



Physical and Sensory Disability Partnership Board

Minutes Thursday 25 July 2013

Those in attendance:	
Andrew Clark	Bucks Disability Service (BuDS)
Diana Fentiman	Adults & Family Wellbeing, BCC
Natalie Fleming	Brokerage Service, BCC
Debi Game	Bucks SUCO
Sharon Griffin	BCC
Trisha Horobin	Carer
Dr Maggie Murphy	CNRS
Christopher Reid	Joint Planning and Commissioning Manager
Zoe Sutherland	Breathe Easy
Mike Walsh	Walsh Social Care Consultants Ltd



No	Item
1	Apologies for Absence/Changes in Membership Apologies for absence were received from Elaine Norris, Paul Bootle, Michael Quinlan and David Keston.
2	Minutes of the Previous Meeting and Matters Arising The minutes of the meeting held on the 25 July 2013 were agreed as a correct record.

Matters Arising

Workability Website (page 2)

BuDs were asked by the Workability Group (the Department of Work & Pensions, Job Centre Plus and a number of other disability organisations) to secure the future of the Workability website. The website was previously hosted by Bucks PCT which is no longer in existence. There has been a delay due to technical details but the site has now been re-hosted. Work is taking place to update the website (it was last updated in 2009). A notice has been put on the website not to follow the advice shown until the update has been completed. Promotion will also take place as the website is a resource for disabled people looking for work.

Day Opportunities (page 5)

Linda Warmbier provided the following written update to outstanding actions;

What would happen in the case of an emergency i.e. if something happens to the carer? This was in relation to the discussion about respite care and if someone requires emergency respite care then they contact the Council and are allocated an emergency placement at Seeleys respite centre or in one of the local care homes which have vacancies.

If a client went to a day centre for five hours are they now getting five hours in the community? Everyone was assessed individually by care management and were allocated a service according to their needs. If a person was assessed as requiring five hours of day opportunities but not requiring a day centre then they would be receiving this.

Debi Game advised that she has recently met with Linda Warmbier. An engagement exercise is taking place for service users and carers around the draft specification for day opportunities and the Local Trading Company. Meetings are taking place on 1 August and 21 August 2013. A flyer with event details is to be circulated to Board members.

Action: Sharon Griffin

3 Update on Brokerage

Natalie Fleming, Brokerage Service Manager, was welcomed to the meeting.

Ms Fleming began her update by explaining the process around Support Brokerage.

The reason why the County Council developed brokerage within Bucks was to make the overall Self-Directed Support system easier to use, to facilitate easier engagement in the support planning process and to ensure that the individual was completely involved in the entire process.

When pricing from providers was looked into, it emerged that the County Council was not making the best use of community resources.

Previously care managers and workers carried out assessments and wrote support plans but they did not have enough time to research all of the community services that were available. With the introduction of Brokers there is more time to talk to the client and offer a creative person-centred support plan. Their skills enable them to match services appropriately with clients or carers.

Accreditation process

Care managers expressed concern about the training of brokers, the writing of support plans and asked how clients would be supported in the best way. The National Brokerage Network has a five day training course in place which is delivered throughout the UK by the Open College Network. In addition 'Support with Confidence' a scheme which is jointly managed by Trading Standards and Adults & Family Wellbeing ensures that Brokers deliver a quality service. Each Support Broker must register with the 'Support with Confidence' Scheme and is vetted and verified. All Brokers undergo CRB/DBS disclosure and barring service checks. A robust training programme is in place which covers areas such as Safeguarding for Adults & Children, Deprivation of Liberty Standards (DoLS), The Mental Health Capacity Act, dementia awareness, mental health awareness, benefits overview etc.

The Brokers have a vast amount of experience and truly understand the service user or carer's point of view.

Who are the Brokers?

- 11 Accredited Brokers from affiliated provider voluntary organisations e.g. Action on Hearing Loss, Bucks Vision etc.
- 11 Independent brokers e.g. parent carers, carers, Drug & Alcohol officers, barristers, Alzheimer's specialists etc.

What does a Support Broker do?

