

# Somerset Carers' Partnership Board

## MINUTES

APRIL 22, 2015 10.00AM – 3.00PM

ABBEY MANOR  
COMMUNITY HALL

<b>CHAIR</b>	Neil Richards
<b>NOTE TAKER</b>	Deborah de Mornay Penny
<b>ATTENDEES</b>	Caroline Toll, Bob Champion, Dick Acworth, Lynne Ballard, Ali Pomeroy, Caroline Mead, David Willis, Gareth O Rourke, Vicky Chipchase, Nicola Miles, Richard Hobbs, Ali Pomeroy, Fiona Hawker, Louise Hawkins
<b>APOLOGIES</b>	Amanda Payne, Eddie Godfrey, Rachel Mason, Hazel Parsons, Jackie Murphy, Brenda Prentice, Sian Howell, Malcolm Jeffries, Gaynor Price, Eileen Mc Carthy, Sarah Baker, Frank Burbach, Caroline Harrison, Debbie Smith, Sarah Baker, Steve Austin, Susan Hartnell Beavis, Miranda Boncey, Jill Downey, Paul Shallcross, Richard Pitman, Steve O Neil

## Agenda topics

	<b>Carers' meeting – Neil &amp; Debbie</b>
<b>DISCUSSION</b>	<p>Welcome and introductions. Richard Hobbs attending on behalf of Sarah Baker Somerset's Parent Carers Forum. Richard has offered to join our "Somerset's Commitment to Carers" working groups.</p> <p>Debbie informed that our Summer meeting has now changed to Wednesday 1<sup>st</sup> July in order that we may avoid any disruption from Glastonbury traffic (Festival ends on Sunday 28th June).</p> <p>Caroline Toll clarified that she is not part of the Launch Planning Group but that she is involved in the Development of the Commitment Document and subsequent follow up work.</p> <p>Dick highlighted his concerns about the fact that Somerset Partnership NHS Trust do have an excellent assessment service and that we should be focusing on their model and expertise.</p> <p>Dick requested that we ensure that our Carers Partnership Board are on relevant mailing lists and invited to all SCC meetings when discussing matters such as carers assessments. Debbie explained that monitoring and reviewing the key priorities within "Somerset's Commitment to Carers" will be an ongoing process which the Board will be actively involved in which will help to improve communication and information sharing.</p> <p>Dick stated that we ought to have a key councillor attending our Board</p>

	meetings (William Wallace) and requested that he be invited to our next meeting.	
<b>CONCLUSIONS</b>	It is important that we identify problem areas and work together with all key stakeholders to identify and plan creative solutions. The development of “Somerset’s Commitment to Carers” will provide such a framework and Board members are invited to become actively involved in a variety of ways. Working in these ways could be the key the improving communication, information sharing and developing strong working relationships. Building a workable infrastructure to support this way of working could really have a positive impact on our productivity and ultimately help us to achieve desired results. When we are performing in this way we will be able to present tangible evidence, that shows carers, how a Carers Partnership Board can make a difference to their lives. If we get this right carers will see what we are doing, hear about us in a positive light and feel supported. Becoming recognised, trusted and valued in this way will help us with all of the work that we do now and into the future.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Invite further Board members to join working groups who are currently working together with the local authority to develop the draft framework of “Somerset’s Commitment to Carers” and its ongoing monitoring and review.	Debbie	End on May 2015
Recruit further Board members and Vision Group Leaders	Debbie	End of May 2016
Invite William Wallace to next meeting.	Debbie	End May 2015

<b>1</b>	<b>Matters arising from last meeting - Neil</b>	
<b>DISCUSSION</b>	1.1 Minutes agreed 1.2 TOR agreed (slight amendment see action 2.1)	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1.2 – Amend point 2.1, ensure that strategy is removed across document and replaced with “Somerset’s Commitment to Carers”. Confirm name change, revise accordingly and publish.	Debbie	End of May 2015
Review TOR in 12 months’ time	All	End April 2016

