

Task Group Chairs Meeting

Minutes 17 October 2008

1. Who Came:

Helen Beevers

Emma Bowker

Ruth Collin

Helen Fortnum

Julie Graves

Kathryn Holbrook

David Keeton

John Lawson

George McIntyre

Anna Nockles

Michael Pitts



2. Role and Induction of Admin Assistant to the Partnership Board

Jobs for Kathryn Holbrook:

- (a) Partnership Board Training Calendar
 - circulating information
 - booking rooms
 - ensure appropriate equipment is available

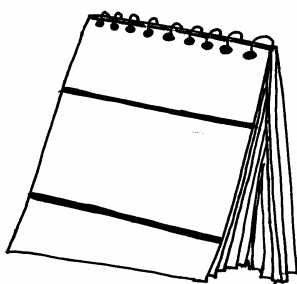
- (b) Partnership Board Meetings
 - keep a diary of all Partnership Board meetings, Task Group meetings and Forums
 - distribute agendas and minutes for PSB meetings, some Task Groups and the Provider Forum
 - book rooms for meetings
 - ensure equipment is available
 - maintain mailing lists for various distribution (Newsletter, PSB minutes)
 - keep copies of agendas and minutes of meetings
 - collate information for meetings and alert Anna, Michael and Emma at agenda setting meeting
 - collate information about funding applications etc.
 - support Lead Officer in preparing for the meetings
 - distribute information from Inclusion North and VPST
 - on the day of meetings, help to prepare the room, ensure cards/pens etc. are available and take minutes on flip chart paper
 - after the meetings, write up minutes for checking by Anna/Michael and send out any letters on behalf of PSB

- (c) Attend the following meetings:
 - Task Group Chairs
 - Partnership Board
 - Agenda Setting meeting
 - Provider Forum

This will be reviewed after 3 months and if there is capacity to attend and minute some Task Groups.

- (d) provide support for Co-Chairs
- (e) Induction:
 - contact Sue Lear and arrange to attend the H&R PSB
 - NYH tour
 - attend Carers Forum/Speak Up Forum
 - visit Carers Resource
 - attend any PSB meetings
- (f) Personal Admin:
 - keep a time sheet to record hours
 - if using resources from partner agency – keep a record of this so invoice can be checked
 - access Groupwise at least once a week

Julie Graves said that it would be possible to use Carers Resource as a local base for support. She agreed, in principle, that Carers Resource would be able to provide stationery, the use of a photocopier and a franking machine.



3. Dates

10 December 2008, Basics Plus

18 February 2009, Basics Plus

22 April 2009, Whitby

17 June 2009, Scarborough

19 August 2009, Pickering

21 October 2009, Whitby

16 December 2009, Scarborough

It was agreed to arrange the dates for future PSB meetings at the October meeting of the Task Group Chairs.

Action: An agenda item at the Task Group meeting in October 2009.

It was agreed to discuss future topics for the PSB meetings at the next meeting of the Task Group Chairs.

Action: Kathryn will bring the newsletter sheets from the last Partnership Board.

It was agreed that Emma Bowker and the new Co-Chair should attend the April Partnership Board meeting. The new Co-Chair would then take over for the June Partnership Board meeting.

It was agreed that the Partnership Board meetings need to be made accessible across the whole region.

Action: Kathryn would investigate possible future venues for the meetings.

It was agreed that the Partnership Board meetings need to be publicised more. Dates of the meetings could be published in the local newspapers.

Action: An agenda item for the next Task Group

The Partnership Board needs to have more political involvement. This could be done by extending votes to representatives from the local Councils.

4. Updates

Employment

David Keeton said that the Employment Task Group met on 6th October. They had discussed the provision of courses offered by Yorkshire Coast College.

The Task Group is concerned with the quality of courses provided by the College. Dan Moloney has been brought in and a few changes have been introduced.

Carole Kitching is the Principal and Chief Executive. Yorkshire Coast College could be invited to attend a



Partnership Board meeting to make a presentation on how they are implementing their plans.

Action: Michael, Emma, Ruth and David will draft a letter to Yorkshire Coast College, to share with Anna and George. Kathryn will provide admin support.

This matter shows the need for the Task Groups to feedback information into the Partnership Board so that the Board can become more proactive.

Action: David will send a copy of the Task Group minutes to Anna.

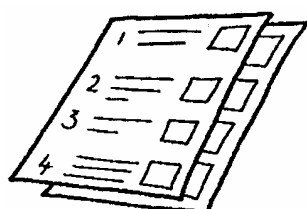
David said that training support offered by Jobcentre Plus is not user friendly. There is pathways money for learning disability, mental health and physical disability. The work has moved into an apprenticeship type scheme, but they only provide a telephone number for training support.

More people can access learning in employment which links to level of need. Supported employment through North Yorkshire Council is an area of development.

The Task Group did talk about a shared database of placements. There is a need to look at the different pathways and how people can link in. An ongoing review is needed.

