



**Scarborough, Whitby and Ryedale Partnership Board  
Task Group Chairs Minutes  
24<sup>th</sup> April 2009  
North Yorkshire House**

**1. Who came:**

Ruth Collin	01609 534511 <a href="mailto:ruth.collin@northyorks.gov.uk">ruth.collin@northyorks.gov.uk</a>
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Deb Slaney	01723 581344 <a href="mailto:deborah.slaney@acute.sney.nhs.uk">deborah.slaney@acute.sney.nhs.uk</a>

**Who couldn't come:**

Helen Beevers	01723 363910 <a href="mailto:hb_advocacyalliance@yahoo.co.uk">hb_advocacyalliance@yahoo.co.uk</a>
Stuart Lomas	01609 536593 <a href="mailto:Stuart.lomas@northyorks.gov.uk">Stuart.lomas@northyorks.gov.uk</a>

Anna Nockles	01609 534651 <a href="mailto:anna.nockles@northyorks.gov.uk">anna.nockles@northyorks.gov.uk</a>
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## 2. What we talked about at the last meeting

The minutes were agreed.



### Quality Task Group – PCP quality review

John Lawson said that the Person Centred Reviews are being done by Care Managers and not the PCP team.

Action: John will talk with Julie Graves to clarify how the quality check of the PCP team will be done.



### Yorkshire Coast College

Michael said that the Partnership Board has sent a letter to the Principal of the Yorkshire Coast College about the Board's concerns. The College has not replied.

Michael did say that Dan Maloney, Curriculum & Quality Manager, Yorkshire Coast College, did come to the last Partnership Board meeting.

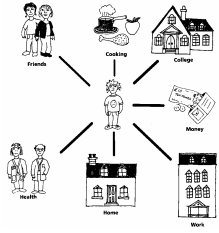
David Keeton talked about the lack of training for young people with complex and mental health needs. Yorkshire Coast College are not running courses due to a lack of expertise within their staff team. The College is not investing in training to be able to provide courses.

Deborah Slaney said that this lack of provision is an issue of discrimination.

Carla Pawson said that specialist schools are able to provide courses but the costs are bigger than providing courses locally.

**Action: David Keeton, Deborah Slaney, Carla Pawson and a Care Management Rep will draft a letter to the PCT, the Council and Yorkshire Coast College on behalf of the Partnership Board. Bring forward item to the next Task Group Chair meeting.**

## 3. Reports from Task Groups and Forums



## Person Centred Planning Task Group

John said that Jeanette Finney is coming to the Task Group meetings but not as a Carer Rep.

John said that the PCP team has developed a questionnaire following the PCP plans. John said that the Quality Task Group may want to use the information.

John said that PCP is underpinning within the Valuing People Now reports. Individual budgets, health passports and Health Action Plans need to be done a person centred way. Deborah said that she is working with Freda Ciotkowska and Liz Whiter to work in a person centred way.



## Quality Task Group

Julie said that the last Task Group meeting was useful and the focus had been on PCP.

Julie said that she is meeting with Heather Cunningham to look at setting the standards for evaluation. Julie said that an independent assessor may be used to look at the PCP process. Julie said that the Task Group have considered using Emma and Ross to show the difference between someone who is willing to be part of the PCP process and someone who is not willing.

**Action: Julie will contact Liz White and Sue Hayley for more information. Julie to invite Liz White to a Task Group meeting for a question and answer session to find out about the flexibility of the process.**

Julie said that the Task Group hoped that a Carer could be part of the process. Julie said that it would be difficult to find an unbiased rep. Julie said that it may be possible to invite a Carer from a different Partnership Board area.

Julie said that the minutes of the Quality Task Group meeting on 2<sup>nd</sup> April show what to expect if funding is given to a project funded by the Partnership Board.

## Developing Community Lives Task Group

David said that the Task Group members have been split into four working groups: work, community links, lifelong learning and choices. People will stay in the same groups.



David said that both Carer Reps were not at the last meeting. One of the Reps has resigned and the other Rep could not go as the meeting venue had changed.

**Action: Julie will talk about carer involvement at the next Carer Forum. Ruth will publicise carer involvement in the Looking Forward meetings and Newsletter.**

David said that the Task Group talked about including people with complex needs. Steph said that people had talked about having a complex needs “champion” at the Speak Up Forum, but nobody wanted to take on the role. Steph suggested that the role could be for a limited amount of time.

