

Minutes from the Learning Disability Partnership Board Meeting on Wednesday 26th March 2014 at The Sydni Centre, Sydenham



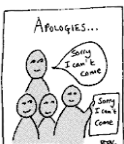
Sherryl Gaskell Warwickshire County Council (WCC) chaired the meeting with Neil Roberts (Co-Chair) as Becky Hale was unable to attend the meeting.

Who Came to the Meeting?

- Ian Alsop - LD Representative
- Jatinder Kaur - Family Carer
- Jo-An Golding - Warwickshire Police
- Julie Curtis - Learning and Development Officer, WCC
- Suzi Miller - LD Representative
- Tina Dixon - LD Representative
- Rob Crutchlow - Advocacy and Empowerment Worker, New Ideas
- Denes Birta - Advocacy and Empowerment Worker, New Ideas
- Liam Abraham - LD Representative
- Hardip Johal - Commissioning Support Officer WCC
- Davina Clare - Administrative Support, WCC
- Rachel Faulkner - Learning and Development Manager WCC
- Philomena Humphries - Coventry and Warwickshire Partnership Trust
- Doreen Woodward - New Directions Service Provider
- Deborah Smith - Lead Practitioner Safeguarding Adults WCC

Words in blue have been included in a glossary list at the end of the minutes to help understand them better.

Apologies



Becky Hale, Doris Sheridan, Sally Eason, Denise Musson and Tim Willis

People who shared information



Sherryl Gaskell and Philomena Humphries

2. Previous Minutes and Feedback



Changes to be made:

Page 3: paragraph 3 - misprint of word "talk told".

Don't use strategy - use plan (page 5)

3. Learning Disability Representatives - New Ideas



- Liam shared that they have been talking to people at the hubs about the Winterbourne Report which has been sent to Sherryl.

- People at the hub fed back the following:



- They know it is important and things need to change
- People should reviews the service without notice (unannounced visits)
- People are struggling to understand the [Mental Capacity Act](#).



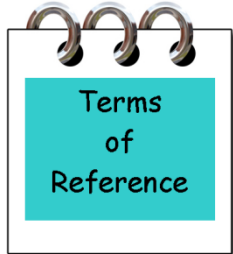
- Sherryl said that she has read through the comments on the report and found it very informative.
- Sherryl is working with a company called Widget in Leamington to look at putting information about Winterbourne into an accessible format - easy read hand-out and DVD, explaining what we want to do and the pathway for people.



4. Partnership Board Review – Sherryl Gaskell



- Sherryl has pulled together all the information from the Partnership Board Workshop which took place on 22nd February.
- Sherryl gave feedback to board members on the Partnership Board Review and changes which have already been made:



- Partnership Board Terms of Reference (the way in which we work) have been updated.
 - Traffic light cards now include pictures.
 - Papers for meeting to be made available on coloured paper - makes things easier to read.
 - Guidance notes for presentation - No jargon used, 15mins for agenda
- Continue to send out Learning Disability newsletter. This is sent out every 2 months, following Partnership Board sign off.
 - Have small working groups which will have individual action plans. The group will give updates and report any issues to the board.
 - The role of the Partnership Board will be to continue to monitor next Learning Disability plan and any issues will be reported to health and wellbeing board.
 - Membership - Representatives from education, children services and finance will also be invited.
 - Co-chair - A learning disability rep will be chair, and an application for chair will go out to the public. The new chair will need to have commitment, time and experience supporting or caring for people with a learning disability, also a passion to work alongside people with LD.
 - **Profiles** of Partnership Board members including a photograph of every board member with brief description of their job will be shown on the website.

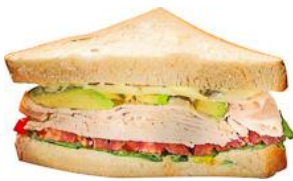


- The maximum turn of 18-24 months for each board member will change unless it is part of someone's job role to attend.