<b>2</b>	<b>Service updates – Written service updates provided</b>
<b>DISCUSSION</b>	<p>Compass Carers</p> <p>Somerset Partnership</p> <p>Young Carers Services Report</p>
<p><b>Feedback – Compass Carers Report:</b></p> <p>CT – We need to ensure that all volunteers are competent.</p> <p>DA – Continuity is an essential feature, ensuring staff retention and less passing on to others.</p> <p>DA – We need to highlight the fact that caring for another can be a lifelong responsibility.</p> <p>GO – Focusing on the best way to provide long – term, low intensity support is crucial.</p> <p>BC – Having a sounding board and continuity is key.</p> <p>AP – Gave feedback from one of her carers who stated that she had been in regular daily contact with Compass Carers, that it was an excellent service and one that she had found very useful.</p> <p>CT – Asked who the main contact at Compass was now that Liz has left.</p> <p>VC – Confirmed that it was Moira Brunt.</p> <p><b>Feedback – Somerset Partnership NHS Trust Report</b></p> <p>DA – Page 25 – reinforces the fact that early intervention, in all forms, makes such a difference.</p> <p>NR – If services are working well we need to report on these successes</p> <p>CM – Confirmed statistics highlighted in report.</p> <p><b>AOB</b></p> <p>CT made reference about the Health &amp; Well – Being Board making decisions about funding.</p> <p>GO – Confirmed that The Health &amp; Well – Being Board do not make decisions about funding but they do talk about the delivery of the draft commitment.</p> <p>VC – Will invite CT to the Health &amp; Well – Being Board meeting when presented with the Commitment.</p> <p><b>Young Carers</b></p> <p>DW provided a detailed update about the Young Carers Service. Dave informed the Board that the service, which is currently placed under “Children’s Care”, was planned to go to “Early Help” but a strategic decision has since been made for them to come under “Targeted Youth”.</p> <p>There is no clearly defined timescale, the move into this area will take place over the summer period where discussions will be held with teams to decide on the best way forward.</p>	

No decision has been made about a replacement for Jo Sylvester. The nature of this vacant post will be discussed in more detail when the service has moved to targeted youth. Targeted Youth may have additional resources.

Dave reported that another team member had recently left the service and that they had been permitted to advertise and recruit immediately.

Dave confirmed that the completed service plan is at the stage of being signed off. This plan will highlight the importance of the current work, how they are working in partnership with adult services, schools, making timely assessments, running fortnightly support groups Breaks and holidays. Dave stated that these positive results are to be attributed to having a full staff team.

VC Stated that Young Carers must be a key theme within the new Commitment.

DW OFSTED inspection of children's services has been "poor" but in terms of Young Carers feedback it has been very positive. We need to focus on improving services in general, in the county. Young Carers must be given priority.

VC – We must ensure that there are mechanisms in place to involve Young Carers in the development of the Commitment.

DP – Debbie will be consulting with Young Carers through Young Carers Support Groups.

DW – In accordance with the Children's and Families Act, from April it will be a statutory requirement for us to support Young Carers through transition.

Young Carers must be included in assessment and copies of these assessments must be made available to key people such as: teachers and relatives. There must be more participation of Young Carers and more family involvement. For the first time it is clearly stated that "No Young Carer should be caring inappropriately" – for many there has never been a choice.

The New Care Act gives more protection to Young Carers.

Adult services must more closely consider the needs of family members

Young Carers at the age of transition (approaching 18yrs) will be entitled to a transition assessment and will be included in planning support. Young Carers will move from

Children's Services to Adult Services more smoothly. These statutory responsibilities apply Nationally.

DW reported on how we support currently as follows:

We have approximately 199 Young Carers in Somerset.

We do not yet have specific figures for those aged 17

We will need to provide support to 20 – 30 yr old Young Carers

In order to ensure that the transition is seamless we will be recruiting a "Project Officer"

The "Project Officer" responsibilities are currently being decided but it is likely that they will be involved in the following:

- Identifying hidden Young Carers
- Developing Assessment Plans

- Mapping out and setting up provision in partnership with charities, Compass Carers and other organisations
- Working together to find up older Young Carers
- Working with Young Carers to determine what they need from adult services, colleges and employment.

DA – Stated that you cannot put a specific age on transition 17 – 18 yrs onwards.

RH – Stated that Education Health Plans support Young People into Education.

DW – It will be a requirement to map support to show what it might look like. The Care Act states that transition can apply to anyone approaching 10 and could start as early as 16.

GO – The focus of the post will be to ensure support when Young Carers are at the edge. The Care Act ensures that we provide carers with the right support.

NM – Do we provide a service for Young Carers who care for a person with a learning difficulty, or who may have a learning disability themselves?

DW – Yes to both, specific numbers to be determined and collated.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meet to discuss further.	DW & NM	

<b>3</b>	<b>Somerset Choices Update</b>	
DP – Malcolm Jeffries has been actively involved in the development of the Carers Partnership Board web page, on Somerset Choices. MJ Has entered some very basic information. This will be reviewed with a working party from the Board who will ensure that the webpage is reviewed and kept up to date as required. MJ is currently the named administrator.		
<b>CONCLUSIONS</b>	We have a basic template and are now ready to enter details about the Board.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Plan page design and content and review process	DP, NR, MJ, SH	6.5.15

<b>4</b>	<b>Outcomes of “Somerset’s Commitment to Carers” Working Groups</b>	
VC – Provided an update on the work being carried out by the Carers Partnership Board Planning Groups (Task and Finish). Carers from the Board have been meeting with VC to discuss the key themes, priorities, layout and content of the “Somerset’s Commitment to Carers” Document. Carers have also been meeting with VC to plan the launch event. Carers will be attending their first meeting on the 7 <sup>th</sup> May, to commence discussions about Carers Services.		
DW – Requested clarity of Young Carers involvement.		

DP – To follow through  
 GO – Will invite Health & Well – Bing Board elected members: Christine Lawrence  
 Why do we not have a counsellor for carers?  
 BC – Mentioned his concerns about mobility cars and gave example of his own personal experience. BC Suggested that we look at mobility issues and a potential renting schemes for vehicles. BC went on to raise concerns about the cut of age being 65yrs, which could be viewed as discrimination?  
 NR – Stated that this was a national matter and had been raised previously. There are issues in relation to providers being charities and needing to obtain the best price for their vehicles.  
 BC – Highlighted the importance of this matter and how without these vehicles a cared for person's quality of life can decline and subsequently the quality of life of a carer. In summary these vehicles need to be affordable to all.

<b>CONCLUSIONS</b>	<p>Carers from the Board are now actively involved in the shaping and planning of Somerset's Commitment to Carers, in a variety of forms.</p> <p>All key stakeholders will be provided with the opportunity to contribute to the development of the Commitment at the Launch. An afternoon workshop is being designed for this purpose.</p> <p>Carers will continue this work and will be key to the monitoring and review of the Commitment priorities. A draft detail of how this continuous improvement cycle could operate will be shared with all at the next Board meeting.</p>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Draft document, TOR & Minutes – Somerset's Commitment to Carers Document Planning Group	DP	6.5.15
TOR & Minutes – Somerset's Commitment to Carers – Launch Planning Group	DP	6.5.15
TOR & Minutes – Carers Services Focus Group	DP	6.5.15
Present draft Commitment document to the Health & Wellbeing Board	VC	
Launch of Somerset's Commitment to Carers will take place at Stoke St. Gregory Village Hall 10.00am – 3.00pm	VC & Group	8.7.15
Invites to be sent and reserve list to be created (up to 100 people)	VC & Group	
Discuss and plan Young Carers involvement in the development of the Commitment and the Launch	DP & Group	30.6.15
Attend Young Carers Support Groups	DP	30.6.15

GO provided an approximate detail of funding (see hand out provided at Board meeting)

GO Clarified questions raised by Board members as follows:

- There was no set budget for carers
- We did previously have a cares grant, but we currently have no carers grant
- We do not ring fence monies
- Carers money is drawn from our general revenue allocation
- 50% of the funding for Compass Carers funding is provided by the CCG.
- Funding for Somerset Partnership NHS Trust has never been broken down into component parts, so figures shown on hand out show the total for all services.
- Day Care is indirectly and directly funded.

GO – Commented on the future vision for improvements as follows:

- Not to commission packages
- Will give allowance/personal budgets which can be given as a direct payment, to be spent as chosen on identified services
- We focus on how we carry out carers' assessments and capture data, record and report.
- That we report accurately, where we have been allocated specific budgets.
- We will be able to offer Individual Service Funds – A budget will then be given to a service who will work with the carer. We will still have some Managed Accounts which are the traditional method of providing services.
- There may be possible scope to use personal budgets for young people in transition.

This led into further discussions around carer's assessments.

GO – Commented on Carers Assessments: Somerset Partnership NHS Trust currently carry out assessments within 4 weeks. Somerset County Council is now focusing on its own assessment process and looking at the ways in which assessments come into the service. The aim will be to improve the front end in order to have a more immediate look at how those needs can be met.

AP – We need to consider how we ask carers i.e. "Do you know what you are entitled to?" It is important to put across the benefits of having a carer's assessment and possibly use an alternative word to assessment.

<b>CONCLUSIONS</b>	Where we can meet the need for the cared for we will be supporting the carer.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
When you hear of anyone not being able to have a carers assessment please inform Gareth.	All	

	<b>Carers' Partnership Board – Focus Group 1</b>	
<b>DISCUSSION</b>	<p>The group discussed a vision statement for Somerset's Commitment to Carers and came up with the following draft statement:</p> <p><i>"A commitment to improve the well – being of all unpaid carers in Somerset, enabling them to achieve a fulfilling life."</i></p>	

	<b>Carers' Partnership Board – Focus Group 2</b>	
<b>DISCUSSION</b>	<p>New name for Carers Partnership Board, discussed and agreed as follows:</p> <p style="text-align: center;"><b>CARERS VOICE SOMERSET</b> <i>Working together to improve the lives of carers in Somerset</i></p>	
<b>CONCLUSIONS</b>	<p>All agreed that the new name clearly defines purpose.</p> <p>Having Carers as the first word will aid with online searches made by carers</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Amend all documents and promotional material adding in new name.	DP	31.5.15

	<b>Carers' Partnership Board – Focus Group 3</b>	
<b>DISCUSSION</b>	<p><b>Carers Champions</b></p> <p>The group discussed the varying roles and functions of carers champions across surgeries in Somerset. The group would like to see more continuity and support given to carers champions to fulfil their role.</p>	
<b>CONCLUSIONS</b>	<p>The group would like to gather data in order to determine the true picture of the Carers Champion role across Somerset, identify good practice</p>	



and gaps in service. This would enable the Group to determine what in their view would be the best model and then work with relevant parties to bring this into action.

The group would also like to extend their data collection to schools and FE colleges.

The Group agreed that they would like to create a series of questionnaires that could be sent to those who provide support to carers in GP surgeries, Schools and FE colleges.

The group determined a number of questions that they would like to ask.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Produce questionnaires and circulate to the Board for approval	DP	Mid May
2. Agree how these questionnaires could be disseminated, check authorities and permissions.	Board	31.5.15
3. Send out questionnaires	Board	1.6.15
4. Collate data and produce report	DP	28.9.15
5. Agree outline actions	Board	28.9.15
6. Create action plan	DP	31.10.15

**FUTURE MEETINGS**

**1<sup>st</sup> July** (Wednesday)  
Wincanton Memorial Hall, High Street, Wincanton BA9 9JF

**September 28<sup>th</sup>** (Monday)  
The Meeting Room, Compton Dundon Village Hall, Meadway Hall, Ham Lane, Compton Dundon TA11 6PQ

**The format for both meetings will be as follows:**  
 10.00am - 11.00am Carers' pre meeting  
 11.15am - Refreshments  
 11.15am - 12.30pm main Board meeting  
 12.30pm - 1.00pm – Lunch - provided  
 1.30pm - 3.00pm – CPB Working Groups

**Important:** Can you please all let Debbie know which meetings you can attend and whether you are able to stay for the whole day or part. This will enable her to plan accordingly and minimize waste of resources.  
Thank you