

Quality Task Group 16th June 2009

Who came :

Anna Nockles (AN) ✓
Emma Bowker (EB) ✓
Maria Kennedy (MK) apologies
Steph Curtis apologies
Helen Fortum (HF) ✓

Who didn't come :

George McIntyre (GM) ✓
Heather Cunningham (HC) ✓
Julie Graves (JG) ✓ (minute taker)
Steve Peacock (SP) ✓

What was discussed :

1. Introductions

Steve Peacock from the Provider forum / Malton Camp Hill village Trust - has had previous experience of quality standard work.
George McIntyre - carer rep with experience of Health care Trusts and assessment processes.

2. Apologies

Maria Kennedy / Steph Curtis

3. Minutes of last meeting (2nd April)

1. Person Centred planning. (PCP)

AN has arranged a meeting with Liz White to check the number of plans done.

EB - asked people at the Speak up forum about PCP - not many people knew if they had had a plan. Some people confused PCP with PC reviews.

EB - has asked Liz White for a list of people who have had PCP - delays while permission is asked from individuals to have this information passed on.

JG & HC - have produced an assessment document for checking the PCP process .. copy reviewed by the group, probably needs adapting after being tried out. Also needs to include check on whether the quality check is explained to the person before getting permission.

JG - sent a section of the Quality Task Group minutes to John Lawson to inform the PCP Task group about the planned quality checks.

EB & HC - Emma has agreed to be one of the people assessed to try out the forms. She is arranging her PCP with Mel Trotter.

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Issue : People were not sure if they had had a PCP or not. HF suggested that the name PCP should be changed in line with advice in 'Valuing People Now'.

Actions : **EB** will let Mel T know that Heather will be assessing the process.

EB will let HC know the times and dates of her meeting & PCP.

JG will email the document to the group & post out to EB & MK

AN will invite Liz White to the September Quality Task Group (QTG)

All - produce a report for the November QTG

2. Carers Seminar

JG - designed and gave out questionnaires for Carers and workshop leaders.

EB + MK : came to the Seminar and reminded people to fill in questionnaires

JG : has done an evaluation report - a few changes then ready for circulation

Verbal feedback - *JG, EB & GM all felt the Seminar had gone well. Speakers were more relevant to local carers - possibly more motivated than previous speakers. In future stress to speakers they need to engage the audience.*

Venue - better atmosphere, more informal networking between carers. Noted a younger group of carers attended eg. Post-16 / Transition age group.

JG felt that an annual event was still meeting the needs of carers not always accessed by Carer Forums or the LDPB meetings.

Action : **JG** - complete changes, circulate to the group who will proof-read and suggest amendments within a couple of days of receipt.

3. Carer Forums - to do

Julie – will do a verbal check at the Whitby forum on **July 9th (Whitby)**

Julie - will produce a report for the Quality Task group

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4. Swanick Conference

People who went to the conference gave brief verbal feedback at April LDPB Discussion on other ways of quality checking. Suggested talking to the people who attended and their support workers to find out what benefits were gained.

Action : All : invite Speak Up reps to explain why the conference helped them
All : speak to Support Staff to find out their views on what was gained

5. Inclusion North subscription - to do

Discussion on what we got for the £6500 subscription cost. Some doubts about the quality of some work - not sure what Inclusion North has done in this area, or what other things they can offer.

Actions : AN : contact Inclusion North to ask what has been delivered in our area
AN, SP, GM : will produce a questionnaire.

6. Older Carers Project - next meeting 24.6.09 - to do

Emma Teasdale will be replacing Sheila Morley at the end of June 09.

Steering group – will design a way to get feedback via the Carer Forum

SRCR volunteers – will do telephone evaluations using their existing systems

Sheila – will provide statistics about those getting regular telephone contact

7. Community Awareness Events - to do

The Ryedale Community event took place - EB & HF noticed a lot of evaluation activity. One report will be produced by October for the 3 events.

John Lawson - will organise a written report from each, to include numbers attending, what has been learnt, what was useful – would people come again?

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8. Uchoose website

AN : is receiving regular invoices for updating the website

EB : has been on the website - at the Speak Up forum only 3 people put up their hands when asked if they used the website.

HF : reported that the Speak Up forum details are regularly updated.

Discussion : where people access the Internet to use 'uchoose' - not sure if Basics Plus have a general use computer. Can go to the Library. Links to people asking for IT training at the April LDPB. - also training of library staff to support people with learning disabilities.

Action : SP : to log onto the website a few times - give his view on it

EB : will ask Peter Smith how many 'hits' the website gets

EB : will send in her photo and see how long it takes to get on the website

JG : will ask carers at the Forum if they use the website + their views of it.

9. Training Calendar - to do

Anna – will check with Di Burlingham to see if a) it exists for 09/ 10

b) it is up to date

c) it has been circulated to the right people

All - check whether you have received the training calendar by next meeting

10. Training in the Community – joint Health and NYCC money

AN : reported that a lot of work has been done - libraries, bus & taxi drivers have been offered training in LD and it can also be requested by groups.

Mencap has been asked if groups could meet at the library + use its facilities.

Action : John Lawson will be leading on the evaluation of training packages.

11. Any other business

a. with regrets Julie Graves officially resigned from the Quality Task group

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b. the representation on the Quality Task group was reviewed.

It was felt that Steve Brooks of the PCT should be invited to attend the meetings, or asked to nominate a PCT representative.

Future minutes to be taken by Heather Cunningham - sent on to Kathryn Holbrook

Action : GM : will contact Steve Brooks

c. **GM / AN** : ask for Quality Task group for a slot on December LDPB agenda.

11. Next meetings : 8th September 10 - 12am at North Yorkshire House

3rd November 10 -12am at North Yorkshire House

Focus of next Quality Task Groups

8th September 2009

Person-centred planning will be the main subject

Heather Cunningham and Emma Bowker will feedback on the assessment of individuals PCP processes - and changes to the documentation.

Liz White will be invited to answer questions about :

1. ways of meeting different individuals needs / how the process can be adapted
2. changes in delivery of person centred planning since it started eg. training
3. what has been learnt
4. what else needs to happen

Also : check that all the expected evaluation reports / activities have been completed.

Review last years feedback forms on all funded activity.

3rd November 2009

Prepare for the December 'Money' LDPB - how will the Quality Checks be fed back to the LDPB?