



**Scarborough, Whitby and Ryedale Partnership Board
Task Group Chairs Minutes
20th February 2009
North Yorkshire House**

Who came:

Helen Beevers	01723 363910 hb_advocacyalliance@yahoo.co.uk
Emma Bowker	01723 363910
Ruth Collin	01609 534511 ruth.collin@northyorks.gov.uk
Steph Curtis	01723 363910 stephcoastandmoors@hotmail.co.uk
Julie Graves	01751 473727 Julie@carersresource.net
Kathryn Holbrook	01609 533190 Kathryn.holbrook@northyorks.gov.uk
David Keeton	07515 069893 david.keeton@igengroup.co.uk
Maria Kennedy	01723 363910
Anna Nockles	01609 534651 anna.nockles@northyorks.gov.uk
Carla Pawson	01723 581344 carlapawson@nhs.net
Michael Pitts (Chair)	01723 870453 michael_pitts@tiscali.co.uk

Who couldn't come:

Helen Fortnum	01723 363910 advocacy@gotadsl.co.uk
John Lawson	01653 696588 john.lawson@northyorks.gov.uk
Deb Slaney	01723 581344 deborah.slaney@acute.sney.nhs.uk



1. What we talked about at the last meeting

The minutes were agreed

2. Things we have done since the last meeting

▪ **Swanick Conference February 2009**

Anna said that she told SUNNY that the Task Group agreed to fund the whole costs. There will be a short presentation at the next Partnership Board to provide feedback from people who went to the Conference.

▪ **Person Centred Planning**

Anna said that she has talked with Liz White about targets. Anna said that PCP targets will be more than met for this year. Anna said that she is interviewing for a new Facilitator post.

Springhead School are doing person centred reviews.

Carla Pawson said that she has been invited to join a Transitions Planning Group. Carla said that the Group has discussed rolling out person centred reviews to all schools.

Action: Carla will pass on details of the Transitions Planning Group to Anna.

▪ **Partners in Partnership Course**

Anna contacted Maria Rules to let her know that the Partnership Board is unable to fund places on the course. Anna said that Jean Riley was given a free place on the course. Anna said that she has been invited to a presentation about the outcomes of the course.

▪ **Admin Support for Health Facilitator**

The Co-Chairs have written to Mel Bradbury to ask if the PCT will provide a laptop. Carla said that the Health Team have just put in a large bid to the PCT for health facilitation, including IT support. Therefore, the Health Team does not wish to put in a separate request for funding for a single laptop. The Task Group agreed to take no further action at this stage.

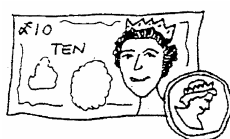
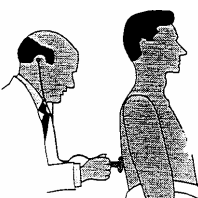
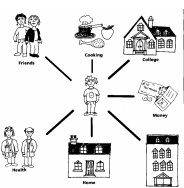
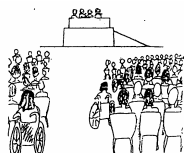
▪ **Funding for Big Health Day**

Anna said that Eastfield Clinic have given £200 to support the day. Anna said that she has found £200 from North Yorkshire money to support the event. This money has not come from the LDDF money.

▪ **Partnership Board Budget**

Anna said that the ad hoc expenditure has been frozen.

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





▪ **Circulating Minutes**

It was agreed that Kathryn will circulate copies of all Task Group Minutes to the Task Group Chairs. This has been happening with the PCP, Developing Community Lives and Employment Task Groups. Kathryn will be sending out minutes for the Quality Task Group and Housing Task Group shortly. It was agreed that Kathryn will hold a file of minutes for the Forums.

Action: Kathryn to contact the Health Task Group and Transitions Task Group for a copy of their minutes.

▪ **Topics for Partnership Board meetings in 2009**

Julie Graves said that the Health Action Plans will be an annual exercise. Julie asked whether the Partnership Board should add Health Action Plans to the Partnership Board agenda topics. It was agreed to review topics for the Partnership Board at a later date.

Action: Kathryn to bring forward Topics for Partnership Board meetings in 2009 to the August Task Group meeting.

Ruth said that Day Services needs to be discussed at a future Partnership Board meeting.

The revised topics for the Partnership Board meetings for 2009 are:

**22 April
Communication**

**17 June
Transitions
Person Centred Planning**

**19 August
Employment
Housing**

**21 October
Day Services
Older Carers**

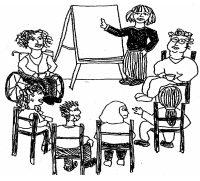
**16 December
Quality
Money**

Action: Kathryn to circulate revised Topics to Partnership Board members. Ruth and Julie to let Kathryn know the order for the October meeting.



3. Reports from Task Groups and Forums

Developing Community Lives Task Group

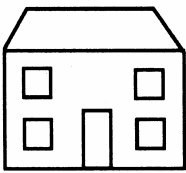


Ruth said that the Task Group talked a lot about the change in name. The Task Group had talked about supporting people with high needs. Ruth said that the Task Group had split into groups to talk about different topics. The Task Group have been looking at the mailing list for the Group.

Ruth and David talked about how the employment element of the Developing Community Lives Task Group could be covered by a separate Task Group or become part of the Employment Task Group.

Action: Ruth and David will do further work relating to the employment element of the Developing Community Lives Task Group.

Housing Task Group



Anna said that the first meeting had been successful. The Task Group looked at the housing objectives with Valuing People Now. Representatives from Yorkshire Coast Homes and the Housing Association came to the meeting.

Anna said that she is having a meeting with the representatives from Yorkshire Coast Homes and the Housing Association with members from Ryedale District Council to discuss the Council's Housing Policy. The Council said that they may have some houses that could be made available.

Quality Task Group



Anna said that the first meeting was very good and there was lots of input. The Group has identified assessments.

PCP is keen to have its service assessed. People who are about to have a person centred review will be used for the assessment and will report back to the Group. The PCP plans will also be evaluated. The details must be kept from the PCP team. Further work on the measure tools will be needed.

Helen said that Andrew Arnell, Wilf Ward Family Trust, has quality experience. He could be invited to join the Group.

Employment Task Group



David said that the Developing Community Lives Task Group have talked about employment issues. David said that these issues will be fed back to the Employment Task Group.

David said that he invited Jane Jordan to attend the last meeting to talk about adult learning services provision. Nobody from Yorkshire Coast College attended the meeting.

Jane Jordan ran a focus group at Elders Street about what courses are working well and what courses are not. David said that courses are meeting the needs of those

needing extra support. Courses are needed for people who wish to do voluntary work. David said that people asked lots of questions.

David said that he ran an Information Day at Yorkshire Coast College for Destination for Work leavers. Reps from Job Centre Plus did attend. David said that he is concerned Yorkshire Coast College does not seem able to make decisions.

Action: David to draft a letter to be sent from the Co-Chairs on behalf of the Partnership Board to Yorkshire Coast College about the Partnership Board's concerns.

Transitions Task Group



Carla said that she has been working on a scoping exercise with Liz White to refresh the Task Groups targets. Carla and Liz have been targeting professionals, teachers, carers and young people at specialist schools. People involved in mainstream schools have not been targeted.

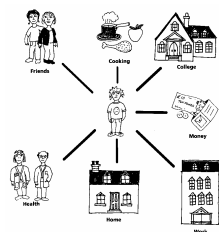
Carla said that people have given lots of suggestions, for example, passports between schools. Feedback showed that lots of young people do not know what transitions means. Carla said that it might be an idea to call transitions something else for young people.

Carla said that she is attending a Transitions Planning group to develop policies, protocols and pathways across North Yorkshire. The next meeting is in March to plan the Group's objectives. Ruth said that she has done some work on transitions in provider services.

Action: Ruth will pass on the provider services information on transitions to Carla.

Carla said that it is important to involve service users in these meetings and ensure that they understand what is being talked about.

Person Centred Planning Task Group



John was unable to attend the meeting, but provided the following notes:

The Task Group is pleased that Rachel Kirk, Care Manager and Dave Bywell, Manager A&CS have joined the group, is still hoping that Carers can find a rep in addition to Janette Finney staying on the group though not in capacity of a rep being able to report back to the wider carers group.

The Task Group is pleased that Anna Nockles has at the request of the Partnership Board written to A&CS senior managers about future funding of the PCP Team in SWR. Whilst recognising that this is an issue across North Yorkshire.

Task Group is pleased that the Quality Group has been reinstated, and has asked that Person Centred Planning Team could be considered as first service to be reviewed, partly as this has been an outstanding part of Action Plan for past 2 years.

During any other business section several members of the task group raised about

how the Partnership Board meetings are held. It was felt that some improvements could be made, particularly around how the meetings include people with learning disabilities. It was felt that the Speak Up reps reports were not heard clearly, and that the seating in the room did not help the meeting be as effective as it could. It was agreed that these comments needed to be passed back to the Task Group Chairs, to consider whether changes needed to be made to the Board meetings.

Action: Kathryn to bring forward to next Task Group Chairs Agenda.



Carer Forum

Julie said that there were not many Carers at the Partnership Board meeting.

Julie said that lots of people came to the Forum. Julie said that it is hard to meet the different needs of people at the Forums. The next Forum will be in July.

Julie said that she has been finding it hard to find venues to meet with Reps because of a lack of money to hire rooms. Task Group members suggested rooms at Burnside, the Children's Centre and Elders Street.

Julie said that people at the Forum had been concerned about the Day Services and Employment Task Group changing its name.

Julie said that Carers Resource is moving to Snainton in mid April.



Provider Forum

The next meeting is on 23rd February. Anna and Ruth said that they will facilitate the meeting. Anna said that Providers will be asked what they want to get from the Forum. Providers will be made aware of what is happening with Learning Disability services.

Anna said that the Forum will be a democratic Group and will meet four times a year. The Forum will provide feedback at the Partnership Board meetings.

Anna said that there is a move towards "personalisation". Providers will have to market themselves.



Speak Up Forum

Helen said that the Forum had focused on health and it had been a good day. Helen said that there were challenges around room use, getting people to the meetings and getting people involved who do not use services.

Julie said that the Speak Up Reps will evaluate each Forum and provide feedback to the Quality Task Group.

Helen said that interviews have been held for a new Speak Up Rep and Emma Bowker got the job. Helen said that the process for appointing new Speak Up Reps is being reviewed. Emma has started her new role.

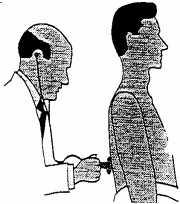
It was agreed that Emma and Maria would both sit at the front at the April

Partnership Board meeting.

Action: Kathryn will let Michael know that both Emma and Maria will Co-Chair with Michael at the April Board meeting.

4. Adult and Community Representatives at Task Groups

Ruth said that there has been lots of discussion with Provider Managers about the work of the Partnership Board to ensure that Provider Managers and Adult and Community Services are represented at Task Groups. A list of reps is attached.



5. Health care Commission: Annual Health Check

Anna said that the Partnership Board have agreed to write to the Strategic Health Authority about the timescale given for consultation exercises.

6. Carers Seminar

The Carers Seminar will be on 13th May at Cober Hill. Julie said that there will be no outside speakers as they have not been very good in previous years.

The topics for the seminar will be:

- Lynne Taylor's work and involve someone from the Primary Care Trust
- Safeguarding
- Education – what is available, funding, grants
- Relationships for Carers

The main speaker will be Lynne Taylor and a PCT Rep, followed by workshops.

7. Claiming Carer expenses

Julie said that she has lost her external funding. Julie said that she has £1,000 to use for carers expenses. She said that there may be a limit to what people can do. Julie said that there is an issue of how people can claim expenses and how these claims will be processed. The process needs careful coordination. It was agreed that Carers travel expenses could be reduced by sharing transport with paid members of staff.

