

Meeting: Carers Executive Board
Date: Monday 23rd January 2017
Time: 14:30 - 16:00
Venue: Conference Room A,
Portsmouth Civic Offices

MINUTES

Attendees:	Innes Richens (IR), Vicky Rennie (VR), Ken Ebbens (KE), Jacky Charman (JC), Bradley Flowerday (BF), Ann Rice (AR), Andy Ames (AA), Rachael Roberts (RR), Sarah Balchin (SB), Clare Rachwal (CR), Andrew Parsons (AP), Gill Harmer (GH),
Apologies Received From:	Angela Dryer (AD), Timothy Hardy (TH)
Visitors:	

Item No.	ACTIONS FROM THIS MEETING	LEAD
2	Finalise and print a chart/diagram to show main organisations/providers in the city who carers may come into contact with by end of March 2017	CR
2	Raise previous action with VR Ask Emma Ralston and Jules Bryan how Appetito and apex care get feedback from customers and how they use feedback re time of delivery. It might also be a good idea to get feedback from users. Also check how contracts were transferred from meals on wheels to Appetito (were customer details handed over or were new contracts signed).	KE
3	Update ToR 4) membership, 5) Statement of Quorum, 9) Support to the Carers Council Chair & Vice-Chair	ICS
4	Explore how the NHS England Carers Toolkit is applicable to Portsmouth	CR / RR
5	Meet to discuss carers week including giving out flowers with messages during	IR / AD / RR / SB

Agenda Item Number	Item	Action For
1.	<p>Welcome Introductions and Apologies</p> <p>Introductions and apologies were given.</p>	
2.	<p>Minutes and actions from last meeting</p> <p><u>Previous Minutes</u></p> <p>The previous minutes were agreed as accurate.</p> <div data-bbox="692 757 900 875" style="text-align: center;">  Carers Executive Board meeting 20.10. </div> <p><u>Actions from last meeting</u></p> <p>Action: KE asked that in future particular KPI's are prioritised for members to read and challenge at the board. Action for CR and RR to create a specific report for the amber/red KPI's.</p> <p>Response: CR has raised this with AD. There have not been many changes since the last meeting; the updated action plan will be distributed to the group. Questions can be sent directly to CR.</p> <p>Action: Create a chart/diagram to show main organisations/providers in the city who carers may come into contact with</p> <p>Response: CR developed a draft diagram and shared with AP. This work is on hold, as the future of some services is uncertain. Once budgets have been finalized this work will be resumed to ensure that information is not immediately out of date and misleading.</p> <p>AP felt that this is not helpful for carers currently, as they won't know how to enter the system and how to find services. CR said that a final draft could be printed by end of March.</p> <p>SB asked that it was made clear where people can self-refer or when people will need to be referred.</p> <p>Action: Ask Emma Ralston and Jules Bryan how Appetito and apex care get feedback from customers and how they use feedback re time of delivery. It might also be a good idea to get feedback from users. Also check how contracts were transferred from meals on wheels to Appetito (were customer details handed over or were new contracts signed).</p> <p>Response: KE will raise this this action again with VR</p>	<p style="text-align: center; vertical-align: middle;">CR</p> <p style="text-align: center; vertical-align: bottom;">KE</p>