- Provides support to clients in making informed decisions i.e. discusses the advantages and disadvantages of each option
- Assists the individual to make contact with the relevant community resources
- Helps to write and cost a support plan
- Direct Payments only provide a certain amount of money. A

Broker can help a client source additional funding streams where possible.

A Broker cannot

- Determine the individual budget of the direct payment a person will receive – (this is calculated by the Resource Allocation System/RAS assessment)
- Deliver services or advocate on behalf of individuals (a Broker will ask an Advocate i.e. PoHwer to accompany them to a client meeting)

The Story so far

The Day Opportunities review was a good starting point for brokers. Alternative community day opportunities for older clients and clients with learning difficulties currently in Day Centres have been sourced. 800 clients went through the entire process, some of whom are due for a second review. Some clients have advised that they want to continue with the provision of community day opportunities rather than return to a Day Centre. This is a good sign that the new service provision is working and that the clients are happy. Brokers are now supporting other client groups, such as those in transition (young people aged 17 moving from children's to adult services). Brokers have also supported 790 Carers to have a flexible break by writing their plans and organising and booking activities.

During the update, the following questions were asked;

Are the independent brokers accredited? Yes all of the brokers are accredited and have joined the Support with Confidence scheme.

What is the current status of PoHwer? The service was launched 12-18 months ago and not much is heard about them. How are they operating and it is effective? When the County Council engage with PoHwer they are very responsive in attending meetings and mediating in difficult situations. One of the biggest roles of PoHwer is assisting with the managed accounts – i.e. an individual is happy to manage their own care provide by a Personal Assistant (PA). The PA with submit invoices to PoHwer to manage the payment of invoices. There is a pre-payment card option for direct payment users. The Service User has a four digit PIN number to make the payment. PoHwer would review this option to ensure that this is the right direct payment method and would also provide the relevant support.

A representative from PoHwer is to be invited to attend the September meeting of the Board.

Action: Sharon Griffin

There has been some concern about pre-payment cards being the default method of payment. Other payment options need to be considered. A new Direct Payments policy has just been written and the details on the website are being updated. A pre-payment card is just one of the options that are available where applicable. This method has been described as the recommended option where applicable because it removes the need for a client to open a separate bank account and it is easier for the client to manage and monitor.

How is the brokerage service evaluated? There is a monitoring system in place whereby the Care Manager signs off the Support Plan and this plan will be authorised by the Business Manager. The Care Manager carries out a review of the services that are in places as well as how the client is coping with the Direct Payment. If no amendments are required, the plan lasts for one year and must be robust and sustainable for this period of time.

Feedback has been received from several carers and individuals with a learning disability was that they felt the Broker was 'nudging' them towards a particular provider. Other counties publish a list of providers used by each Broker which gives an element of transparency and accountability and helps to maintain confidence in the system. A list of providers is published internally and sent to Lead Commissioners. Each Broker's performance is monitored and this includes looking at which Providers the Brokers recommend. When Day Centres for clients with a learning disability were closing at that time not many providers came forward to offer alternative services which limited the choice in some areas.

If a provider, agency or organisation is offering day services, are there measures in place whereby the County Council can carry out spot checks to make sure a client does not have the capacity to arrange their own services is actually taking part in the activities agreed in their support plan. The Support Plan clearly outlines the activities agreed. PA's must sign a contract agreeing to provide the care outlined. The Local Authority measures and monitors the outcomes of each plan by means of a review. There are also spot checks to make sure that client who lack capacity are engaging in activities as agreed in their support plan.

Who makes the decision for a client to go to Direct Payment? Is it a referral decision from the Care Manager and how does somebody reach the point they where they want to be responsible for their own packages as opposed to the services being provided by the Council? All clients are assessed and asked by the Care Manager if they want to be responsible for their own care package or receive a commissioned service from BCC. If they express an interest

in receiving a Direct Payment, PoHwer will meet with the client to discuss Direct Payments, the clients' responsibilities, financial monitoring etc. If they wish to proceed, the Support Plan will be created either by the Care Manager or Broker.

Are clients able to change their mind about the services they receive? Yes clients are able to change their mind about the services they receive. Self Directed Support gives a client choice and control over their lives and how their care will be provided.

