



**Partnership Board**

## **Carers Partnership Board**

# **Minutes**

**Wednesday 14 March 2012**

<b>Those in attendance:</b>	
Stephen Archibald	Carers Bucks
Nadiya Ashraf	Buckinghamshire County Council
Richard Brook	Bucks and Milton Keynes Crossroads Care
Ian Cormack	Carer Representative
David Jack	Carer Representative
Jill Jack	Carer Representative
Joy Jannetta	Oxford Health NHS Foundation Trust
Margaret Morgan-Owen	The Alzheimer's Society

<b>No</b>	<b>Item</b>
<b>1</b>	<p><b>Welcomes and Introductions/Apologies</b></p> <p>Apologies were received from Clare Blakeway-Phillips, Ann Whiteley and Tim Williams.</p> <p>Margaret Morgan-Owen asked about claiming for expenses. Nadiya Ashraf stated that no one should be out of pocket. It was agreed that the expenses claim form would be circulated to all members and completed forms returned to Stephen Archibald. It was also agreed that the claims form would be attached to future agenda packs.</p> <p><b>Action: Clerk</b></p>

## **2 Minutes and matters arising**

The minutes of the meeting held on 25 January 2012 were agreed subject to the following:

Nadiya Ashraf to be added to the list of attendees.

### **Matters Arising**

With regard to the budget for the Learning Disability Service, Nadiya said she had contacted Kerry Stevens, who had passed it on to another person. She would chase it up again.

### **Action: Nadiya Ashraf**

With regard to advocacy, Nadia informed members that POhWER had been awarded the contract. She stated that staff would be TUPE'd across. However, this would cause concerns for the viability of some of the organisations involved. The service would be different because there was a need to remove some of the steps in order to provide a more accessible service. The back office services needed to be quicker and a consultant was working on training models, looking towards developing on line resources. Ian Cormack asked if it could be revealed what was in the specification for the Advocacy and Direct Payments Service and considered it should have been less opaque and should have included input from Service Users and Carers.

Nadiya said the changes in the service specification were for the delivery of all direct payment service, taking into account national good practice and developments in the area of SDS. There was a contingency in the new contract for resources if services collapsed. Nadiya said POhWER has a robust training programme and was successful and highly regarded, with a clear structure and delivery programme. David Jack asked how they would deal with specialist training. Nadiya said communication plans would be put in place stipulating communication needs.

With regard to Talkback self advocacy they were funded to 31 March, but would continue to provide support for the Learning Disability Partnership Board. It was noted that self advocacy for people with learning disabilities was in the contract and Talkback and POhWER were having discussions in this connection.

Richard Brook suggested there was work to be done on how the local market was affected by such decisions and suggested further work should be done on this. This was not a criticism of the process but a comment on getting it right. Nadiya suggested that Richard should

send in comments if he wished. Margaret Morgan-Owen said it was not just the market place that was put under stress but also the service users. Nadiya said the amount of review and change that users are facing is huge and disorientating and the process was difficult to manage. Richard said this was an opportunity to sit down and analyse and identify what could be done to make a difference and align with modern practice.

With regard to representation on the Safeguarding Vulnerable Adults Board, Richard Brook informed members that he would be attending the May meeting of the Board.

Members discussed membership of the Partnership Board. It was noted that Ian Cormack and Nadiya Ashraf are Co-Chairmen of the Partnership Board. With regard to elections to the Partnership Board Nadiya said that because there were not enough carers to validate an election, work was being undertaken to validate this. It was noted that at least 50% of Carers Partnership Board members should be Carers with representation from Carers of people across the different Service User Groups. Discussions were being held with ULO about representation from areas such as Mental Health, Drugs and Alcohol and it was intended to elect to all posts at the same time. Ian Cormack suggested it would be useful to have carers who represented more than one aspect or interest group. Margaret Morgan-Owen said she would like to be considered as a member of the Partnership Board with a background of representing the Alzheimer's society and Ian Cormack agreed this.

With regard to feedback from the Executive Partnership Board, Stephen Archibald said the EPB was happy that other Partnership Boards could be more flexible in their approach to issues such as setting priorities. Nadiya said that for each Partnership Board to develop priorities under each of the suggested headings had been difficult. She suggested priorities should be developed around what each Partnership Board itself felt was important and wished to place an emphasis.

Ian Cormack reported that the Supporting People Partnership Board was now called the Prevention and Wellbeing Partnership Board, supporting people not having eligible needs. Ian also said the Executive Partnership Board had requested that a representative from each Partnership Board attend the Prevention and Wellbeing Board meetings. It was agreed that Stephen Archibald would represent the Carers Partnership Board. Members discussed the size of the EPB and whether it was becoming too unwieldy. There were District Council representations on the EPB and Margaret Morgan-Owen said she was unsure where they fed back to.

Ian Cormack referred to the transport consultation and asked whether members had responded. It was agreed that the link would be sent out to members.

**Action: Clerk** (*Addendum: it was noted that the consultation closed shortly after this meeting took place and the link was, therefore, not sent*)

It was agreed that Feedback from the Executive Partnership Board would be a standing item on the agenda.

**Action: Clerk**

David Jack asked whether there was a flowchart showing how the various Boards fed into each other and it was agreed that this would be circulated.

**Action: Clerk**

With regard to the User Led Organisation Update, Ian Cormack referred to the SDS Information event for Carers of People with Learning Disabilities, on 17 April 2012 at the Oculus, Aylesbury Vale District Council. A list of invitees had been drawn up.

