

## Somerset Carers Partnership Board Meeting

15<sup>th</sup> October 2014

### Compton Dundon Village Hall Minutes / Key Points and Actions

**Chair:** Neil Richards

**Present:** Brenda Prentice, Caroline Toll, Bob Champion, Dick Ackworth, Jon Goodwin, Liz Churchill, Lynne Ballard, Margaret Grizzell, Rosemary Woods, Sian Howell, Susan Hartnell Beavis, Vicky Chipchase

**Note taker:** Deborah Penny (Carers Partnership Board Project Officer)

**Apologies:** Amanda Payne, Caroline Mead, Caroline Harrison, Debbie Smith, Eddie Godfrey, Fiona Hawker, Frank Burbach, Gaynor Price, Gareth O'Rourke, Helen Weldon, Janet Coates, Jo Sylvester, Paul Shallcross, Richard Pitman, Steve Austin, Steve O Neil

**Distribution:** As above

Item	Minutes & Action/s	Action by	Timescales / Deadline
1	<p><b>1.1 Welcome to new board members:</b> Brenda Prentice (Health Watch), Sian Howell, Bob Champion, Rosemary Woods</p> <p><b>1.2 Updates from Vicky:</b> Resignations: Margaret Worth</p> <p><b>1.3 Matters arising from last meeting:</b></p> <p><b>Young Carers Transition pilot project, future projects and services</b> Susan &amp; Dick – repeated concerns in relation to communication about the Young Carers Transition pilot scheme – key parties including Jo were not aware. Liz – informed us that Compass had worked with SomPar and SCC to develop this project and details were included in the last two reports from Compass. Liz informed us that a bigger project was in the process of being developed. Debbie explained that she is now in regular contact with Liz and will pass on all updates in relation to the project to board members in a timely fashion.</p> <p>Susan - Requested that the SCPB are consulted/informed of all new potential schemes and services to be commissioned. All agreed.</p> <p>Debbie added that by creating a strong working infrastructure for the Board, with timelines of activities, better scheduling and planning we could improve communication and ensure that Board members are up to date with outline plans and proposals and are provided with more opportunities to be involved in and influencing decision makers – to be discussed further agenda item 7.4.</p>	SCC	

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p><b>Agreed actions:</b> Summary evaluation and progress report in relation to the Young Carers Pilot Scheme to be forwarded.</p> <p><b>Carers Partnership Board Support Officer</b> Rosemary queried an original draft task document, created by Debbie in relation to her role for the previous meeting. Rosemary highlighted concerns about potential duplication of work. Brenda added that people like choice. Neil clarified that this was a draft plan and a collation of initial ideas only. Concerns in relation to duplication and confusion over Debbie's role and function were raised, discussed and clarified at the last Board meeting. Neil clarified that where the Board might identify a potential project idea to support carers this would be initially discussed with the Board; after which, decisions could then be made about whether to proceed, who should take this forward, how, when etc. i.e. an idea could be passed to Compass, if appropriate. Neil reiterated that the Boards primary purpose is to work together as a team, to support carers.</p> <p>Jon gave further clarification about how Debbie's post came about and the overall intention of her role. Jon confirmed that Debbie's primary function is to ensure that the Board works.</p> <p>Dick stated his approval and gratitude</p> <p><b>Minutes</b> All agreed that the minutes for the July meeting can now be published.</p>	Liz	Feb 15
2	<p><b>2.1 Sitting Services</b></p> <p>Update from Vicky provided as follows:</p> <p>Sitting service consultation commenced on the 1<sup>st</sup> October and will end on 12<sup>th</sup> November – all is live on the SCC website. 320 service users and 150 carers have been written to. 1700 carers on the database have been sent a letter, survey and a prepaid return envelope.</p> <p>Sitting service is currently subsidised by SCC. The consultation document proposes that the full cost will be charged to those with savings of £23,250 and that it is estimated that 25% of people will be effected.</p> <p>Brenda asked will this be reflected in their direct payments? Dick asked is the carer taken into account? Caroline T stated that if a service is not put in for the cared for, the carer will take on a lot more.</p>		

