

**Minutes of Carers Strategy Executive Board Inaugural Meeting
Held on Thursday 3rd November 2011 In Great Western House Meeting Room**

Present:

Suzannah Rosenberg, Head of Integrated Commissioning, PCC/NHS Ports(Chair)
 Margaret Geary, Director of Adult Social Services and Strategic Director, PCC
 Stephen Corrigan, Carers Strategy Lead, PCC/ NHS Ports
 Lisa Mundy, Carers Strategy Lead, PCC/ NHS Ports
 Sylvia Hutchins, Carers Council Facilitator, Carers Together
 Vicky Rennie, Executive Board Administrator, PCC/NHS Ports (Minutes)

Apologies:

Innes Richens, Executive Director, NHS Portsmouth
 Paul Edmondson-Jones, Director of Public Health & Primary Care, NHS Ports
 Carers Council Chair- TBA
 Carers Council Vice Chair - TBA

ITEM NO:	ACTION REQUIRED	BY WHOM
1.	Welcome, Apologies, Introductions Sylvia to inform Stephen or Lisa of Carers Council Electives availability for future Exec board meetings.	SH
3.2	Agree Terms of Reference All changes will be made by Vicky and be sent out for agreement	VR
4.1	CQUINS Stephen will need to discuss monitoring with Jo Shearman at NHS Portsmouth.	SC
4.1	Finance –Lisa has all the costcode but more detail is required before a definitive amount can be declared. Lisa will update when more information is available.	LM
5.1	Proposed Reporting Process & Timetable Stephen is to write up a carer involvement charter.	SC
5.2	Agree Reporting Process Stephen and Lisa will develop a reporting system based on the management structure.	SC/LM

DECISIONS MADE:

ITEM NO:	DETAILS OF DECISION MADE	BY WHOM
6	Agenda Agenda Items were agreed.	ALL

DATE OF NEXT MEETING:

Thursday 5th April 2011 from 15.30 to 17.00 at Great Western House Meeting Room

1. WELCOME, INTRODUCTIONS, APOLOGIES

Apologies received from Innes Richens and Paul Edmondson-Jones. Sylvia Hutchins introduced herself to the group and explained she is facilitating for the Carers Council and attending this meeting until the Carers Chair and Vice Chair are elected on 14th November. Sylvia will confirm with Chairs their availability for the executive board meetings and report to Stephen or Lisa.

Action: SH

2. STRATEGY SUMMARY

The strategy was launched in June with a pamper day for carer's. See item 4.

3. TERMS OF REFERENCE

3.1 Proposed Terms of Reference

A draft copy of the terms of reference was presented to the board. (Attached Appendix 1) The following comments were made:

- Item 3 - More definition is required for term of "sign up"
- Item 4 - Membership is not "multi-agency, multi-professional" Line to be changed to "The board is a meeting of the two main commissioning agencies and members of the carer's council."
- Item 4 – Non voting members need to be noted as such to avoid confusion.
- Item 4 – Two statements to be added to membership:
"The executive board can co-opt members as required"
"The executive board can nominate one person at 1 level down to attend in their place when required."
- A new Item to be added titled "Quorum". This should be as small as possible whilst not risking undermining the strategy.
- Item 6 – Under Responsibilities, "the professional members will report upwards....." will need to be changed to reflect Item 3 alterations.
- Item 7 – "Professional" will be changed to PCC/PCT Employee.
- Item 7 – The chair will be formally nominated at the next executive board meeting when carers council chair and vice chair are in attendance.
- Item 8.2 – This item needs more clarification around when the support can be given i.e. during meetings or outside of meetings.

3.2 Agree Terms of Reference

All changes will be made by Vicky who will send out for approval.