*(Addendum: subsequent to this meeting the SDS Information event was rescheduled to 26 June 2012.)*

Nadiya informed members that the ULO was now called the Bucks Service Users and Carers organisation (SUCO), providing support to the Partnership Boards with regard to recruitment, support and induction of members.

Margaret Morgan-Owen said she welcomed the work that was being undertaken with regard to NHS Breaks and said she would welcome a discussion with Clare Blakeway Phillips about this. Nadiya said she was meeting with Clare Blakeway Phillips shortly to discuss this further. A paper would also be going to the Adults and Family Wellbeing Board about how Social Care can deliver respite care. It was noted that the NHS would provide money for those with health needs, including self funders. SMT was also being asked to identify a pool of money to put into the budget. NHS and LA funding would be pooled to create one pot of money to access and give a variety of options. It was considered the pool of funding needed to be flexible and not too restricted by criteria. There will be self assessment through completion of forms and it was hoped there would be a quick turnaround process in the service. Margaret Morgan-Owen expressed concern about the process for filling

	<p>in forms, particularly for those not able to complete them on line. Nadiya said they would try to give a measured approach and if additional information was needed the applicant would be contacted.</p> <p>Stephen Archibald referred to the Oxford model, which included engagement with GPs to recognise the importance of carers in their own right. Nadiya said they were working along those lines. Ian Cormack suggested that the GP should be one of those people able to refer people. But that other professionals should be able to refer too. Nadiya asked any members who wished to be involved in the process to forward their details to her. Margaret Morgan-Owen, Ian Cormack, Stephen Archibald and Carers Bucks offered support.</p> <p>Members discussed the Safeguarding Audit and Nadiya agreed to provide a follow up on the next steps. David Jack asked if there was a structure in place to provide feedback to the Safeguarding Board on any issues. Nadiya said their lead officer was open to recommendations with regard to improving practice. Richard Brook said he was impressed with the quality of practice in relation to the Safeguarding Board. Nadiya said there had been a number of serious case reviews involving carers and suggested that someone from the Safeguarding Board be invited to the next meeting, and that case studies would be provided prior to the meeting as background information.</p> <p><b>Action: A member of the Safeguarding Vulnerable Adults Board be invited to the May meeting and case studies to be provided to members prior to the meeting as background information.</b></p>
<p><b>3</b></p>	<p><b>Exception Reports</b></p> <p>Item not discussed.</p>
<p><b>4</b></p>	<p><b>Priorities Planning</b></p> <p>Stephen Archibald gave a background about how the priorities template was drawn up. A number of carers met to discuss what they considered to be important. The Executive Partnership Board circulated the template containing six outcomes. Each Partnership Board is being asked to focus on what is important under each of the headings and to agree to focus on three or less priorities under each of the headings. Members discussed the template and the following was agreed:</p>

## **1. Helping People to Speak Up and Be Active Citizens**

- To meet with the Cabinet Lead and Senior Officers within the next 12 months to discuss the way commissioning impacts on carers.
- To increase the number of carer representatives on the Carers Partnership Board to include carers of people from each of the service user groups.
- The Carers Partnership Board to represent a view to the Hospital Trust on how Carers should be fully involved in the discharge process from hospital and that the carer's own views and their own needs should be given appropriate weight in the pre-discharge assessment process.

## **2. Supporting Carers**

- To ensure that the equality assessments produced by the Local Authority fully examine the impact of each proposed change on carers as well as for other disadvantaged groups.
- To deliver a workshop, jointly for carers and professionals, which promotes the view, that family carers should be at the heart of decision making, particularly where capacity is an issue and that the principles of personalisation should be at the heart of services for both carers, as well as for the people they care for.
- To request and to contribute to a Joint Plan on the provision of Breaks for Carers to be published by the Local Authority and the NHS by the end of September 2012 in consultation with the Carers Partnership Board.

## **3. Day and Employment Opportunities**

- To actively promote and champion the view that carers should be appropriately consulted and represented throughout procurement processes undertaken by the Council, including at the design stage.
- To review and to ensure, that adequate support, continuity and progress is achieved for carers of young people going through the transition process from children's to adult services and that the new plan is sustainable in terms of the carer's contribution.
- To assess, monitor and highlight any inadequacies during the day opportunity transition process in terms of how changes in services affect carers.

	<p><b>4. Housing and Support</b></p> <ul style="list-style-type: none"> <li>• To open a dialogue with the District Councils to establish their housing (?) provision, allocation and support policies in relation to carers and the people they care for.</li> </ul> <p><b>5. Improving Health</b></p> <ul style="list-style-type: none"> <li>• To work with BCC lead Commissioners to commission an agreed number of moving and handling courses for carers over the next 12 months.</li> <li>• Research best practice regarding carers health checks in primary care and develop a proposal for implementing this in Bucks</li> <li>• Support the health of long term carers by establishing a carers breaks scheme which is evaluated during 2012-2013</li> </ul> <p><b>6. Personalisation</b></p> <ul style="list-style-type: none"> <li>• To review advice and information available to carers around the direct payments process and commissioning.</li> <li>• To identify and develop an advice service for self funders to include guidance on support planning.</li> <li>• To assist in developing policy and procedures to enable the County Council to offer a self directed assessment process to carers, with the potential outcome of a personalised service delivered through direct payments specifically to meet the carers needs.</li> </ul>
<p><b>5</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>13 June 2012 at 9.30am in Mezzanine Room 2, County Hall, Aylesbury, HP20 8UA. Future Dates:</p> <p>12 September 2012 at 9.30am in Mezzanine Room 2  14 November 2012 at 9.30am in Mezzanine Room 1</p>

**Chairman**