

Somerset Carers Partnership Board

Minutes of the meeting held on 9 July 2014 at Compton Dundon

Present:

Neil Richards carer, Chairman
Margaret Worth, carer
Lynne Vallard, carer
Caroline Toll Carers UK
Susan Hartnell-Beavis, carer
Gaynor Price, Cares
Caroline Mead Somerset Partnership NHS Trust
Frank Burbach Somerset Partnership NHS Trust
Richard Pitman Compass Disability
Liz Churchill Compass Carers
Dick Acworth, carer
Vicky Chipchase SCC Adults & Health Commissioning
Debbie Penny Carers Project Support Officer
Margaret Grizell Somerset Clinical Commissioning Group
Jo Sylvester SCC Young Carers
Amy Bird young carer
Sheila Burr ridge SCC (minutes)

Apologies :

Virginia McCririck, SCC Group Manager Adults & Health Commissioning
Jon Goodwin SCC Adults & Health Commissioning
Helen Weldon Somerset Clinical Commissioning Group

Key

SCC – Somerset County Council
CCG – Clinical Commissioning Group

Item		Action
2.	Minutes of the last meeting (09/04/14) and matters arising The board agreed the last minutes were correct and could be published Matters arising There were no matters arising	SB
3.	Process for new Board members Debbie has identified a carer who would like to be part of the Board so needed to check if there was an application/approval process. Caroline/Neil confirmed they had produced a job description Jo has a copy of this. Everyone agreed there was	JS

	<p>no formal process and were happy for Debbie to invite this prospective new member along.</p> <p>Discussed: Carers Partnership Board information pack, could be useful to look at and update any current documents including terms of reference.</p>	DP
<p>Actions:</p> <p><i>1. Forward copy of the job description to Debbie and Neil - Jo</i></p> <p><i>2. Discuss Carers Partnership Board Information pack – Debbie & Neil, share outline proposals for revisions with Board at next meeting, October tc.</i></p> <p><i>3. Invite potential new board member to next meeting – Debbie</i></p> <p><i>4. Read “CPB Terms of Reference” prior to board meeting, discuss and amend at board meeting 16.10.14</i></p>		
<p>4.</p>	<p>Young Carers Project</p> <p>Jo apologised she had not provided a written report but gave a verbal update.</p> <p>The project is made up of two team leaders – Jo and Dave Willis plus four project workers.</p> <p>There are eight young carers groups running across the county plus an additional transition group. Around 300 young carers (between 8 – 18 years) are being supported. The groups run fortnightly, then over the summer are replaced with activity sessions.</p> <p>Key issues reported by young carers are:</p> <p>Education – transport/travel passes, the ability to phone home during school time</p> <p>Health – support with their own health and their parents health from GPs</p> <p>Margaret G responded and informed the group that of the 75 practices in Somerset, 60 have patient groups. Margaret will feed this information to the patient forum about lobbying their GPs</p> <p>Jo advised the Rucksack Project continues – these contain mental health resources and are given out from in patient units to young carers.</p> <p>Amy talked through the pilot transition group which had been started following demand from young carers approaching adulthood. Jo added that the main barrier to young carers attending this group was transport. Richard confirmed that a bid had just been submitted to take forward this project across the county over the next five years. Liz added that Compass worker Kevin Tarr is leading on this transition group.</p> <p>Margaret W volunteered her services to the transition group to deliver the first aid training. The group thanked</p>	

	her for this.	
Actions:		
5.	<p>Carers Project Support Officer</p> <p>Debbie introduced herself and gave a brief summary of her background and initial draft of her work plan. Debbie's draft work plan had been circulated ahead of the meeting.</p> <p>Richard suggested that many of Debbie's plans are already happening or being delivered by Compass (who have been commissioned to deliver and undertake them) e.g. training, working with groups. Richard queried where the money would be coming from for this suggested training. Also what Debbie's role with the groups would be?</p> <p>Debbie confirmed that her work plan was an initial draft based on information and feedback that she had gathered. Debbie explained that her interpretation of her role was to provide an interface between carers and the Board, with a key focus being to help all to work together harmoniously, to achieve the desired outcomes of carers.</p> <p>The Board agreed they hoped Debbie's role would be independent and un-influenced by the Board. Her role would be to support the Board but not be aligned to any one organisation. The intention was for the Board and Debbie to work together to shape her work plan.</p> <p>There was discussion about 'virtual' groups as a means of communication. Caroline T added that Carers UK had online forums.</p>	
Actions:		
<i>1. Up date work plan and present to the Board at the next meeting – October 16th</i>		
6.	<p>Developing the revised Carers Strategy</p> <p>Vicky introduced the Strategy as being dated and in need of refreshing. The new strategy would be a live document and look more like an action plan – for carers, produced by carers and developed by the Board. Information gathered from the carers conference would be included. Vicky plans to take the strategy to the Health & Wellbeing Board for endorsement and hoped other organisations would take it to their respective Boards to be endorsed. Debbie presented an idea of how the Board could work together to update this strategy in a workshop environment.</p>	
Actions:		

<p>1. Re draft initial work plan and present to the Board at the next meeting, October to – Debbie</p> <p>2. Present outline plan for strategy workshops</p>		
7.	<p>Carers Personalisation update</p> <p>Vicky reported work is underway within SCC as a result of The Care Act which will bring new legislation and requirements in April 2015. A task and finish group of officers will look at the current offer to carers. One option being discussed is the trusted assessor role.</p>	
<p>Actions:</p> <p>1. Task and finish group management – Vicky</p> <p>2. Feedback from task and finish group meetings – Debbie</p>		
8.	<p>The Local Account</p> <p>Vicky reported that SCC is tasked with putting onto it's website information about what we do and what services are available for the people of Somerset.</p> <p>A carers information sheet will be a live document on the website.</p> <p>Iona Brimson is the lead on this.</p>	
<p>Actions:</p> <p>1. Produce YouTube recording and accompanying photographs – Debbie & Iona by 25.7.14</p>		
9.	<p>Update from Compass Carers</p> <p>Liz talked through the service update which had been circulated ahead of the meeting.</p> <p>Liz confirmed most referrals were received via the magazine, referral from awareness sessions and from GP Carers Champions.</p> <p>Caroline queried the reporting process, Vicky clarified the reporting position. SCC (and not the Board) was the contract manager/service commissioner and therefore it was not a requirement for Compass to present their performance data to the Board.</p> <p>Vicky offered thanks for the comprehensive report on the carers conference – the recommendations from this would be fed into the strategy.</p> <p>NB. Reminder given by Vicky – SCC & Compass do operate a complaints process which is there to be used when required.</p>	
<p>Actions: Compass to provide a summary update at next meeting</p>		
10.	<p>Carers Joint Action Plan</p> <p>Vicky explained that this was a joint SCC and Health developed plan. The Board agreed the new strategy would</p>	

	take over the need for this plan.	
Actions: <i>1. See actions agenda item 6</i>		
11.	<p>Future administration of Board meetings Vicky acknowledged that SCC had administered the Board but going forward, and with Debbie's arrival it was proposed that in terms of administration, this role would pass to Debbie.</p> <p>There was discussion about future meetings and their format. It was suggested the meetings be separated into a business part where professionals would be invited, then a part dedicated to carers.</p>	
Actions: <i>1. Co ordination of meetings – Debbie</i> <i>2. Minutes of meetings, Sheila in conjunction with Debbi for today's meeting and Debbie thereafter</i> <i>3. Agenda – Debbie in conjunction with Board</i> <i>4. Next meeting: 10.00 – 11.00 Carers, Debbie & Neil , 11.00 – 12.00 Agencies, Debbie & Neil, 12.00 – 1.00 - all</i>		
12.	<p>Any other business Richard advised about a Channel 4 programme tonight at 11pm 'Britain's youngest carers'</p>	
<p>Additional actions agreed by all:</p> <p>All board members to look at other county strategies prior to next board meeting. Discuss at next meeting feeding back to board members the following:</p> <ul style="list-style-type: none"> a) What do you like about the strategy and why? b) What is the most useful thing about this strategy? c) What aspects of your chosen strategy/s could be adopted for Somerset and how? 		
13.	<p>Date of next meeting: October – date to be arranged by Debbie</p> <p>Agenda items to be sent in to Debbie by September 24th.</p> <p>Final agenda to be circulated 2 weeks prior to Board meeting, by Debbie</p> <p>Agency reports/updates to be sent in to Debbie & Neil by September 24th</p> <p>Please note:</p>	

	<p>It would be useful if all agencies could provide a brief update at each Board meeting. This could be in the form of a few key bullet points or a fuller report, when required. The aim of these updates being to inform the board of current developments, success stories, challenges etc</p> <p>Our next meeting will be our Annual General Meeting (AGM) Date: October 16th – Compton Dundon Village Hall</p>	
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