



## Executive Partnership Board

# Minutes 21 May 2012

<b>Those in attendance:</b>	
Nadiya Ashraf	Carers Partnership Board
Juliet Brown	Buckinghamshire Healthcare NHS Trust
Ian Cormack	Carers Partnership Board
Steve Goldensmith	Prevention and Wellbeing Partanership Board
Alison Lewis	Chair of the Service User and Carer Reference Group / ULO
Ainsley Macdonnell	Learning Disability Partnership Board
Sue Pigott	Talkback
Christopher Reid	OPPb and PSD PB
Jean Rein	Talkback - Learning Disability Partnership Board
Rachael Rothero	Buckinghamshire County Council
Bob Smith	South Bucks District Council
Chris Stanners	
Jane Taptiklis	NHS Buckinghamshire and Oxfordshire Cluster
Adam Willison	Assistive Technology Board



No	Item
1	<p data-bbox="288 181 660 219"><b>Welcome / apologies</b></p> <p data-bbox="288 311 1437 412">Apologies for absence were received from David Bone, Mary Brazier, Fred Charman, Ryan Mellett and Kurt Moxley.</p> <p data-bbox="288 504 1318 604">Mary Brazier was a new member from the Oxford Health NHS Foundation Trust.</p> <p data-bbox="288 696 1385 734">Chris Stanners was in attendance as a substitute for Ryan Mellett.</p>
2	<p data-bbox="288 853 1158 891"><b>Minutes of the meeting held on 20 February 2012</b></p> <p data-bbox="288 983 1458 1084">The Minutes of the meeting held on 21 March were agreed and signed as a correct record, with the following amendment:</p> <ul data-bbox="347 1115 1358 1216" style="list-style-type: none"> <li data-bbox="347 1115 1358 1216">• Page 1 – Rachael Rothero was no longer Chairman of the Assistive Technology Board.</li> </ul>
3	<p data-bbox="288 1339 555 1377"><b>Matters arising</b></p> <p data-bbox="288 1469 1481 1570"><b>Page 3 – Code of Conduct</b> – members asked that the existing Code of Conduct be used until the Code was updated.</p> <p data-bbox="288 1662 1461 1955"><b>Page 6 – User and carer involvement in contract management</b> – the contract board would be agreeing its priorities for the next year by the end of May 2012. One of these priorities was to involve users and carers in the process. Further information would be brought to the next meeting.</p> <p data-bbox="288 2047 1437 2085"><b>Page 8 – Health checks</b> – Ainsley Macdonnell reported that she had</p>

met with Kaileigh Brown, (Primary Care Manager, Buckinghamshire) and GPs with the aim of raising the numbers of health checks. Health check numbers had risen in the current year by 1.7%, but were still at very low levels. GPs were not required to carry out the checks, which would always lead to low numbers of checks. One issue was how GPs identified which patients had a learning disability and how this was recorded.

A member said that everyone over 75 was entitled to a health check, but that this was not widely known. Jane Taptiklis said that it was up to each patient to request a health check. However patients needed to be aware that the checks were available and what the benefits were.

Ainsley Macdonnell said that Learning Disability clients received an invitation for a health check but that she was looking into what format this was in, and where it was sent to.

Members also said the following:

- Health checks were only the first step in the process, and led to health action plans.
- Work needed to be carried out with GP Clinical Commissioning Groups regarding the need for health checks.
- Part of the contract with the Ridgeway Trust was for them to increase and support health checks.
- Increasing health checks for carers was part of the Bucks Carers Strategy and was one of the priorities for the Carers Partnership Board - "Research best practice regarding carers' health checks in primary care and develop a proposal for implementing this in Bucks."

Rachael Rothero said that a piece of work needed to be carried out about health checks, including how to involve the Shadow Health and

Wellbeing Board – **Action: RR**

**Page 9 – Dignity in Care Campaign** – Chris Reid reported on the initiatives around promotion of Dignity in Care (DiC) over the past year. Two events had been targeted at care providers in 2011. Also, 359 people had signed up to be DiC Champions to date.

Two further events would be held starting from summer 2012 to showcase good practice by providers.

The Bucks 50 Plus Forum had carried out a project involving lay assessors interviewing care home residents and a report had been produced. The learning from the project would be shared within the provider events run by MKB Care. The project had been funded by the Department of Health.

1 February 2012 had been National Dignity Day. This had been advertised through leaflets and postcards at the County Council, Primary Care Trust and Hospitals Trust. Carers Bucks was also carrying out specific DiC work.

The Dignity in Care Sub-group was responsible for a DiC Action Plan and it reported to the Buckinghamshire Safeguarding Vulnerable Adults Board.

Rachael Rothero asked for each partnership board to think about how they were going to take and support the DiC agenda forward. **Action: all**

Feedback about the outcomes of DiC work undertaken across different organisations across Bucks to be provided for the next meeting – **Action: HW**

A member asked about DiC workshops being run by MKB Care. Chris Reid clarified that two sets of workshops would be run with each involving two events in each district area. MKB Care was running these.

**Pages 9-10 – Transport issues** – Alison Lewis said that there was a move to have powered vehicles assessed by bus companies, and that cards would be needed to use buses. This would have a large impact on a lot of people.

A member asked how work on hospital transport had been taken forward. Juliet Brown (Buckinghamshire Healthcare NHS Trust) said that a programme board meeting was being held the following week to look at transport issues. Any specific issues should be fed to Juliet Brown. Juliet Brown said that she would obtain an update for circulation to members – **Action: HW / JB**

Juliet Brown also said that she could give a wider update on the outcome of the *Better Healthcare in Bucks* Consultation at the next meeting – **Action: JB**

**Page 12 – Joint Strategic Needs Assessment (JSNA)** – Rachael Rothero told members that there was a statutory requirement for a JSNA which informed commissioning and de-commissioning decisions. The current JSNA had been in place since 2011. A new JSNA was being developed in 2012 and scoping work was being carried out. At the same time as this, the Joint Health and Wellbeing Strategy was being developed and had been published for Consultation.

**Page 13 – Newsletter** – Liz Sheppard (Communications and Projects Officer) reported that she had drafted a newsletter which would contain an introduction about the partnership boards, an update from each

partnership board and current news from Social Care services. There would also be information about how the Executive Partnership Board (EPB) supported the other boards. The draft newsletter would be circulated to all EPB members for their comments. It was currently 20 pages long. An easy-read format would also be available.

**Page 13 – Website** – Bev Frost (Communications Officer for Adults and Family Wellbeing) was now working on the website. The web team was preparing the front page and this would be available shortly. The website would link to the agendas, minutes and other board papers.  
[http://www.buckscc.gov.uk/bcc/adult\\_social\\_care/partnership\\_boards.page](http://www.buckscc.gov.uk/bcc/adult_social_care/partnership_boards.page)

A member asked if the agendas and minutes were public documents. Rachael Rothero said that they were all public documents. Members also asked that board papers be as accessible as possible, and should not contain jargon.

**Length of Minutes** - There was a discussion about the lengthy minutes some boards had, and it was agreed that each Chairman would ask their board what format / length they would prefer for Minutes. **Action: all boards**

**4 Partnership Board Updates**

Members noted the updates. More time would be allowed for these at future meetings.

**5 Partnership Board Priorities**

Rachael Rothero thanked members for supplying their board's

	<p>priorities. The only board priorities outstanding were those from the Mental Health Partnership Board (Devora Wolfson would be taking this forward) and the Prevention Partnership Board (this had only recently been set up).</p> <p>A member asked for more clarity on the process for the priorities and asked if they would form a work plan. Rachael Rothero said that each board would have a work plan and would provide updates to the Executive Partnership Board against the agreed priorities. Priorities which had been agreed by the boards should reflect the priorities in the commissioning strategies.</p> <p>Ainsley Macdonnell said that the partnership boards were there to influence, rather than to go out and do the work themselves.</p> <p>Chris Reid said that the Older People’s Partnership Board and the PSD Partnership Board had started to plan actions around their priorities.</p> <p>Rachael Rothero said that a meeting would be arranged for all board leads to discuss the action plans – <b>Action: RR</b></p>
<p><b>6</b></p>	<p><b>Newsletter and website</b></p> <p>See Agenda Item 3</p>
<p><b>Break for 15 minutes</b></p>	
<p><b>7</b></p>	<p><b>Buckinghamshire Safeguarding Vulnerable Adults Board (BSVAB) Annual Report 2010/11</b></p>

Gill Manning-Smith, Service Manager for Safeguarding, was welcomed to the meeting.

Gill Manning-Smith told members the following:

### **BSVAB Annual Report**

- The Annual Report of the Buckinghamshire Safeguarding Vulnerable Adults Board (BSVAB) was available on the internet, and was published annually.
- The current report had been published later than planned due to the number of partners involved. The next report would be published by autumn 2012.
- The annual report was written in an easily-read format, with lots of pictures. The report included some case studies.

### **Safeguarding Awareness Campaign**

- The Board had realised that much more awareness of safeguarding issues was needed.
- 'Safeguarding is everybody's business' – this was the BSVAB slogan.
- Financial abuse of vulnerable adults was the most prevalent form of abuse and was increasing. Awareness posters had been put up in buses and GP surgeries.
- A campaign toolkit was available on the website (details below).
- It would be very helpful if the Executive Partnership Board could endorse the campaign and take the messages back to the other partnership boards.

A member asked if anonymous referrals would be accepted. Gill Manning-Smith said that anonymous referrals could be made.



## How does BSVAB link with the Executive Partnership Board?

- The BSVAB now had user and carer representatives (Alison Lewis and Richard Brook).
- It was also part of the BSVAB work plan for users and carers to be involved in safeguarding investigations.

Alison Lewis said that she had learnt a lot through attending a service manager's review of a serious case.

Gill Manning-Smith suggested that the EPB have a standing update item on the BSVAB, provided by Alison Lewis.

There was a huge lack of understanding over the Deprivation of Liberty Safeguards (DOLS) and the Mental Capacity Act (MCA). A presentation should go to each partnership board about DOLS and the MCA. The contact was Sarah Haigh – **Action: HW**

Gill Manning-Smith said that there was a DOLS Implementation Group, which had requested representation from users and carers. Any interested users or carers should contact Gill Manning-Smith through Helen Wailling. **Action: all boards**

Gill Manning-Smith also told members about the Quality in Care Home Team. This had been set up as a result of the number of safeguarding alerts received from or about provider services. The team would be small, and would consist of a nursing lead and two members of staff. Where standards were falling a solution was drawn up and work was carried out with the staff in the care home. It was hoped that this team would make a big difference.

A member asked how this would link to the inspection regime. Gill Manning-Smith said that they worked very closely with the Care Quality

Commission (CQC).The Quality in Care Home Team could help a care home meet CQC requirements.

The Quality in Care Home Team would carry out extensive work on performance indicators. Funding was available for the Team for three years.

A member noted that none of the partnership board priorities referred to safeguarding.

Contact details:

Website:

<http://www.buckinghamshirepartnership.gov.uk/partnership/sva/bsvab.page>

Careline (for alerts and referrals) 0800 137915

For more information call 01296 382423 or email

[safeguardingadults@buckscc.gov.uk](mailto:safeguardingadults@buckscc.gov.uk)

## **8 Bucks Connect**

Liz Sheppard, Projects and Communications Officer, told members that she was currently working on Bucks Connect, an online directory containing care services, support services, voluntary groups and community groups.

Bucks Connect replaced Bucksinfo.net, which had closed at the end of March. Live data from there had been transferred to the new website, and each group had been contacted about this.

The Bucks Connect website address: [www.bucksconnect.org.uk](http://www.bucksconnect.org.uk)

Since late 2011 a lot of work had been done to engage service

providers, users and local groups with Bucks Connect. It was free to register on the website, and it was a way not only for people to access information but also to advertise what was going on in their local community. Over 600 groups had now registered.

Bucks Connect had been launched in April 2012.

Another part of the project was to encourage reluctant users to use the website and the wider internet, and work was being carried out with the Adult Learning Service to offer taster courses. It was hoped that these could be piloted in a day centre.

It was also hoped that social care staff working in GP surgeries could use their lap top computers to show people how to access information about certain groups or activities.

## **9 Update from User-led Organisation (SUCO)**

Alison Lewis, Chairman of Service Users and Carers Organisation (SUCO) referred members to the reports in the agenda pack. These were:

- The report of the SUCO Chairman
- Update Report
- SUCO Newsletter
- Agenda for SUCO Representation meeting

SUCO was currently updating its previous work plan and would produce four or five quarterly priorities on an on-going basis. This was a joint piece of work with the partnership boards.

Issues which were high on the agenda included

- Development of the new Direct Payments Service – Contact made with POhWER - currently reviewing the new Direct Payment Leaflets and the Advocacy Service (taking on the work of People’s Voices). SUCO had provided feedback on the draft leaflets for service users.
- Breaks for Carers – Ian Cormack was working on this.
- Transport – SUCO was working to highlight the lack of effective and accessible transport, and the major problems faced getting to local hospitals

### **Self-directed Support (SDS) Service User & Carer Reference Group**

An SDS Reference Group Information day for Carers of those with a Learning Disability would be held on the 26 June 2012 in Aylesbury.

Alison Lewis, in her role with the Access Group, and Ian Cormack as a Carer had been co-opted onto Wycombe District Council’s Task and Finish Group to review the services they offered and to look at whether they met the needs of those residents with a disability.

The Reference Group was working to re-establish its programme of regular speakers and to welcome both old and new members

To kick this off SUCO has been in discussion with INDI (Infrastructure Network Disability Information) and would be holding a joint event on 19 June 2012 – details to follow.

Ian Cormack said that it was important that the personalisation agenda was not lost.

Rachael Rothero asked about membership. Alison Lewis said that

membership numbers were increasing, and that the SUCO board membership had increased. A lot of networking had been lost and SUCO wanted to re-establish that.

Rachael Rothero said that it would be very helpful to know how SUCO could support large pieces of work agreed by the Executive Partnership Board, and asked how user involvement could be evaluated against outcomes. Alison Lewis said that this was about finding the right people, training them and about how they worked with the boards.

Rachael Rothero said that an outside meeting was needed to look at these issues – **Action: Nadiya Ashraf**

#### **Recruitment to partnership boards**

SUCO had met with the County Council in February 2012, where it was agreed that recruitment for the Carers and Mental Health Partnership Boards would be a first priority.

SUCO had now met with Oxford Health, Carers Bucks, Hightown and the County Council regarding how best to approach the recruitment of service users and carers to the Carers and MH Partnership Boards. SUCO had also written to Bucks MIND.

A meeting would be held with prospective board members to establish how SUCO could best support them.

#### **10 Date of next meeting**

17 September 2012, 1:30pm, Mezzanine Room 1, County Hall, Aylesbury (Devora Wolfson sent her apologies)

10 December 2012, 1:30pm, Room 84 / 5, Old County Offices,

Aylesbury

**Any Other Business**

Members asked for an updated meeting structure showing the Buckinghamshire Safeguarding Vulnerable Adults Board and the groups feeding into it.

Ainsley Macdonnell suggested that an evaluation of the Executive Partnership Board be carried out at the next meeting.

**Chairman**