



Personalisation Expert Panel

Minutes of a meeting held at Unity 12, Southampton on 11th May 2012

Present: Carolyn Barber (HCC), Janet Chierchia (Carers Together), Tina Coldham (Service User), Barbara Crofton (Service User), Ruth Dixon (HCC), Robert Droy (SCIL), John Evans (HCIL), Julia Goldsmith (Jack's Place), Esi Hardy (Service User), Jane Hunt (HCIL), Ian Loynes (SCIL), Dorothy Perkin (Carer), Ross Smith (Service User), Iain Speed (All Inclusive Ltd), Berni Vincent (SCIL) and Ed Walton (HCC).

1. Apologies for Absence

Apologies were received from Anne Meader (Service User) and Bernard Stagg (Service User).

2. Minutes

The minutes of the meeting held on 13th April 2012 were agreed as a correct record.

3. Matters Arising/Updates

(1) Self-directed Support

Action: Ed to approach Andy Wilshire/Natalie (HCC) about future attendance at the Panel to feedback on SDS issues and new working arrangements.

(2) PEP Core Group

There were still some teething problems with the new Core Group arrangements but regular fixed meetings should help.

Action: Robert to fix schedule of regular monthly on-line Core Group meetings.

(3) Hampshire Hospitals NHS Foundation Trust

Ian Loynes advised that he had attended his first meeting of the above Trust. Meetings would be held approximately every 3 months and regular reports would be made to the Panel.

Action: Ian to schedule in quarterly reports to the Panel following meetings of the Foundation Trust.

(4) Personal Independence Payments

Action: Robert to circulate details of latest consultation phase (Jane to provide) in relation to the above proposals, on which comments were required by the end of June.

(5) Face to Face Engagement

Berni advised that the work of the Sub-group was progressing well with a plan of action drawn up listing all potential contacts to whom assigned individual members of the sub-group would approach and begin the engagement process.

Action:

(a) Berni/Esi to progress the development of promotional material and flyers (see 6 below);

(b) Ed to set up any meetings involving Community Development Officers as necessary;

(c) The process of establishing the links with organisations as previously agreed to be carried out on a graduated basis throughout the year to avoid excessive work peaks.

(6) E-Engagement

Robert advised that the project had been largely completed with the updating of the website although work was yet to start on producing a newsletter.

Action: Robert to look into proposals for the production of an electronic newsletter as part of the face-to-face process.

(7) ULO Project/Meeting with Maria Miller

Ian Loynes reported on the outcome of last week's meeting with Maria Miller, the Minister for Disabled People, to discuss the setting up of a User-led organisation (ULO) in Basingstoke. SCIL was hoping to assist in the process by utilising the existing Disability Forum and other appropriate organisations in the area with a view to such organisations working together to form one ULO in Basingstoke.

Ian referred to the South East Network of Disabled People's Organisations (SENDPO), which had been established to offer support to both existing and emerging ULO's, and that with the formal launch of SENDPO scheduled for 12th July, this would be a good opportunity for the Panel to forge useful links with the Network.

Action:

- (a) Further to the recent meeting with the Minister, the Panel to review the opportunities for assisting with the project in Basingstoke when a formal response is received from the Government Department (Ian);**
- (b) Panel members to advise Ian if they wish to attend the conference near Gatwick on 12th July, to formally launch the South-East Network of Disabled People's Organisations (SENDPO);**
- (c) Ian to arrange for details of the forthcoming SENDPO sub-regional meeting to be held in June (possibly in Southampton) to be circulated to PEP members.**

4. Conference on Commissioning and Health Inequalities

Tina attended the above conference in London on 26th April, on behalf of the Panel, and outlined the main points arising which

would be of interest to Panel members. This included timescales for implementing the new commissioning arrangements, the work of the Commissioning Board and its role in allocating resources to the Clinical Commissioning Groups.

Action: The presentation material for the conference on ‘Delivering good commissioning and reducing health inequalities’ held on 26th April to be circulated electronically in pdf format to PEP members (Robert).

5. Conference Steering Group Update

Robert and Iain Speed had met recently with John Avery (Chairman of the Carers’ Partnership), Emma Dyer (HCC) and Alison Flack (Connect Advocacy) to discuss joint co-operation to get the best out of this year’s conferences and at ways of achieving inclusivity and accessibility for all; provisional conference themes were also discussed. The above discussions had been productive and a further meeting would be held in June.

Action:

- (a) The Panel notes that the one of the themes of the Carers Partnership Conference may be about HCC’s short-break strategy to support carers;**
- (b) The PEP Conference provisional theme about the integration of health and social care (possibly including the White Paper for Social Care) is agreed;**
- (c) Robert to discuss with Alison Flack the possibility of the Panel holding a workshop on health and social care integration at the forthcoming Self-Advocacy Conference;**
- (d) The work on health and social care integration to be linked up to the TLAP Markers.**

6. Publicity Materials for the PEP

Members discussed the need to produce suitable publicity materials for the Panel.