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p>Jon responded as follows: Currently the sitter gets paid and the “cared for” person receives the sitting service free. The new Care Act might suggest that the carer might have a direct payment also. Legislation currently states that this is irrespective of age. From April next year the carer can request an assessment and payment.</p> <p>There will be no sitting services cuts made to any carer caring for a person with a terminal condition.</p> <p>Susan raised the following in relation to the consultation:</p> <p>Through discussions with carers groups about the payments of sitting services the following points need to be considered: When a carer is actively caring they cannot always complete a survey. Susan asked “how can we gather feelings about sitting services by other means?”</p> <p>Vicky replied that on the letter sent to carers a telephone number is also provided for carers to use. Age UK can also provide an advocate.</p> <p><b>Actions agreed:</b></p> <p>a) - All questions relating to the sitting service be forwarded to Debbie. Debbie will then co-ordinate responses from SCC.</p> <p>b) Sitting Service Consultation documents to be forwarded to SCPB</p> <p><b>2.2 Care Act</b></p> <p><b>Actions agreed:</b></p> <p>Updated Care Act information to be forwarded to SCPB.</p>	<p>Vicky Via Debbie</p> <p>Gareth via Debbie</p>	<p>16.10.15</p> <p>31.10.14</p>
<b>3</b>	<p><b>Service Reports</b></p> <p>Liz provided a detailed report, all agreed that it was very positive. When asked whether Compass had received any complaints Liz informed all that there had been none.</p> <p>Debbie informed the Board that she and Liz were now working more closely together and this would aid with the timely circulation of Compass reports, giving people time to read the report before the Board meeting.</p> <p>Neil stated that he thought it would be appropriate to request that other agencies produce a report for the board meeting. All agreed that this would be useful.</p>		

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p><b>Actions agreed:</b></p> <p>a) Circulate Compass report to board members two weeks prior to board meeting.</p> <p>b) Request that Jo and Caroline M provide a service report for the SCPB meetings, and that Debbie circulate, as above.</p>	Debbie	Quarterly
4	<p><b>Carers Assessments</b></p> <p>Caroline T raised concerns about how referrals were being made from Somerset Direct and Compass for those caring for people with MH problems.</p> <p>Liz clarified the process as follows: If person is known to Somerset Partnership NHS Trust then referral can be made to them. If unknown then the individual should be advised to go back to their GP and request a referral.</p> <p>Caroline T stated that carer's assessments can take weeks or even months.</p> <p><b>Actions agreed:</b> Take back to the Clinical Commissioning Team</p> <p>Caroline T highlighted the importance that those carrying out assessments must be properly trained.</p> <p>Susan stated that Carers Assessment Workers may have initiated assessments but then there have been delays because the Social Worker system is overburdened. Jon agreed that the system is currently overwhelmed and that everything was being done to find a solution to this. Jon went on to say that his team are giving much focus to ensuring that the "front door" is right, ensuring that the right staff are obtained at the right time at the onset, this was something that they could do. Jon confirmed that when carer's assessments come forward they will be passed on to well-trained Carers Assessment Workers. "The biggest issue of all is having an organisation that can cope with demand", currently it has been necessary to use some temporary staff and Locums but all are in agreement that permanent staff are preferred. Jon finished by saying that we must ensure that these messages must get back up to higher levels, to the County Council decision makers.</p> <p>Caroline asked whether anyone was willing to speak out at a council meeting with her, Brenda stated that she would.</p> <p>Dick raised concerns that carer's assessments could be sold to a separate provider and that the work might be then badly</p>	Margaret	16.10.14

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p>done. This led back into further discussion about prior contracts being drawn up without carers being involved fully.</p> <p>Brenda said that we need to know what commissioners are contracting and asked whether the Board might be able to ask Debbie to find money to undertake research on how money might be spent.</p> <p>Vicky clarified that Compass was initially designed to offer “Low level support to carers”. Susan stated that a carers needs are not dependent on the needs of the carer but of the ability of the carer to cope emotionally and physically. Susan asked for further clarification about what constitutes “Low Level” Susan said that in her opinion carers would need “High Level” support.</p> <p>Vicky stated that Gareth was committed to involving all carers.</p> <p>Neil suggested that we could request a counsellor attend a board meeting i.e. William Wallace.</p> <p>Susan made reference to Somerset Direct changing to a generic service and not being as effective as Care Direct.</p>		
5	<p><b>Terms of reference</b> Review of the TOR briefly discussed. Dick suggested that they would be much better if paragraphs were numbered and key points abbreviated to bullet points and that we always include a date on the document.</p> <p><b>Actions agreed:</b> Send TOR template for revision suggestions to Board members (Carers)</p> <p>Collate all revision suggestions and produce draft TOR to be distributed for review at next meeting.</p>	<p>All</p> <p>Debbie</p>	<p>20.10.14</p> <p>Feb 2015</p>
6	<p><b>Somerset Carers Partnership Board – Information Pack</b></p> <p>All agreed that A5 is the preferred format Dick suggested that we shorten and abbreviate with bullet points to make it an easier and faster read. Lynne suggested that we consider the cost of colour printing and questioned the use of pictures which could bump up printing costs. Dick suggested that we change the title. Sian gave design tips for the front cover. Debbie suggested that the information pack could be given to people interested in the work of the Board i.e. Carers Support Groups, GP Surgeries and those who might be interested in joining. Debbie also suggested that we could, in addition design</p>		