**Action: Julie will talk about a role for a complex needs champion at the next Carer Forum.**



### **Employment Task Group**

David said that the Task Group has talked about its aims. David said that the Task Group can be a pressure group and can say where there are gaps for example, curriculum development and supported employment. John said that Task Groups need to be sensitive as they represent the Partnership Board.

David said that JobCentre Plus are invited to attend the Task Group but do not attend.

David said that he would like there to be a Co-Chair.

### **Transitions Task Group**



Carla said that the Task Group have been talking about the objectives and direction of the Task Group. Carla said that she and Liz White have been putting a report together. Carla said that the Task Group will talk about the report at its next meeting.

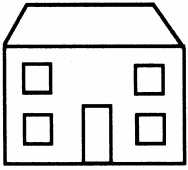
Carla said that there is no service user rep on the Task Group. Carla said that the Task Group mainly focuses on transitions for young people rather than adults. Carla said that people do not know what “transitions” means, so maybe the name of the Task Group could be changed.

Carla said that the Task Group may need to be split so that more items can be covered by more than one Task Group.

Carla said that she is on the Regional Transitions Steering Group which is developing a 14-25 year olds protocol for the County.

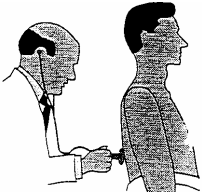
Carla said that the Partnership Board could have a transitions champion. Carla said that a role description and funding would be needed.

**Action: Issues to be raised at the next Partnership Board.**



### **Housing Task Group**

Ruth said that the Task Group will meet four times a year. Ruth said that the Group was represented well, work is being done and will be brought back to the next Task Group meeting,



### **Health Task Group**

Deborah said that Nicola Owens came to the last Task Group meeting in her role as Co-Health Facilitator. Deborah said that a PCT Commissioner is now a member of the Task Group. Deborah said that there was Care Management represented at the last Task Group meeting.

Deborah said that the Big Health Day had been very successful. Deborah said that Lynne Taylor had done an excellent job. Deborah said that the information from the Big Health Day has been sent to the Strategic Health Authority. Deborah said that that Big Health Day will be an annual event and will need to be coordinated by the Partnership Board.

Deborah said that Nicola Owens had sent a letter to the Acute Trust about the Six Lives Report. The letter was agreed by the Health Task Group. Deborah said that the Primary Care Trust had been unhappy that the letter had been sent out on health letterhead.

**Action: Kathryn to circulate Partnership Board letterhead to all Task Group Chairs for future use.**

### **Carer Forum**



No report.



### **Provider Forum**

Ruth said that the Provider Forum have agreed its Terms of Reference and a list of representatives.



## Speak Up Forum

Steph said that there had been Chair involvement at the last Speak Up Forum. Steph said that the Speak Up Forum had talked about ways of communicating and how to access people.

Steph said that people talked about the quality of the Forum. Steph said that people had been asked to fill in a questionnaire. Steph said that Speak Up Reps have been asking people what is good and bad about the Forums.

Steph said that it is difficult to plan for the Forums due to limited time as the Forum is meeting every two months.



## 4. Partnership Board Budget

Michael said that Anna Nockles had told everybody at the Partnership Board meeting that there is an under spend on the Partnership Board budget for 2008/9. This under spend can be carried forward to the 2009/10 budget. Anna had said that the Partnership Board can fund all the projects for 2009/10 and there will be some money left over for some extra projects if needed.



## 5. Room layout/Venues for Partnership Board meetings

Michael said that members of the Partnership Board have been concerned about the cramped conditions at Partnership Board meetings. Michael said that Stuart Lomas had suggested that the Partnership Board could hold some of its meetings at the Falsgrave Community Resource Centre. The Task Group Chairs agreed that the Partnership Board should hold its October and December meetings at Falsgrave Community Resource Centre to see if this space would work better. The Partnership Board is meeting at Whitby Museum in June and Basics Plus in August.

**Action: Co-Chairs to write to Basics Plus to explain the change of venue for the October and December Partnership Board meetings. Kathryn to confirm the October and December bookings with Falsgrave Community Resource Centre.**



## 6. Publicity of Partnership Board

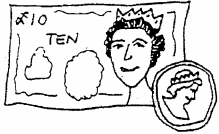
Michael said that it is important to publicise the Partnership Board in the press. Julie said that the press will be at the Carers Seminar and John said that the press will be at the Community Market Place Event.

