

# Person Centred Planning Task Group

## Monday 18<sup>th</sup> May 2009

### At Sun Lounge, Elders Street

#### **Who came**

Liz White – Person Centred Planning Team

John Lawson – Adult and Community Services – chair

Mel Trotter – Person Centred Planning Team - notes

David Bywell – Adult and Community Services Providers

Mike Clements – Wilf Ward Family Trust

Jemma Askew – Person Centred Planning Team

#### **Who couldn't come**

Maria Kennedy – chair SUNNY

Janette Finney – carer

Angela Jefferson – Health Team

Rachel Kirk – Care Management Team

**Welcome** – Jemma was welcomed to the Task Group as part of her role as the new Person Centred Planning facilitator.

#### **Minutes of the last meeting – follow up to actions**



#### **1. Who comes to the Task Group**

Maria has said she would like to continue coming to the task group. She had transport difficulties today so could not attend. Janette will continue to attend as

there is no other person available from Carers Forum. Task Group asked John to check who was continuing to attend from Care Management Team. This person was needed to keep good communication with Care Managers.

**Action - John to follow up**

## 2. Checking Quality



a) The Person Centred Team's quality questionnaire to be used after Plans are complete is now ready. This will be piloted with Plans completed from May 2009.

b) The Speak Up forum have asked for names of people who have had Person Centred Plans. Agreed that there were some difficulties as some people might not want their names passing on to Speak Up Forum.

**Action - Liz to check what needs to happen**

c) The Quality Task Group is planning to check Quality of work done by Person Centred Team. Group asked John to find out how Quality Check was going to be done. Agreed it needed to highlight the positive work being done, but also the areas to develop.



**Action - John to follow up**

## 3. Action Plan

The Task Group looked at the Team's Action Plan for 2009 - 10 again. Some changes were made. These



included -

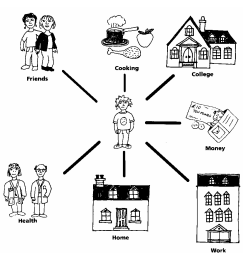
Referrals being responded to within 14 days

Emergency referrals being treated differently as a priority

Liz to have a back up system for referrals when working away from the office

Quality questionnaires to be used 2 weeks after completion of Plan

**Action - Liz to change Action Plan and send to Kathryn Holbrook to be sent out with minutes.**



#### **4. Making sure other people are working in a Person Centred way.**

The Task Group talked about how important it was that people were using a consistent (working in the same way) approach.

Liz explained that the Learning Disability Service at Eastfield wanted to make the CPA meetings more Person Centred.

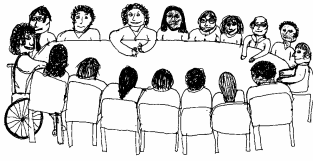
#### **Liz to follow up**

Group agreed there were still some different approaches as to how reviews were being completed.

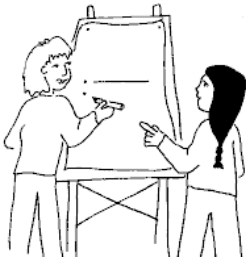
Group asked John to speak to Care Managers and new Team Manager. Dave will speak with managers of the Centres in the area.

**John/Dave to follow up and discuss with Liz**

## Partnership Board Presentation



Task Group discussed how to use the ½ hour they had at the Partnership Board on June 17<sup>th</sup>. Agreed that there would be a brief report on the work the team has done in the past 12 months. It was important to have something for people at the Board to take part in. Liz will set up an activity for people to identify one thing in their lives they would like to change, and show how this could be actioned. It was important to talk about Actions following a Plan. John explained that any information to be sent out beforehand needs to be with Kathryn Holbrook by the 3<sup>rd</sup> June.



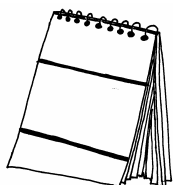
### Liz to set up

## Valuing People Now



Due to other things to be talked about today there was not time to talk about Valuing People Now. This will be looked at the next meeting and an Action Plan for the Task Group will be discussed. The group also wanted to discuss inviting commissioners (people who decide what services are needed and how they should be paid for) to the Task Group and about using websites more.

### Date of next meeting



**Next meeting is on Monday 20<sup>th</sup> July 1.15 - 3pm in the Sun Lounge at Elder Street. We will talk about**

**Valuing People Now and Action Plans and review the presentation from the Partnership Board in June.**

**Dates of other meetings were agreed as:**

**Monday 21<sup>st</sup> September 1.15 - 3pm**

**Monday 23<sup>rd</sup> November 1.15 - 3pm**