Things we need to still look at:



- Payment to Carer and LD Reps - This is being looked at the moment by WCC. A **policy** is being developed looking at reimbursement for all volunteers. This will be fair and reasonable. Sherryl will keep the PB informed of its progress.



- Providers Lunch - Sherryl explained that unfortunately there is no budget for providing lunch. When PB's started they did get funding from Valuing People Support Teams for refreshments. However, this funding is no longer available. All to carry on bringing on lunch to board meetings.



- Deborah said that staff who attend training courses, have to also bring our own pack lunches as it is not provided.



- **PB Role descriptions** will be sent round to members to have a look and see if information is correct and add anything.



- Application process - Sherryl will send papers out and would like everyone to have a read and bring any comments to next Partnership Board to review.



Overview
and Scrutiny

- Once board has agreed, this information will go to the forward information to **Overview & Scrutiny**.

- Clinical Commissioning Group Rep- if Sally can't attend another rep from CCG will need to attend.



5. Health and Social Care Self-Assessment Update - Sherryl Gaskell



- Warwickshire County Council has collected a lot of information on Health and Social Care Services last year and this was sent to **IHAL** (Improving health and lives).
- An action plan will be written wherever a RED or Amber rating was given.

Results

A - Being Healthy

What we need to do:



- Work around **GP registers**
- Increase health checks and Health action plans,
- Improving access to screening, better information, **"Flag" system**, but for all this to work everyone needs to Work together for a joint plan.

B - Being Safe

- 100% reviews,
- **Contract compliance**, an easy to read jargon free Mental Capacity act,
- Involving customers in recruitment,
- Service specifications.



C - Living Well

- **Transition pathway**
- Improve access to services - like museums, theatres, & other ordinary services.



6. Coventry and Warwickshire Partnership Trust – Admirals Court Philomena Humphries



- Philomena talked about changes to Admirals Court Respite service.
- She explained that Admirals court in Rugby is closing and this service will be available at Ashby House, Nuneaton
- Philomena explained, they have spoken and met with lots of people and will continue to do this. Services users think the services are good because:

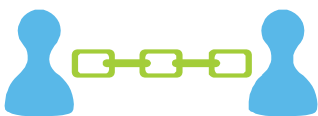


- They are in a good area for many service users
- Service users like to stay there for Respite
- Both have a nice and welcoming staff teams.



- It would be good to move all Respite services to Ashby House because:

- It is purpose built
- Has more beds
- Offer more choice
- Buildings are newer and cost effective
- More space for day services
- Better links with other agencies and providers
- Staff can work more flexible
- Want the services to be used by more people.



7. Information Sharing

Safe Places Update – Hardip Johal

North Warwickshire Pilot



- Hardip said they have launched the Safe Places scheme in North Warwickshire last week.
- Organisations have signed up to the scheme and the pilot will run for months, following this it will be reviewed and further places will be signed up.



Nuneaton Safe Places Pilot



- Nuneaton and Bedworth scheme was reviewed recently. The review told us that people had been in for help and support at one of the safe places.
- We will now be looking to sign up further places in Nuneaton and Bedworth area.

GP Surgeries



- Hardip told the Board that a number of surgeries are signing up to the scheme across Warwickshire.

PB Review Re-launch – Sherryl Gaskell

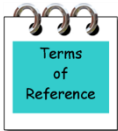











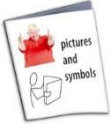









- Sherryl said that an event was being arranged to re-launch the Partnership Board and give people the chance to talk about the LD **Strategy** 2011- 2014.
- More information will be shared once this has been arranged.