Action: VR

4. POSITION STATEMENT

4.1 Carers Strategy Update

Stephen and Lisa talked through the position statement. (Attached Appendix 2)

- **Strategy Launch** – The strategy launch event was very successful and Stephen would like to repeat the event annually. It would be a useful tool for gaining carers opinions and to encourage new membership to the carer's council. Sylvia said the carers found it useful as they could take the time to get their assessments done and then go swimming or have a pamper session. There were 40 carers who signed up to the carers council at the event and all have been invited to attend the carers council meeting in November, also they have been given the opportunity to vote via, phone, email or post if they cannot attend the meeting itself. There have been 64 voting slips sent out so far.
- **CQUINS** – CQUINS should become business as usual after this year. Stephen will need to discuss monitoring with Jo Shearman at NHS Portsmouth.
Action: SC
- **Finance** – This is work in progress. Lisa has all the costcode but more detail is required before a definitive amount can be declared. Lisa will update when more information is available. This work should create an understanding of the carer's role in personalisation and direct payments.
Action: LM
- **Flagship** – It is believed that the communications to be placed in the Flagship magazine should reach more carers and help them to identify themselves as carers and subsequently access more services.
- **Carers Assessments** – There is a distinct team that complete and process Carers (self) Assessments. Process consolidation and coordination is currently under discussion regarding all assessments, it is anticipated that this will improve the access to and quality of all assessments offered and provided.
- **Young Carers** – Mike Stoneman is working on the young carers priorities and should be invited to attend the next executive board meeting as a co opted member as and when required. It is important that the strengths of the young carers workers are not lost in the redesigning of services. The young carers will be informed about and involved in the Carers Strategy young carers Group at the Carers Centre, Clare will talk to the young carers group regarding this.

4.2 Emerging Issues

Lisa presented four emerging issues.

- **Young Carers** – Already discussed in 4.1
- **Carers Assessments** - Already discussed in 4.1
- **Carers Council** – This is an unknown quantity due to not being in place at present. Therefore this can become an issue if for any reason it does not work.
- **Carers Centre Review**

5. **MANAGEMENT STRUCTURE**

5.1 Proposed Reporting Process & Timetable

Stephen talked through the structure (Attached Appendix 3)

The structure was devised after the workshop on 26th October 2012. It was agreed that taking the reports to the carers Council before bringing to the Executive Board would create a more transparent and open reporting process. It also means the work would have to be in “real” English without acronyms etc.

Instead of using the term carers champion the workshop decided to use Link Worker as this is more understood by carers.

There has also been a support group set up for the sub group chairs by Jo Atkinson. Stephen shared his concerns of having carers as members of sub groups, especially as carers will be involved in-between each sub group meeting.

It was agreed that carers involvement should be meaningful but the decision shall be left to the chair of the individual sub groups or if a carer requests to be on a particular sub group. Stephen is to write up a carer involvement charter.

Action: SC

5.2 Agree Reporting Process

Stephen and Lisa will develop a reporting system based on the management structure.

Action: SC/LM

6. **AGENDA**

The agenda has been agreed to include the items below:

- Introductions, apologies
- Work Programme
- Emerging Issues
- Risk register
- Carers Council Issues/ Updates
- Any Other Business

Dates of future meetings were given out (Attached Appendix 4)

7. **ANY OTHER BUSINESS**

7.1 SHA Assurance Document

The document was submitted updated and ahead of time to the SHA.

7.2 Carers Consultation and Involvement

Stephen has written the document and will share at the carer's council meeting re: outcomes.

7.3 Kings College: Social Care practice with carers; an investigation of practice models
Mike Staniforth had a discussion with Jo Moriarty and has agreed to take part in the project (Attached Appendix 6) The benefits to Portsmouth are the group will run workshops, event and report findings to Portsmouth at their own cost.

7.4 Management & Confidential Issues

Stephen and Lisa expressed concern over some of the items discussed in the executive board meeting being confidential as all paperwork will be available online via the PCC website.

Margaret and Suzannah advised that confidential issues should be added to the TOR to explain confidential items will not be published nor should they be discussed outside of the meeting.