Is an annual assessment carried out of how the wellbeing of users of the service has improved and are the results published? Yes, the Care Manager undertakes a holistic review which looks at the clients' wellbeing. Support plans have clear outcomes which are measurable. There is a method of ensuring that providers receive feedback via the Day Opportunities Commissioning Manager.

More needs to be done to ensure that standards in wellbeing, equality, dignity and respect are built into contracts and that reviews are carried out to check that services perform against measures. The entire care management process is being looked at. From a brokerage point of view, support plans need to be robust and sustainable. An example is that if a service user/client employs a PA, a back-up PA will also be sourced to cover holidays and make arrangements for cover during periods of absence and then inform the service user. This reduced any stress on the service user.

If an element of the service or the Support Plan needs to be changed, can the client go back to the broker and ask for this to be done? Yes the client can contact the Care Manager to request a change to their Support Plan. There are constant discussions to ensure the needs of the client are met and that service and delivery are in alignment.

4 The Local Authority Trading Company (LATC)

Mike Walsh, Walsh Social Care Consultants Ltd was welcomed to the meeting.

Mr Walsh explained that he has been working with the County Council and Ernst and Young to look at the options for a new delivery of in-house social care services. An appraisal of current services took place followed by the compilation of a business case which went to Cabinet for sign off.

Background / reason and benefits

- Fundamentally the reason for creating a Local Authority Trading Company (LATC) is about the sustainability of adult social care services provided within the County Council which mainly relates to Self Directed Support and Direct Payment
- The County Council was tasked with making significant savings in light of austerity measures from the Government (savings of 40% to be made). All services were asked to find savings – one of the few ways to make savings is to provide services outside of the County Council.
- Any services need to be effective, efficient and best value for money.

An increasing number of people are in receipt of a direct payment. Those in receipt of a cash direct payment are not legally allowed to buy services back from the Council. They therefore look to purchase services from outside the Council which results in double running costs as well as reduction in choice and control.

The County Council originally went down the route of a soft market test with independent providers in 2012. Six different options were looked at but there was a lack of response around the external provision of services. The option of the services remaining in-house was considered but this was not sustainable long term. The option of putting the services out to tender was also considered.

The decision was made to create a Local Authority Trading Company (LATC), which is wholly owned by the Council, as shareholder, but is independent of the County Council whilst retaining an element of control. The LATC will have a contract with the Council to deliver services on its behalf. It provides a sustainable model of provision without the current constraints.

The benefits of a LATC for Bucks County Council include;

- Improving performance and productivity
- Ensuring future sustainability of services
- Managing financial pressures
- Promotion of choice
- Involving the workforce and customers
- Allowing clients greater engagement in their services

The LATC Board will report back to the Shareholders Scrutiny Group on a quarterly basis. A business plan has been produced for three years against which performance will be determined and measured.

One of the benefits is that the LATC can trade with private funders i.e.

those who want to buy their own care and have a /Direct Payment contract with the County Council. The LATC will have a contract with the County Council but are also able to bid for tenders issued by other Local Authorities and trade across the county border.

Any profit/surplus generated would go back to the County Council as a dividend or would go into the company to invest in other service provision

The organisation needs to be more focussed on satisfying the principles of self-directed support. With the creation of the LATC service users will have greater choice and control of services. Services will be available to all not just to those who have critical and substantial needs.

Timescales

- The LACT has satisfied all of the governance gateways with the final agreement by Cabinet on the 24 June for staff to be transferred to the new company.
- Approximately 280 staff will be TUPED from BCC to the LATC on their existing terms and conditions.
- Buckinghamshire Care Ltd will 'go-live' on 1 October 2013 following completion of all due diligence and set-up tasks.

Key messages

- The LATC is seen as a real positive. Work is taking place with staff to help them understand the benefits and that there will be no change to services when the transfer to the LATC takes place. In effect it is the same services under new management and is not a fundamental change.
- This is not a cost cutting exercise but it does satisfy the required savings as part of the Medium Term Plan (MTP)
- There will be greater scrutiny of services from the County Council

During discussion, the following questions were asked and points made;

As a shareholder, the County Council has the ultimate power to appoint directors. How does the Council intend to exercise the power to do so? A recruitment process is currently taking place. Head-hunters are being used to find the right people to run the LATC which needs to be a mix of commercial and social care experience. The Board will include three non-executive Directors.