7. Date of next meeting



The next meeting will be held on **Wednesday 28 May** at **Hatters Space Nuneaton 10am – 1pm.**

Actions from 26 March Meeting		By When
	Hardip to add L & D representative to Terms of Reference	Next meeting
	Hardip to look for suitable venues for meetings with free parking.	Next meeting
	Sherryl and Hardip to send out PB Members roles and responsibilities to members to feedback.	4 April 2014
	Sherryl to look at LD reps looking at minutes before they go out to make sure they are easy read.	July meeting
	Sherryl to bring PB Member application form and process to next meeting.	Next meeting
	Sherryl/Hardip to prepare a glossary to go with minutes to help with some of the difficult words which cannot be changed.	next set of minutes
	Sherryl/Hardip to set date for PB Launch event and circulate to members.	Next meeting
	Sherryl to change Health action plan C6 to CCG only.	Next meeting
Actions from 20 th November meeting		By when
	Learning Disability Reps to visit Housing with Care sites once open to evaluate and feedback to Board. Sherryl will get plans which tell us when sites will be ready.	Feedback at future meeting Sherryl G
	Learning Disability Reps to share with other people with Learning Disabilities information about the Housing for Care Scheme.	ongoing

Actions from 2 nd October Meeting		By when
	Denise Musson to send easy read PIP benefits information to Hardip for circulation to providers.	Complete 
	Doris S to send Quality Assurance Panel Terms of Reference to Hardip Johal for circulation to PB Members. HJ to chase up.	Complete 
Update: Terms of Reference is for only for staff.		
	Doris S to check feedback is given to the person making a referral if concern is raised about a person/Customer. HJ to check with Doris Doris has provided update information for staff only unable to share with board.	Complete 
Update: where appropriate referrers are contacted to give a reassurance that appropriate action has been taken.		
	Amanda B to look at linking the new disability awareness advisor at Stratford jobcentre with Stratford community hub.	complete 
Actions from 10 th July Meeting		By when/done
	Becky Hale to raise to the Commissioning Unit about being clear about the tender process with providers. Currently in progress	In progress
Actions from 13.03.13 meeting		By When/done
	Paula Ellis to look at carers who have expressed an interest in getting involved and working with Warwickshire County Council.	ongoing

Actions from meeting 14 th November		By When/done
 <p>Partnership Board Members to look at making the Safeguarding Process information easier to understand to use to circulate to people with learning disabilities. Denise Musson to check.</p> <p>Updated from Deborah S: Spoke to operations manager a request going forward.</p>		In progress
Actions from meeting 12 th September 2012		
 <p>Julie Curtis and Amanda Burn to look at the Learning and Development Action plan and how that fits in with the Learning Disability Strategy.</p> <p>Update: Amanda B is planning with Julie Curtis in line with LD needs and strategy. Ongoing</p>		In progress
 <p>Rob Crutchlow to record an introduction to the Community Hubs video and liaise with Amanda Burn to look at distributing Community Hubs Videos and arranging viewing of videos to staff. Rob C to set up meeting.</p> <p>Update: 2 videos have been made with interviews with managers from each of the hubs.</p>		complete 

Glossary – what some of the hard words mean

Hard word	meaning
"Flag" system	Doctors and healthcare staff record on a patients record to say they have a learning disability, so that for any future appointments people get the right support
Contract compliance	Meets all of the things which are in the contract to make sure people are getting a good service.
GP registers	Patients records which doctors keep.
IHAL (Improving health and lives).	The Improving Health and Lives look as information from around the country on <ul style="list-style-type: none"> • the health of people with learning disabilities • the health care they receive
Mental Capacity Act.	The Mental Capacity Act is designed to protect people who can't make decisions for themselves or lack the mental capacity to do so.
Overview & Scrutiny	Overview and Scrutiny checks that the Council is delivering on its promise
PB Role descriptions	Information about the role of being on the Partnership Board.
Policy	Rules and procedures to meet actions
Profiles	Information about a person.
Transition pathway	The process of change a person goes through, for example growing from childhood into adulthood. For people with disabilities this process of reaching adulthood can mean changing the services from which they receive support and this can take place over a long period.