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p>a shorter 3 fold leaflet for general use at GP surgeries.</p> <p><b>Action agreed:</b> Revise document and produce final draft for next Board meeting. Collate initial printing quotes and suggestions for distribution.</p>	Neil & Debbie	Feb 2015
7	<p><b>Future working ideas</b></p> <p><b>7.1 CPB Strategy workshops.</b> Debbie ran through an outline proposal of the workshop. Dick suggested that we change the name “Carers Strategy” to “Somerset’s Commitment to Carers” – all agreed</p> <p><b>Actions agreed:</b> The workshop will be for Board members who are past or present carers.</p> <p>Details in relation to the Care Act will be sent to participants prior to the workshop.</p> <p>The workshop will take place in the function room at The Boca Bar in Glastonbury.</p> <p>Produce a workshop brief in conjunction with Neil and send to all participants.</p> <p>Existing outdated strategy to be forwarded to all prior to workshop with all other relevant documents.</p> <p><b>7.2 CPB Workshops &amp; Meeting Venues</b> All agreed that the Boca Bar would be acceptable for our workshops</p> <p>All agreed that the next Carers Partnership Board will be held at Compton Dundon Village hall.</p> <p>Discussion around holding meetings at other venues across the county including the Compass facility. Caroline mentioned the lack of parking.</p> <p><b>Agreed actions:</b> Plan future meeting venues and schedule of dates.</p> <p>Send out meeting schedule</p>	<p>Debbie</p> <p>Debbie</p> <p>Debbie</p> <p>Debbie</p> <p>Neil &amp; Debbie</p> <p>Debbie</p>	<p>10.12.14</p> <p>29.1.15</p> <p>10.12.14</p> <p>10.12.14</p> <p>Dec 2014</p> <p>Dec 2014</p>

## Somerset Carers Partnership Board Meeting

Item	Minutes & Action/s	Action by	Timescales / Deadline
	<p><b>7.3 Carers Partnership Board Vision Groups</b> Debbie provided further details about the setting up of Vision Groups, to date three potential group leaders have put their names forward in Chard, Dunster and Glastonbury. Overview of purpose of the group as follows: To enable us to reach the wider community of carers and provide them with the opportunity to discuss specific CPB agenda items, in advance of our meetings. The group leader would represent carer's views and would feed back to the Board via Debbie.</p> <p><b>7.4 CPB information exchange, communication and newsletter – example timeline.</b> Debbie talked briefly about how we could improve the planning of Board activities and show progress, for this purpose she has created an outline timeline – a planning tool which she will use to collate and monitor activities. Example and covering notes forwarded prior to the meeting.</p> <p><b>7.5 CPB Website</b> Discussed in brief – carry forward</p> <p><b>Agreed action:</b> discuss further and provide an outline proposal for next meeting.</p> <p><b>7.6 Debbie work plan &amp; updates</b> Debbie is meeting with Neil on a regular basis to determine her key tasks and monitor progress.</p>	Neil & Debbie	Feb 2015
8	<p><b>AGM</b> All agreed Neil remains Chair of the Somerset Carers Partnership Board.</p>		

### Future meeting dates:

#### **Carers Strategy Workshop** (Board members – past and present carers only)

Thursday 29<sup>th</sup> January 2015

Boca Bar, Glastonbury

10.00am – 3.30pm

Light lunch and refreshments will be provided

#### **Carers Partnership Board Meeting** (All Board members)

February 2015

Compton Dundon Village Hall

10.00am – 11.00am Carers meeting only

11.15am – 1.00pm Main meeting commences

Refreshments will be provided