Action: Berni to investigate the provision of publicity materials for the Panel to include a roll-up banner and flyers (all suitably personalised) and to report back at a future meeting.

7. Jack's Place link with PEP

Julia gave a presentation on the background and the role of Jack's Place, located at Sutton Scotney, Winchester. Initially, Naomi House, a hospice for children with life-limiting conditions, was established in 1997. Whilst offering support and some opportunities for short-break care for youngsters up to the age of 18, there was little to offer young adults over 18. As a result of a large fund-raising effort, Jack's Place was built in the grounds of Naomi House, specifically designed as a hospice for young adults but also offering some respite care.

In looking at the needs of the young people, the need for more empowerment was one of the major issues affecting their lives. To this end, an opportunity to hear from Panel representatives and for the young people to talk about their own experiences would be of considerable benefit to them.

Action: Esi to liaise with Julia on dates of future 'over 18 weekends', with a view to attending on behalf of the Panel, to talk to the young people at Jack's Place on the work of the PEP and to forge links for the future (using the presentation material prepared under face-to-face engagement.

8. Think Local Act Personal

The Panel received a report from John and Ed, together with a written report, setting out the background to the setting up of the Think Local, Act Personal Partnership and to the subsequent production of the 'making it Real' outcome framework providing a series of 'I' statements that could be used to mark progress towards

personalised community based support. Organisations taking part in the process were required to make the following declarations:-

- Co-produce a declared commitment to use the markers at Board level;
- Publicly share actions they will be taking to make progress towards achieving them;
- Regularly report back on progress with identified actions.

The report also covered the outcome of a meeting with Shahana Ramsden (TLAP) to discuss the role of HCC as a future test site for the process.

Action:

- (a) Ruth/Ed to submit a paper to the Departmental Management Team advising that the Panel supports the declaration required in signing up to the scheme including the need to establish a co-productive working group as soon as possible;**
- (b) Once the above has been agreed, together with the decision to be taken by HCC as to the 'Board level' of the above commitment, further discussions would be held to determine the composition of the working group, responsibility for co-ordination and so on.**

9. Social Care Practice Manual

Carolyn Barber advised that she had been commissioned by HCC Adult Services to produce a Social Care Practice Manual giving guidance around self-directed support , and as a first stage in the process, she was developing a framework for the project (several handouts were submitted to assist the Panel). As part of this work, she was seeking the assistance of the Panel in 2 ways:-

- To ensure that the guidance in the Manual fully reflected the Service User perspective;
- As part of the project plan was to create better ways to share SDS information on-line through Hantsweb with Service Users and Carers, to help in the development of key-based principles for the guidance.

Ruth indicated that whilst the Manual was essentially being prepared for staff use, it needed to be as transparent as possible so that Service Users would also find it useful and understandable and it could be used as a back-up if there was any uncertainty about advice given.

Action: Carolyn to attend a special session of PEP members, following a shortened PEP meeting in July (to allow a 1½ hour session), to present a series of questions to be included in the above Manual and to receive appropriate input from the Panel to ensure that the Service User perspective is reflected in the guidance.

10. PEP Communication by E-mail

Action: Panel members to note, that wherever possible, e-mails only to be sent to recipients requiring the information to avoid members receiving excessive amounts of material for information only.

11. Lucy Butler

It was noted that Lucy Butler would be leaving Hampshire in the near future to take up the appointment of Deputy Director of Adult Services in Oxfordshire.

Action: Robert to write to Lucy, on behalf of the Panel, to thank her for all her support over the years.

12. HCC – Agenda Items

Ruth advised that there were a number of issues coming up, as listed below, which might be submitted to the Panel in due course:-

- The voice of older people;
- Short breaks for physically disabled people;
- Dementia-friendly communities/dementia advisers;
- Learning Disability Transformation;
- Older Persons' Day Opportunities;
- Meals on Wheels – Universal Offer;
- Development of telecare services.

Action: The Panel to note the additional items for future discussion highlighted at the meeting and Robert to initiate a Core Group discussion on these agenda items in due course.

13. Personal Development - Mentoring

Action:

- (a) The personal development evaluation form sent to mentors to be returned to Berni as soon as possible;**
- (b) Mentors to (i) confirm they can attend the wash-up meeting on 15th June and (ii) to encourage Service Users to attend a future PEP meeting and advise Berni.**

14. Short-Break Strategy – Focus Groups

Action: Barbara to attend a focus group on 31st May and 7th June to assist in the review of the HCC Short-break Strategy.

Next meeting: Friday, 8th June 2012 from 10.30am to 2.00pm

Forthcoming Events: