



Bucks Service User and Carer Organisation

**Update Paper
Executive Partnership Board – 10 December 2012**

1. Developing Organisation, Board and Constitution

SUCO to become an independent entity – Board approval given to explore charitable status. Process and procedure to gain charitable status reviewed with Charity Commission. Briefing and work plan prepared. Approval to commence with work, to be sought at SUCO Board on 28 November. Workstream led by Stephen Archibald, Chief Executive Carers Bucks. Terms of Reference redrafted and approved by Board.

SUCO Chair - Recruitment paperwork completed and placed with Reach Recruitment and Community Impact Bucks. Advert prepared for Carers Bucks website and SUCO News and Information Bulletin. Application pack prepared and recruitment process agreed. Four expressions of interest received, two completed application packs received.

SUCO Board Membership – Two new members to the Board since September 2012. Membership stands at 10, excluding Development Officer and Stephen Archibald. Discussions continue with Bucks MIND to recruit further member. Discussions also commenced with Community Impact Bucks. Alison Lewis has stepped down from the SUCO Board completely

2. Policy Development

SUCO work on drafting process for recruitment of co-Chairs for Partnership Board complete. Sent to Buckinghamshire County Council in October for circulation to all members of all Partnership Boards, to enable consultation.

Once consultation is complete SUCO will review and amend process accordingly in readiness for sign off. Elections and process to be managed by SUCO once in place.

3. Information Development

SUCO website went live 5 November 2012. www.suco.org.uk Robust testing of the site took place to ensure accessibility, which required significant time and resource. Site is still in development. Work to create and write four additional pages for the website to commence week beginning 1 December 2012.

Chair's letter to voluntary organisations ready to send to 150 plus local, regional and national organisations. Work will begin on a large mail merge exercise week beginning 1 December so that electronic letters can be sent to every organisation by 5 December.

Bi-monthly News and Information Bulletin launched 17 September. Sent out every two weeks to over 125 organisations and individuals. Once Chair's letter to voluntary

organisations has been sent out, a further 150 plus organisation will be added to database bringing circulation to over 275. Very positive feedback to the Bulletin

4. Recruitment to Partnership Boards

Since September's Executive Board, Development Officer has presented to Prevention Partnership Board and Older People's Partnership Board and attended Mental Health Partnership Board.

Development Officer has also presented to the following Support Groups as part of recruitment drive to identify potential Service User and Carer representatives for Older People's and PSD Partnership Boards:

Presentations have been made to:

- Crossroads
- MKB Care
- Buckingham Stroke Support Group
- Leonard Cheshire Tenants and Carers Group
- OWLS
- Amersham Stroke Group
- Strike Back
- BUDs
- Wycombe Stroke Group
- Carers Stroke Support Group

Approaches have also been made to Buckinghamshire Parkinson's support groups and the Alzheimer's Society seeking opportunities to present.

Take up has been slow. Four expressions of interest. One interest form completed and returned for PSD Board. Development Officer to contact Chair of PSD Board to arrange a meeting with interested potential representative.

Once Chair's letter to voluntary organisations has been sent out, work will commence contacting all 150 plus organisations seeking opportunities to present to support groups throughout the county.

5. Training and Support

Induction pack for new and existing members to all Partnership Boards complete. Handed out to all Service User and Carer representatives on Carers Partnership Board at October meeting. Master copy held at SUCO and available to Buckinghamshire County Council should they wish to prepare copies for other members of the Carers Partnership Board

Development of Induction Workshop complete. Work on this has been a joint endeavour between Development Officer and Sarah Gammon. First workshop to be launched 30 November with an induction session for all Service User and Carer Representatives on the Carers Partnership Board.

The two hour workshop will be delivered jointly between SUCO and Buckinghamshire County Council. The programme for the workshop is as follows:

1. Welcome – Carl Etholen, Vice Chair Buckinghamshire County Council (BCC)
2. Introduction – Sarah Gammon, Learning and Development Manager BCC
3. Background and Structure of Partnership Boards including their purpose, how they work and context – Democratic Services BCC
4. Role and importance of Service User and Carer Representatives – Debi Game Bucks SUCO
5. Priorities in Adult Social Care over the next 6 months – Marcia Smith, Service Manager, Performance BCC
6. Review and feedback – Sarah Gammon and Debi Game

Bucks SUCO
28 November 2012