Task Group members talked about the possibility of developing the uchoose website and having a Partnership Board website.

Action: John will talk to Pete Smith about the uchoose website. **Kathryn will find out the costs of setting up a Partnership Board website.**

Carla said that some people have not heard of the Partnership Board. Carla said that we need to get young people, parents and extended family involved. Julie said that some carers do not access the Partnership Board because they get support elsewhere.

**Action: Kathryn and Julie to draft a leaflet to publicise the Partnership Board.**



## **7. Process for Dealing with late/adhoc requests for funding**

Task Group members agreed that the Partnership Board needs to have a form for people and projects to complete when they make a late/adhoc request for funding. The forms need to be sent out via Kathryn and returned three weeks prior to the Partnership Board meeting for consideration.

**Action: Kathryn to draft a funding request form.**



## **8. Admin support for Task Groups**

The Task Group Chairs talked about the amount of admin time they spend on Task Group and Partnership Board activities. At the moment the Chairs are reliant on the goodwill of support from within the Task Groups.

David said that he had to pay for external admin support for the Developing Community Lives Task Group minutes. It was agreed that David should be reimbursed by the Partnership Board.

**Action: David to forward his receipt to Kathryn to process.**

It was agreed that Task Group Chairs should monitor the time spent on admin tasks for the Task Group meetings and Partnership Board activities.

**Action: Bring forward item to the August Task Group Chairs meeting.**

## **9. Anything Else**

### **Update of Scarborough & Ryedale Carers Resource**

Elizabeth said that the Giving Carers a Voice Project has ended and therefore the funding has stopped. Lloyds TSB are now funding half the work and there is other funding for training.

Elizabeth said that these changes have implications for Julie's work for the Partnership Board. Elizabeth said that Julie will still organise the Carer Seminar and the Forums and will work with Carer Reps who are part of the



Partnership Board.

Elizabeth said there is no time for Julie to work on recruiting carer involvement. Elizabeth said there is someone else who is working with hidden carers and that person could attend the Partnership Board meetings.

Elizabeth said that she will take on the role of supporting the Partnership Board. Elizabeth said that she may be putting in a funding request for 2010/11 for supporting carer reps. Elizabeth said that training may be available for carers but the training would not just be for Partnership Board members.

Elizabeth said that the Task Group Chairs need to talk about a Chair for the Quality Task Group.

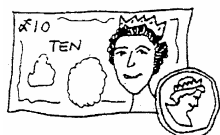
**Action: Bring forward to next Task Group Chairs meeting.**

### **Valuing Everyone Ethnicity Event – 12<sup>th</sup> June 2009**

Inclusion North are organising an Ethnicity Event on 12<sup>th</sup> June 2009 at York. People are invited to attend to share good ideas on supporting people with learning disabilities from black and ethnic minority communities.

**Action: Ruth will tell people about the event at the Provider Forum.**

**Steph will tell people about the event at the Speak Up Forum.**



### **Carers Expenses**

Julie said that there needs to be a form for claiming expenses and a process for approving attendance at meetings and events.

**Action: Kathryn will find out what other Partnership Boards do and talk to Anna Nockles.**

### **Moving On Event – 30<sup>th</sup> May 2009**

David said that there is a careers information event on 30<sup>th</sup> May 2009, 10am-3pm at the Learning Resource Centre, Yorkshire Coast College. David said that local further education colleges, specialist colleges and supported employment will be at the event.



### **LINKS Partnership**

Michael said that he and Emma Bowker attended the LINKS Partnership AGM. Michael said that people were invited to join District groups. Michael said that he was unable to attend the Scarborough meeting but he has been sent an application form to join the Scarborough Group.

Elizabeth said that she did go to the Scarborough meeting. Elizabeth said the meeting had no Chair and was disorganised.

Michael said that the Partnership Board should register its interest with LINKS Partnership.

### **Communication**

Ruth thanked Julie for all her work for the April Partnership Board about communication. Ruth said that the Partnership Board now needs to move forward on this matter.

**Action: Kathryn will contact Partnership Board partners to find out what communication resources they have available for the Board to use.**



The next meeting will be on 19<sup>th</sup> June 2009 at 10am at North Yorkshire House.