



Meeting: Carers Executive Board
Date: Thursday 21st July 2016
Time: 13.00 to 15.00
Venue: Ground Floor Meeting Room 4,
Civic Offices

MINUTES




Attendees:	Innes Richens (IR), Vicky Rennie (VR), Ken Ebbens (KE), Jacky Charman (JC), Bradley Flowerday (BF) Marina Martin (MM), Angela Dryer (AD), Ann Rice (AR)
Apologies Received From:	Louise Bevan (LB), Clare Rachwal (CR), Dave Adams (DA), Richard Harvey (RH), Rachael Roberts (RR), Sarah Balchin (SB), Andy Ames (AA), Lisa Mundy (LM), Carolyn Barber (CB), Andrew Mason (AM), Ruth Dash (RD), Tina Jacobs (TJ), Timothy Hardy (TH),
Visitors:	



Item No.	ACTIONS FROM THIS MEETING	LEAD

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> <p style="text-align: center;">  Carers Executive Board meeting 21.04. </p>	

Agenda Item Number	Item	Action For
	<p><u>Actions from last meeting</u></p> <p>2.1 <i>Each item on the action plan should be assessed and consider carers involvement where appropriate. Take the action plan to the operational group and report back to the Carers Executive Board during the next meeting</i></p> <p>The action plan will be taken to the operational group next week, an update will be presented at the next Carers Executive Board meeting.</p> <p>4.1 Give feedback to KE about each of the 10 highlighted issues that have been resolved to say if they are still resolved or if there are any issues.</p> <p>Action covered by agenda</p> <p>5.1 <i>Review carer experience survey and give feedback to Ann Rice by 19th May</i></p> <p>Action completed.</p>	
3.	<p>Action Plan</p> <p>MM presented the Carers Strategy 2015 - 2016 Action Plan to the board, Items with red text in them were discussed.</p> <div style="text-align: center;">  <p>Action Plan 2015-2017 June 2016</p> </div> <p><u>Action 1.1</u></p> <p>MM asked if this action could be changed from Amber to Green. This was requested because there are a vast range of tools being used to complete this task. The board agreed that this action has been successful and now just needs to be monitored. It was suggested that a KPI is being reported. AD felt that an exec board needs an oversight of this action so that the problem does not reoccur.</p> <p>It was agreed that the action can be marked as green, but ongoing. This will keep the action live and will evidence that work has been achieved. This would also give opportunity to mark it as amber again if needed.</p> <p><u>Action 1.6</u></p>	

Agenda Item Number	Item	Action For
	<p>Action 1.6 is Amber, but MM suggested that this should also be changed to Green. It was suggested that Green items have an embedded document with evidence that has been gathered. JC said that BME groups still need more focus. It was said that success should be measured separately, e.g. for mental health patients or people on the autistic spectrum.</p> <p>The board agreed that action 1.6 should be split into sub actions that focus on particular groups. This will help to show the areas where progress has been made and what groups need more attention.</p> <p><u>Action 1.7</u></p> <p>MM said that there is a gap in local data and asked the board for suggestions as to where data could be sourced.</p> <p>KE said that most ex-carers stop their caring role and go back to a normal life so will not be able to be identified. MM has said that there could be a market development approach to start gathering new data. This will then set a baseline for future evaluations.</p> <p>AD said that she did not think that this action is appropriate for the strategy. It was said that this resource could be used elsewhere, and is partially covered by other actions.</p> <p>KE said that most people did not want to be reminded that they were a carer, so it will be very difficult to identify them. KE would like to see mental health support for people who are ex-carers but still want to access support.</p> <p>The board agreed to remove action 1.7 from the strategy plan.</p> <p><u>Action 2.3</u></p> <p>The board agreed that the record of regular engagement has been developed and is successfully ongoing; therefore the action can be changed from Amber to Green.</p> <p><u>Action 2.4</u></p> <p>No data can be sourced to measure the outcome of this action. AD said that this should be changed from Amber to Green, as it is not likely that more progress will be made against the objective.</p> <p>It was suggested that targets should be reviewed so that success can be shown easier.</p>	

Agenda Item Number	Item	Action For
	<p><u>Action 3.7</u></p> <p>3.7 VR said that this is probably wide than just ICS services. This is embedded into Framework; however contracts can't be updated until they expire. AD said that this objective should remain orange as this should be achieved to more than just PCC commissioned services. Solent do this by embedding into a patient experience/quality section. This may be signed off by the end of the year.</p>	
4.	<p>Portsmouth Carers Voice (PCV)</p> <p> Board Report PCV July 2016.docx</p>	
5.	<p>Reports/ Updates:</p> <p>PHT</p> <p>SB presented a report for Portsmouth Hospitals NHS Trust.</p> <p> Board Report PHT July 2016.docx</p> <p>MM said that a carer's identification training course at QAH is planned and is inviting all staff to attend. It has been requested that monitoring data is to be collected as a record of success, IR was happy for the board to provide support.</p> <p>JC wanted to know how BME groups are focused on during the work. It was said that lots of nationalities are not on forms. It was said that lots of people from BME groups will not fill in forms due to coming from corrupt governments. JC feels that there is a lot of fear and language barrier. There are plans for a wellbeing day that is aimed towards breaking cultural barriers.</p> <p>Solent NHS Trust</p> <p>AR presented a report for Solent NHS Trust</p> <p> Board Report Solent NHS Trust July 2016.1</p>	

Agenda Item Number	Item	Action For
	<p>ASC</p> <p>AD presented a report for Adult Social Care</p>  <p>Board Report ASC July 2016.docx</p> <p>Carers Lead / Young Carers</p> <p>A Carers report was presented.</p>  <p>Board Report Carers July 2016.docx</p>	
6.	<p>AOB</p> <p>Changes to Carers KPI's</p> <p>VR met with Jo York and suggested that the carers KPI's need changing. A new version will be presented at the new Carers Executive Board. AD said that she would like to be involved to see if the new KPI's meet the 5 ways to measure.</p> <p>Carers Planning Group</p> <p>VR raised the carers planning group. VR would like to review the ToR and purpose to see if the planning group is needed, and if a working group could replace it. The board felt that the planning group is no longer effective and could be replaced by a smaller working group.</p> <p>Dementia Training</p> <p>KE attended universities dementia training. 1st stage dementia was good. He said that it implied that everyone can live well with dementia well; he felt that training was not realistic and has passed this feedback on.</p> <p>Flagship Newsletter</p>	

Agenda Item Number	Item	Action For
	<p>KE asked if there was a cost to flagship, MM said that it is a self-sustaining resource so there must be a charge to maintain it. MM said that PCV has recently had a page published in Flagship. KE would like to put something in Flagship for the carer's day. There is a deadline of August for submissions but an extension may be allowed. John Millard will be able to clarify costing and deadline extensions.</p> <p>It was requested that AD sends a copy of 5 tests of a good measure and applying principles of work and meetings. to JC and AR.</p>	

Dates of Future Meetings:

Date	Time	Location
20/10/2016	13:00 - 15:00	Civic Offices Ground Floor Meeting Room 3

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