The LATC will be providing services that are very important to disabled people including a re-ablement service and day opportunities. The Shareholder Scrutiny Group gives the County

Council more significant control over the company but there is concern that the LATC is not seen as a body at arm's length. Governance is a big part of this. It is very much down to the County Council to ensure that they treat and manage the company as an independent organisation.

The Board is where the key decisions are made. It is therefore important that one of the non-executive directors is representative of Service Users who is also able to be effective as a Board member. Service user/carer representation is being looked at across the board. The University of Kent will be undertaking some research that will help the company look at this particular issue and will hopefully feedback how service users/carers can be more involved in terms of governance of specific services. This comment can be taken back as part of the recruitment process.

Action: Mike Walsh

Concern has been expressed about the LATC not borrowing money in the market place which has an advantage over the private sector. Has thought been given to limits on market saturation so the LATC does not become an over dominant provider in certain areas? The LATC can't be offered state aid so if there is the need to borrow money this would be done at the market/commercial rate. It would be difficult to borrow money from a bank. Any money it borrows would need to come from the County Council.

With regard to governance and market saturation, the LATC has to satisfy the Teckal exemption, a European case law which states that a Council which sets up a LATC can avoid going through normal EU procurement rules and therefore does not have to go out to tender. An element of control over the company has to be shown i.e. the sign off of the Business Plan and the ability to hire and fire Board members. The Teckal exemption also states that the LATC cannot earn additional income over and above 10% of the contract it has with the County Council. This makes current services much more sustainable.

There will be a contract between the County Council and the LATC to provide services and the LATC therefore has to satisfy the contract. In some ways these services could be described as quite 'niche' and there is concern that the LATC could look to provide services for clients with high end needs and complexity and commercially unattractive conditions could be neglected.

When the transition arrangements came into place when Direct Payments were introduced, whilst the needs of people with learning difficulties were taken into account, the perception and feedback indicates that the needs of older people appeared to be

less of a priority. When specifications and business models are written the needs of both groups (older people and learning difficulties) need to be taken into account. The contract/service specifications are written by a Commissioner within Bucks County Council. The LATC has to respond in terms of the specifications they sign up to. It is hoped that the specifications manifest the requirements of the services. The LATC will provide what they are required to under the specific contract.

5 Prevention Matters

Diana Fentiman, Project Manager, Adults & Family Wellbeing was welcomed to the meeting.

Ms Fentiman explained that the focus of the programme is to identify and support individuals who may be experiencing difficulty to maintain their independence and to offer help and support before their condition deteriorates.

There are four components to the Prevention Model;

- The Community Links Officer (CLO)
- The Community Practice Worker (CPW)
- The Intelligence Hub
- The Volunteer Hub

13 out of the 14 CPWs have been recruited and will be aligned to 7 GP Localities across the county. Their work will include promoting and publicising the service, making contact with GP surgeries and liaising with Practice Managers, District Nurses and Receptionists.

A central access point/number has been set up. Although GPs are the key source of referrals anyone can self refer.

The CPWs have been on a basic training programme. Training will be on-going through monthly meetings to pick up any issues. Additional training and information sessions can be added as part of these meetings. Monitor and reporting are key in terms of understanding the needs of those coming through the service.

The CPWs were all been recruited via voluntary sector organisations which was part of the grant application process run earlier in the year. Meetings take place with the managers of the CPWs as part of the Service Development Group.

From January onwards Adult Integrated Service (AIS) system will be used which is a more sophisticated version of the current care

management activity system SWIFT. The CWP's are the first group to pilot the new system.

The CLOs play a key role in making sure that the right services are available. If a CLO is unable to source a suitable service for a client, a referral would be made to the CPW. Work takes place with organisations to see if they are able to respond to the needs of individuals. If not, this would be flagged up as a potential new development which needs to be supported.