Action: John Lawson will forward a copy of the Blueberry Review to George.

Person Centred



The Task Group has done some work on symbolic language.

Action: John will forward the groups findings to Anna, so that a set of guidelines can be produced.

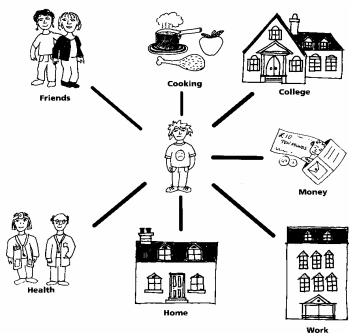
Helen said that the Speak Up Reps said that they wanted to use Board Maker. There are funding issues as everyone would have to buy it.

The Partnership Board has suggested that the issue needs to be discussed at the County level.

It was suggested that the Partnership Board could use the same package as Valuing People Now. John Lawson has sent the information to Anna.

Anna suggested that the Board could use the same package as the Department of Health.

Action: Anna will find out what the Department of Health use.



The person-centred plan needs to be reviewed regularly. There are financial restrictions from next year and targets will not be reached for this year.

Health

George said that the Working Well Together Report is superficial and does not address the issues. He has produced a response back to Mark Humble. George is meeting Melanie Bradbury, Commissioning of Services for Vulnerable People, and she sounds interested.

George said that the Task Group have two issues:

1. there are problems with acute services and how there is a general need for looking after people with disabilities
2. George has agreed to chair the Task Group in the short term. Phil will work with him on this.

Provider Forum



Ruth said that it has been difficult to get the Forum up and running. There is an issue about the future Chair role. The Forum will need to nominate who will represent the Forum at the Board as they hold a vote.

Action: Ruth and Anna will arrange a meeting of the Forum to establish the group again.

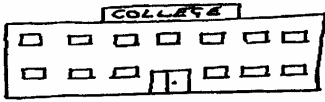
Housing

Anna said that she is awaiting a document and the next meeting is in November.

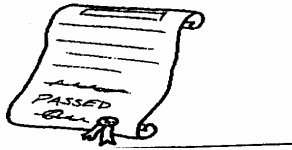
Carers Forum

Julie said that the next meeting is on 22nd October at Malton. A further meeting will be held in January. The topics for discussion are based on carers' suggestions.

5. Skills for Care



Julie has been approached by a Changing Lives representative regarding Skills for Care.



Cloverleaf has been commissioned by North Yorkshire to set up forums. The representative is based in Harrogate, has a learning disability background, and has little resources.

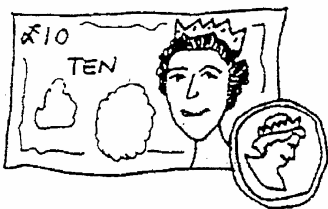
There is a representative from Cloverleaf based in Bridlington who has offered support.

At a meeting in Whitby, Carers said that they felt that carers should be sponsored to drive and they raised an issue regarding paid carers handling budgets. Carers feel they are unable to step back.

Action: Julie will collate background information on this matter.

Systems are being put into place for carers to share their concerns, for the development and training of carers, and to assess what qualifications they should have.

6. Budget



It needs to be made clear in the Partnership Board minutes that applications need to be made for current and new funding.

This July, Anna was told that the Partnership Board only had £125,000 for 2008/9. This is less money than agreed originally. The Board will have £125,000 for 2009/10.

Action: Anna will confirm whether money can be rolled over to the next year.

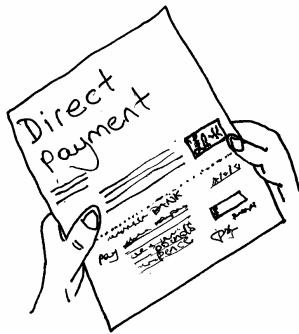


It was agreed that the Task Group Chairs should meet before the next Partnership Board to talk about the budget. They agreed to meet on 20th November at 9am at North Yorkshire House. It was agreed to move the Agenda Setting meeting from 19th November to the 20th November to following on from the Task Group Chairs meeting.

It was agreed that everyone needs to be informed that they need to return an application form for money and an evaluation report about how the money has been spent so far, four weeks before the next Board meeting.

Action: A template needs drafting for reporting back how the money has been spent.

7. Speak Up Rep Wages



Helen said that an invoice system is not favoured. She suggested that it would be better if they could be paid on a regular monthly basis. It was agreed that the extra money could be sent to Advocacy so that the Reps and the Co-Chair can be paid direct.

Action: Anna will arrange direct regular payments.

8. Publication of the Board

It was agreed to bring this item forward to the next Task Group Chairs meeting. It was agreed to send out a copy of Anna's presentation from the Board meeting with the Board minutes. It was agreed that the Board need a website.

Action: Michael agreed to speak with Digital Scarborough.

The meeting ended at 11.30am.