8. Publicity of Partnership Board

Action: Kathryn to bring forward to next Task Group Chairs Agenda.

9. Process for Dealing with late/adhoc requests for funding

Action: Kathryn to bring forward to next Task Group Chairs Agenda.

10. Anything Else



Inclusion of people with high support needs

Ruth said that she had a meeting with Damien Jackson to talk about involving people with high support needs. Paper attached.

Action: Ruth will pass a copy of the paper to Steph Curtis to discuss at the next Speak Up Forum. The Speak Up Forum will feedback ideas to Ruth. Task Group Chairs will look at and promote a high support needs champion. Ruth will promote inclusion with locality from Adult and Community Services.



The next meeting will be on 24th April at 10am at North Yorkshire House.

**Meeting to discuss –Inclusion of people with Complex / High support needs
04/02/09**

**Present – Damien Jackson “SPEAK UP” rep,
Helen Fortnum “SPEAK UP” support,
Ruth Collin A&CS**

We agreed to meet some weeks ago following the Partnership Board meeting, the aim to think about how we can include people with high support needs better and more often than we do presently in the work we are all involved in. We agreed that this was not an easy plan to achieve but agreed we need to make it happen.

We said that all “SPEAK UP” as other meetings were open for all people to attend and that people with High support needs needed to be included. People who support “SPEAK UP” and advocacy and provide services for people with High Support needs do all think how best this can be done when planning meetings and events and support through out what they offer but we felt it could be improved to ensure we are all doing everything we can,

We noted some of the challenges that we need to look at if we are to move forward,

- **Support for individuals (individual 1-1 at times)**
- **Knowledge and understanding of the individual by support staff**
- **Communication,**
- **Access**
- **Attendance to all relevant forums and meetings,**
- **Ability and Time to be involved,**
- **Clear understanding of how to access and pass issues onto “SPEAK UP”**
- **Advocacy involvement**
- **Commitment from all**

We discussed how we could improve involvement of people with High support needs, making sure that there needs are included

- **Partnership Board attendance,**
- **Partnership Board Champion,**
- **“SPEAK UP” forums promoted through services,**
- **Attendance with support at “SPEAK UP” forums,**
- **Clear access system to “SPEAK UP” that everybody knows how to use,**
- **A&CS to highlight need within provider units for inclusion through team meetings and Managers meetings and pro actively support attendance as part of on going day to day broader remit,**

- **Revisit the membership of Task groups to ensure reps with High support needs are included,**
- **Communication systems, (symbolic language agreed system) and individual systems in place and understood by support staff.**

We looked at what actions we needed to take to move the situation on and we agreed to do the following,

Actions –

- a) Ask for this to be raised at the Task Group Chairs meeting on the 20/02/09, RC and HF,**
- b) RC to speak to Managers of services within A&CS within Locality Meeting to raise as a priority with them to highlight issues and need for more inclusion,**
- c) In house services to highlight with support staff , and proactively support individuals to attend and voice issues at all opportunities**
- d) Agencies that support people with high dependency needs to be proactive in raising awareness**

RM Collin Registered Operations Manager S/W/R

**Adult & Community Representatives at Task Groups up dated
January 2009**

Transitions - (PM) C Wagstaff, J Doughty, (CM) Sumayya Ahead,

Community Lives – (PM) S Mann, (CM) Maureen Lyndsey,

Employment – (PM) E Constantine, S Parsons, (CM) Angela Key,

**Person Centred Planning – (PM) D Bywell, (CM) Freda Ciotkowska,
Rachel Kirk,**

Health – (PM) S Glew, (CM) Scott Harrison,

Housing – (PM) J Jones, (CM) Nicky Everett,

Quality – (PM) V Laycock either or A Orilley, (CM) to be identified

**Partnership Board – Open meetings accessible for all, K Kelly to be a
link and to feedback to locality on a regular basis (locality meeting slot/e-
mail covering topics discussed)**

PM = In house provider Manager Representative

CM = Care Manager Representative

R Collin & J Lawson