The CLOs also carry out Asset Mapping which allows the identification of strengths/weaknesses/key players in each community and who has knowledge of the community they are working in. The CLOs provide support and information to the organisations as well as looking at new ways of providing services. Monitoring and development of activities also takes place through the CLOs.

The Volunteer Hub has been commissioned in two parts. Following a grant application process, Community Impact Bucks have been commissioned to recruit a Volunteer Coordinator. Discussions with the voluntary sector revealed that there needed to be more effective recruitment and support of volunteers. Screening and training functions are therefore being centralised. Another priority for the hub is the tender of the time banking process which is due to be completed in September. Organisations who have a track record of already providing time bank are being invited to tender for the process. Time banking is effective in attracting a variety of volunteers, particularly young people.

Service Model

There is a separate 'pot' of money to support the development and unmet needs of clients. The aim is for the new volunteer co-ordinators to help to inform marketing campaigns and for the volunteer co-ordinators to oversee these campaigns. Time bank development and the volunteer coordinator will work closely together to develop the model which will be part of the integrated system.

It is about galvanising all agencies to provide the opportunity to volunteers to use their credits. It is hoped through marketing campaigns there will be engagement with local marketing expertise and use of time bank volunteers and support in exchange for other service.

Intelligence Hub

The monitoring information and governance functions of the Prevention Matters programme will be centralised which includes AIS monitoring, the reporting framework, benchmarking, evaluation, the grant process and monthly activity reporting to the Programme Board.

The Benefits for individuals include;

- Increased awareness of health and wellbeing
- The ability to plan, make choices, look after themselves and be heard
- To be better informed about the local community, resources and activities
- Increased social networks
- Sustained independence
- Feel more supported

The CPWs started on the 1 July 2013. To date, approximately 100 referrals have been received. 50% came via a GP; six came from nurses within the GP surgery. 90% of the referrals were for people over 75 years of age with a majority of those being in their mid to late 80's.

Publicity leaflets and literature about the service have been sent to GP surgeries and to individuals. This includes tent cards which have a list of people who the service would expect to support.

During discussion, the following questions were asked and points made;

Are the CPWs employed directly by the organisations so in effect they are commissioned services? Yes the CPWs are employed directly by the organisations.

Looking at the graph on page 33, there are only two CLOs in the North of the county which is significantly less than in the South of the county. The number of CLO's is based on the population figures for the areas which is why there is disparity.

Are the CLOs based within GP surgeries? The CLOs are based within the organisations but are aligned to a GP surgery. Each CLO is responsible for 4/5 surgeries.

Do the CLOs report back via those organisations? The CLOs report via their managers assigned to those organisations on a day to day basis. Part of the Government structure of the programme is to meet on a monthly basis.

Is it the intention that all the assets and resources identified by the CLO are made available through Bucks Connect? If an organisation wants to advertise, they can put their details on Bucks Connect. The

CLO has a separate record of all other details. If an enquiry is received, the CLO can help link in the right organisation or group.

If other people would like to know about the information that the CLOs hold, how would they go about this? They would contact the CLOs

It appears that the CLOs are information gatekeepers not a resource. There has to be a way of managing information on behalf of people not in the public domain. It has been recognised that there has been a shift in inter-related map of information and service available. A clearer answer of how information can be accessed can be looked into and reported back.

Action: Diana Fentiman

Has consideration been given to recruiting young volunteers who are working towards a Duke of Edinburgh award as part of the requirement of the award is volunteering for 3-4 months?

Many schools have a volunteer programme whereby sixth form pupils are encouraged to volunteer to develop their personal confidence and work related skills.

There could be safeguarding issues/requirements around young volunteers. Safeguarding has been flagged up. It is hoped that an experienced time bank provider would be able to help to address this issue.

BuDs have been talking to the CRB about concerns they have with time bank as one of the unfortunate consequences of time banking is that it can create a two tier system of volunteering – those roles where you get rewards from time banking and those where you don't. There is immense competition and difficulty in getting capable volunteers and there is concern that a two tier system will leave some organisations without more capable volunteers. There are lots of different time bank models. The intention is to make time banking universally available for all volunteers. Volunteers recruited via the programme will be encouraged to join time bank but it will also be available for volunteers that are already in place.