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3.	<p>Terms of Reference</p> <p>SB said that the national Carers Strategy refresh will be published in March 2017 which could affect the way that the board works. IR said that the ToR should be updated now, and then fully reviewed after the new strategy.</p> <p>Action ICS (TBC): Update ToR 4) membership, 5) Statement of Quorum, 9) Support to the Carers Council Chair & Vice-Chair</p>	ICS
4.	<p>NHS England Carers Toolkit</p> <p>CR presented a report NHSE Toolkit highlight to the group.</p> <div data-bbox="694 779 901 898" style="text-align: center;">  NHS England Carers Toolkit Briefing Jan 2017 </div> <p>The new carer's strategy is going to be published in March and CR suggested that this toolkit could be a good guideline to help health and social care integrate working.</p> <p>SB has previously reviewed the carers toolkit, and said that it was very useful and demonstrates good ways to work with carers.</p> <p>It was suggested that a session could be organised with NHSE to discuss how the toolkit could be beneficial to Portsmouth.</p> <p>AR suggested that this should be included the STP as it would help professionals to progress carers work. IR suggested that the STP could slow the progress of the project for Portsmouth, and that it may be better to have informal conversations with Hampshire, Southampton and IOW.</p> <p>Action CR/RR, see how the toolkit can be used in Portsmouth. Once issues and strong points are found, talk to Southampton and Hampshire to share ideas. Share findings with board members</p> <p>Post meeting note: NHS England Carers Toolkit can be accessed using the link below https://www.england.nhs.uk/wp-content/uploads/2016/05/identifying-assessing-carer-hlth-wellbeing.pdf</p>	CC/RR
5.	<p>Carers Week</p> <p>Carers week is during the week commencing 12th June 2017.</p>	

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	<p>Monday - Outreach at QAH - focusing on North of city.</p> <p>Tuesday - Event at Guildhall, information sharing and consultation.</p> <p>Wednesday - Outreach at St Mary's hospital</p> <p>Thursday - No formal plans yet</p> <p>Friday - Event called 'time to change' in commercial road to focus on mental health.</p> <p>Action Portsmouth - Previously there was a non-religious service held at a church for carers to meet. Possibly will be held again 12th June.</p> <p>PHT have a carers friendly initiative. PHT policies and staff will be audited to test knowledge, and how carer friendly it is.</p> <p>PHT will also be renaming the 'carer's drop-ins' to 'carer's café' to give it more of an informal and friendly appearance.</p> <p>AR - Last year in Southampton people gave away flowers with a message in the stem about carers. Pharmacy bags that week also included a message about carer's week. AR suggested that this idea could be used in Portsmouth. KE suggested that Tesco Fratton may be helpful with flowers, as they have previously helped in similar projects. IR said that a one off sum of money should be possible, but volunteers are needed to organise. IR suggested having a contact point from each participating organisation.</p> <p>Action IR/AD/RR to meet and then contact SB.</p>	<p>IR / AD / RR / SB</p>
<p>6.</p>	<p>Reports/ Updates:</p> <p>PHT</p> <p>SB presented a report.</p> <p></p> <p>Portsmouth Hospitals Trust Report.pdf</p> <p>Solent NHS Trust</p> <p>AR presented a report.</p>	

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	<p>Calendar for staff, each month has a different initiative to focus on. In June the primary focus will be carers.</p> <p> Solent NHS Trust Report.pdf</p> <p>ASC</p> <p>RR presented a report on behalf of AD.</p> <p> Carers Exec ASC report Jan 2017.docx</p> <p>Carers Lead / Young Carers</p> <p>Structural changes in ASC team, there will be an update next meeting for young carers.</p> <p>Portsmouth Healthwatch</p> <p>KE said that the 'always' events were extremely positive; morale of staff seemed very high as a result.</p> <p>Healthwatch are working closely with Portsmouth University this year, numerous projects have been planned.</p> <p>Healthwatch are not aware of their role yet in the STP. IR said that it is likely to be the Health & Wellbeing Board, not Healthwatch</p> <p>New Solent Mind - Relate brochures have been developed.</p> <p> 190117 hp exec board report v2.docx</p> <p>Portsmouth Carers Voice</p> <p>AP thanked IR and AD for their help resolving the lack of respite care problem.</p> <p>GH raised respite for carers and the people being looked after. IR said that this issue is being addressed within the city. IR said that respite is often</p>	

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	<p>bought within the city, but will be flexible upon user's needs and desires so out of area respite is available.</p>  <p>Andrew Parson - Portsmouth Carers Vt</p>	
7.	<p>AOB</p> <p>No other business was discussed</p>	

Dates of Future Meetings:

Date	Time	Location
26.04.17	14:30 - 16:30	Conference Room B
26.07.17	14:30 - 16:30	TBC
25.10.17	14:30 - 16:30	TBC

The notes from this meeting may become available to the public under the Freedom of Information Act 2000.