



## **Bucks Service User and Carer Organisation**

### **Update Paper Executive Partnership Board – 21 May 2012**

#### **1. Developing Organisation, Board and Constitution**

Our work plan is currently being updated with the aim of producing four or five quarterly priorities on an on going basis.

SUCO Board and SDS Reference Group meetings now run separately. SUCO meetings run monthly where agendas focus on overarching strategy and direction of the work of SUCO. SDS Reference Group meetings are bi-monthly, and is responsible for the delivery of SDS workshops. It also has in place a speaker programme.

We are working to expand SUCO Board membership. One new member since January 2012 and discussions are on going with two further potential members.

#### **2. Policy Development**

Reimbursement policy and process is complete and in place. Work includes development of expenses forms. Service users and carer representatives across all partnership boards have been contacted and the policy, expenses forms and guidance has been sent to all. They have also been asked to complete and return a simple interest form so we can keep a record of who is involved. We have contacted Nadiya Ashraf to ask for advice relating to service user and carer expenses for the AT, LD and Supported Living Partnership Boards. We have asked service users and carers to discuss with us expenses other than straight forward travel costs, so that we can do some budget projections. Review date for policy June 2012.

All other SUCO policies have been updated for consistent presentation and amended to reflect the change from Bucks ULO to Bucks SUCO. Review dates are in place for all policies.

SUCO Terms of Reference are under review.

We are at the start of talks with Community Impact Bucks regarding governance.

#### **3. Information Development**

We are at the start of developing a comprehensive database of Voluntary Organisations as part of work we are doing to promote SUCO. Currently we have identified 71 Buckinghamshire organisations and 26 National organisations. We will be working with Community Impact Bucks to help us grow the database with appropriate named contacts and contact details.

Our website Statement of Requirements has been developed in conjunction with Community Impact Bucks. We have had an initial meeting with a Community Impact Bucks expert volunteer to develop Statement of Requirements into a specification. We hope to start developing the actual website by end of May.

SUCO Information leaflet developed and attached to this report.

SUCO logo and branding created. Artwork for business stationary developed. Letterhead and compliment slips ordered. Electronic logo being used.

SUCO Chair's letter to Voluntary Organisations which introduces the work of SUCO and our role in recruiting service users and carers to Partnership Boards is drafted and organisations identified. Letter to be sent middle of May.

#### **4. Recruitment to Partnership Boards**

SUCO met with Bucks County Council in February where it was agreed that recruitment for the Carers and Mental Health Partnership Boards would be a first priority. Following on from that we have met with Oxford Health, Carers Bucks, Hightown and Bucks County Council regarding the work of SUCO and how best to approach the recruitment of service users and carers to the Carers and MH Partnership Boards. We have also written to Bucks MIND.

Individual contact has been made with approx 24 potential service users and carers who have been recommended to us by a number of different sources. Information leaflets and interest forms have been sent to all those who have been contacted. We have presented to two Hightown tenant meetings.

#### **5. Information Morning for Potential Service User and Carer Rep.**

A very successful information morning was held on 11 May at Amersham Community Centre. Five potential representatives for the Carers Partnership Board and three potential service user and carer representatives for the Mental Health Partnership Board attended. Presentations were undertaken by Alison Lewis (Chair SUCO) and Ian Cormack (Vice Chair SUCO). Kurt Moxley attended as Chair of Mental Health Partnership Board and Pat Milner represented Bucks County Council. The aim of the morning was to introduce SUCO, provide information on the Carers and Mental Health Partnership Boards, outline the role of service user and carer representatives on Partnership Boards and for potential representatives to ask questions and find out more. A programme for the morning is attached for information.

SUCO will be following up with all attendees and hope to have a number of representatives participating in the Carers Partnership Board in June and the Mental Health Partnership Board in July.

#### **6. Establishment of Expert Groups for Consultations**

Alongside work to recruit for Partnership Boards we are looking to have groups of service users and carers who want to be involved but cannot commit to attending Partnership Board Meetings. The plan is to develop virtual expert groups who SUCO can call upon to review and comment on Bucks County Council consultations etc.

Currently have around 7 potential candidates for this but expect to expand membership as part of work recruiting for Partnership Boards.

## **7. Training and Support**

We now have Information pack for information mornings, this will be handed out to those attending 11 May and any further mornings we run.

It is planned that at our information mornings we find out from service users and carers themselves what skills they would like to develop and where any gaps in their skills might be. We will also talk to them what support they would like from us. We will take this information away and use it to develop individual development plans and help us to identify different types of training. We will agree an outline training strategy at the next SUCO Board meeting on 28 May. This work will continue to develop as we recruit to other Partnership Boards.

We hope to work closely with Hightown to make sure that Mental Health service users are fully supported by both care managers and SUCO, we are in discussion with James Gladding from Hightown about how best to do this.

Alongside this work we will have ready an induction pack for those taking up roles as service user and carer representatives on the Carers and MH Partnership Boards. We will be talking to the Chairs of these Boards shortly after 11 May about material that should go into the pack.

## **8. Networking**

SUCO is in discussions with INDI about holding a joint networking event on 19 June. Venue has been confirmed, details of the event to be fleshed out with Joanna Matthews of INDI.

Bucks SUCO  
16 May 2012