The 'young person' resource should be tapped into as they are technically savvy and are a valuable teaching resource on the use of computer and IT equipment. With empowerment young people can be helped to become model citizens. The Authority is keen to see how IT can work with older people. It has been recognised that many older people do not have access to the internet but if more people can be encouraged to become IT literate people the social

networking opportunities are fantastic. It is hoped that a few pilot projects will be started and IT can be included.

Larger companies have corporate and social responsibilities as part of their governance obligations and give staff time off to volunteer. The aim is to see this as part of time bank.

Most companies tend to have an established relationship with charities but they have cut back on volunteers in the last few years. This can change if the volunteering includes vouchers/payment. The time banking approach offers something different. Social isolation amongst elderly people is high profile. It introduces the mutual exchange that the Local Authority would like from the programme i.e. being able to offer a free venue.

Ms Fentiman advised that she would be happy to attend a future meeting of the Board along with the time bank provider.

Action: Sharon Griffin

The text on the tent cards is too small for those with reduced vision. The font size should be 14 or above. There is also text on coloured background which is not good for those with a visual impairment. The tent cards are designed for GPs to have on their desks. The possibility of producing cards with larger font for reception desks will be looked into.

Action: Diana Fentiman

6 National Benefits update (standing item)

Andrew Clark explained that as a result of the changes to the benefits system, the Pensions Service Working Group has been very active.

Bucks County Council are using a new system called the Performance Dashboard to collect data and monitor trends to see how Buckinghamshire is responding to welfare reform i.e. crisis intervention etc

Benefit changes

Disability Living Allowance (DLA) is now closed to new claimants. Anyone over the age of 16 will not have to apply for Personal Independence Payment (PIP). Claimants whose award for DLA ends in October will have to apply for PIP. Anyone on a fixed or permanent award of DLA will be reviewed in 2015.

The consultation on the 20 metre rule ends on the 5 August 2013. The 20 metre rule is the new distance that has been introduced for people

to qualify for the enhanced rate of the mobility component of PIP. The PIP criteria states that only those who, 'can stand and then move more than 1 metre but no more than 20 metres, either aided or unaided' will qualify for the enhanced rate of the mobility component. Individuals must be able to complete the distance safely, to an acceptable standard, repeatedly and in a reasonable time period, but can use aids such as walking sticks, crutches and prostheses.

Many feel that the 20 metre standard is too severe. A consultation of BuDs members has shown that 90% of people already on DLA higher rate mobility feel like they are at strong risk of no longer qualifying for the higher rate. Only those in severe discomfort who are able to provide balance of proof will qualify for the higher rate. If a claimant does not qualify for the enhanced rate they will not have access to the blue badge, scooter or Motability scheme resulting in the loss of a vehicle. For many of those who receive the enhanced rate their vehicle is essential to get them to work.

When was the consultation announced as there was uproar at the short amount of time given to respond.

Will there be a review of those claiming for benefit? Is the impact of the changes known? An early indication is that from October 16 year olds who are presently on DLA will have to reapply for PIP on their 16th birthday. If they lose the higher rate of benefit there could be a marked effect on free school meals, Higher Education funding etc because of the money that follows on having a disabled student.

Will the review be rolled out gradually? After October 2013 DLA awards expire and cannot be renewed. Claimants will have to apply for PIP. The DLA has the right to re-assessment a claimant at any time without giving a reason for the reassessment. If an individual is re-selected, they would have to apply for PIP. From October 2015 anyone who is on a DLA permanent or indefinite award will be selected at random and asked to reapply for PIP. When a claimant moves from one benefit to another they have four weeks to apply for PIP. The change will not be automatic. Claimants will receive a letter advising that their DLA will stop in four weeks and that they need to apply for PIP or go on the PPI assessment rate which is substantially less than DLA. If the assessment takes longer than 30 days the claimant will lose their car. If enhanced PIP is subsequently awarded, the claimant can reapply for a card but it will not be the same on they lost. They would have to pay for adaptations to be made to the new car.

