggestions and concerns and help to identify areas of change.

Carla said that membership on the Task Group needs to be reviewed.

Health

George said that he will be providing a report at the next Partnership Board.

The Health Task Group has been talking about how GPs get involved with identifying those patients with learning disabilities and meeting their needs.

The Task Group has been looking at how acute services meet with needs of patients with learning disabilities.

The next Task Group will be talking about therapy services.

George is concerned about attendance at the Task Group.

Carers

Julie said that the next Carers Forum is meeting on 21st January. She has invited representatives from the Police to attend and she may invite representatives from the ambulance service.

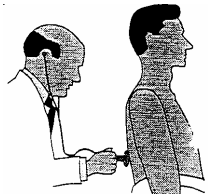
Julie said that Janette Finney has resigned from the Carers Forum. Julie said that the number of Carers is down at the moment and active members are needed on the Task Groups.

Julie said that she is hoping that the funding of her post will continue after March 2009.

Julie said that she has done a survey of carers about their experiences of financial management in supported living. Julie gave Anna a copy of the findings.

It was agreed that Task Groups need to report to the Partnership Board annually and report any progress and challenges. The Partnership Board should set the remit for each Task Group for the next year.

Action: Kathryn will circulate all Task Group Minutes to the Task Group Chairs for information.



Topics for Partnership Board meetings in 2009

18 February

Day Services – update from Adult and Community Services. Ruth, John and Anna to coordinate.

Health - Health Task Group to coordinate.

22 April

Communication - Julie will coordinate and bring an agenda to the next Task Group Chairs meeting in February. The Carer Forum will discuss communication at its January meeting.

Speak Up Reps to give a role play presentation. The Speak Up Forum will discuss communication at their next meeting.

Sue Hayley, Senior Speech and Language Therapist, Lynne Taylor and Gillian Payne should be involved.

17 June

Transitions

Person Centred Planning – to provide a report on actions for the year.

19 August

Employment

Housing

21 October

Quality

Older Carers

16 December

Money

It was agreed that Task Group Chairs need to be provided with information about what is expected of them prior to a Board meeting.

Anything Else

Julie said that she is planning the Carers Seminar for May 2009.

Carla said that more young people need to be involved with the Partnership Board. Carla said that she has spoken with young people who have not heard of the Board. Julie said that Carla can pass on her contact details so that young people can get information about the Carers Forum and attend those meetings.

It was agreed to talk about the publication of the Partnership Board at the next Task Group Chairs meeting.

The meeting ended at 12noon.

The next meeting will be on 20th February at 10am at North Yorkshire House.