7 Dignity in Care (standing item)

Christopher Reid explained that at the last meeting he had reported that the Health and Wellbeing Board had agreed the proposal of the formation of a separate new Board with the responsibility of the promotion of the Dignity in Care agenda.

The Dignity in Care Strategy Group will be responsible for raising the profile of dignity and pushing through any dignity actions. Membership will be discussed during the first meeting of the group which will include officers at Director level, commissioning and provision (Health and Social Care), a service user/carer from Bucks Healthwatch and the Older Peoples Champion Forum. Involvement is also expected from other organisations such as District Councils.

8 Membership of the PSDPB

Christopher Reid explained that the existing membership list of the PSDPB needs to be reviewed.

Members of the Board were referred to page one, point 2.1/2.3 of the Terms of Reference which give details of the requirements of the membership and chairs for the PSD Partnership Board. These requirements are taken from the Constitution.

During discussion the following points were made and questions raised;

The membership will be very limited if there are only four service users/carers. Debi Game explained that the aim is to increase the number of service users/carers to eight.

When is an individual classed as a service user or representative of a voluntary organisation? Some of those on the membership list are voluntary sector representatives and also have a disability. Could this be a way of increasing service user representation on the Board without having to find people who so not have an affiliation to an organisation? Debi Game said that she would speak to lead commissioner to get guidance on this issue.

Action: Debi Game

The role of the Board is to make sure that the voice of service users and disabled people are heard. How can this be done most effectively?

Some members of the PSDPB are also a member of a support group.

Members of some groups such as Breathe Easy are volunteers or

	<p>service users whereas other groups employ and pay for admin staff.</p> <p>There needs to be clarity around members of commissioned organisations and voluntary organisations.</p> <p>The Older Peoples Partnership Board has representatives who are not service users but have an expert view.</p> <p>Members agreed to the following changes to the current membership of the Board;</p> <p>Members to be removed; Steve Goldensmith - BCC Trevor Boyd - BCC Jackie Clarke – Action on Hearing Loss Brian Jones – Bucks Vision Matthew Koshy – BHT Gill Manning-Smith – BCC Jane Taptiklis – NHS Bucks Gillian Sherwin – Service User Janine Thomas – Pensions Service Andrew Walker – Bucks LiNK Adam Willison – BCC</p> <p>Rachel Rothero and Stephen Archibald to be changed to notify</p> <p>The District Councils, PoHwer, Healthwatch and Peoples Voices to be contacted for representation</p> <p style="text-align: right;">Action: Chris Reid</p> <p>Andrew Shipley to be contacted to clarify who he is representing on the Board i.e. visual impairment</p> <p style="text-align: right;">Action: Debi Game</p>
<p>9</p>	<p>PSDPB Action Plan</p> <p>Christopher Reid took members through the Action Plan highlighting the following key points;</p> <p>Page 1 1.2 – That statutory organisations are fulfilling their Equality Duty Buckinghamshire Healthcare Trust are to provide an update to the Board on how they are addressing its equality duties. At a previous meeting of Thames Valley Police the Independent Advisory Group asked BuDs to put forward a plan on how to address</p>

	<p>low level hate crime against disabled people in Bucks. The aim is to start the work in November. A report could be given at the January meeting of the Board.</p> <p style="text-align: right;">Action: Andrew Clark</p> <p>Page 2</p> <p>5.2 – That priorities for disabled people are addressed within the development of a single point of access etc</p> <p>This action is on hold at the moment as there has not been any further development.</p> <p>The suggestion was made of looking at more proactive work as part of the Action Plan as well as the long term aspirations of the Board i.e. actions to take away and progress as part of the role of a Board member.</p> <p>When a presentation is made to the Board issues to be addressed and accountability measures need to be raised.</p>
<p>10</p>	<p>Any Other Business</p> <p>No items of other business were raised.</p>
<p>11</p>	<p>Date of the Next Meeting</p> <p>The next meeting of the Board will take place on Thursday 26 September 2013, 10.30am, Seminar Room 1, Green Park, Aston Clinton.</p> <p>Dates of future meetings for 2013;</p> <p>28 November</p>

Chairman