

**LPB INVOLVEMENT GROUP (LPBIG)**  
Minutes of meeting held on Wednesday, 19<sup>th</sup> August 2009

**Present:**

Waheda Ahmed	BME Carer Representative – Lancashire
Ian Clift	Carer Representative – North Lancashire
Grainne Cuerden	LTSC/Rethink
Rebecca Davis	LPB Team/Network Director of Commissioning
Peter Green	LTSC/Richmond Fellowship
Brian Gumbley	Service User Representative – Central Lancashire
Rod Hacking	Service User Representative – North Lancashire
Maureen Hindle	Service User Representative – East Lancashire
Michelle Lyons	LPB Team/UCLan
Philip McGladdery	Service User Representative – Fylde Coast
Valerie Minns	Carer Representative – East Lancashire
Angela Radcliffe	Carer Representative – Fylde Coast
Pat Rolph	LPB Team ( <i>chair</i> )
Katharine Wykes	LTSC

**Apologies:**

Dr Christina Lyons	LPB Team/UCLan
Marjorie Twist	Carer Representative – Central and West Lancashire

No.	Item	Action
1.	<b>Introductions and apologies</b>	
2.	<b>Minutes of the previous meeting</b> The minutes of the previous meeting held on Thursday, 28 <sup>th</sup> May 2009 were agreed as an accurate record.	
3.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• LPB organisational members – Pat confirmed that from the last Partnership Board meeting, it had been agreed that Richard would be reconfirming membership attendance at some point in the future.</li> <li>• LTSC proposal (first draft) – Pat confirmed that agreed amended wording to the LTSC's initial draft proposal had been actioned and copies were circulated to group members after the last meeting.</li> <li>• Strategic Commissioning Board invitation – deferred to later in the meeting.</li> <li>• Information of Deprivation of Liberty Standards (DOLS) – information provided by Maureen had been circulated to members after the last meeting.</li> <li>• New business cards – new cards with the Partnership logo had been printed and were tabled to members present at the meeting.</li> </ul>	
4.	<b>LTSC Presentation</b> Grainne delivered a power point presentation to the group giving an overview of the Consortium's proposals for a plan to support members, including timescales set over a two year period. Slide handouts were tabled for member's information (available on request). The presentation was followed by a discussion, the details of which are summarised as follows:- <ul style="list-style-type: none"> <li>• A lengthy process, allowing sufficient capacity for the level of work required. Not all work can proceed at the same pace, to be reviewed periodically.</li> <li>• This action plan for development will run alongside existing work programmes</li> </ul>	

	<p>and not impede ongoing work, as a secondary programme.</p> <ul style="list-style-type: none"> <li>• The two year term is not unusual for work programmes and allows an established process to be reviewed should changes be required.</li> <li>• It was felt that consistent support maintained was important.</li> <li>• Representative's length of time in their voluntary position was discussed with the need for a succession strategy incorporating an overlap period.</li> <li>• Work on appropriate mapping of services to be undertaken e.g. the Acute Care Forum.</li> <li>• Clarification of members' roles and how they may be perceived needs to be considered to tackle suspicion or scepticism around the Partnership Board's work.</li> </ul> <p>Rebecca commented that it was stakeholder organisations senior manager's responsibility to ensure that staff, were made clear about LPB representatives' roles.</p> <p>A discussion took place in respect of the frequency of future group meetings, and that this needed further consideration.</p> <p>Waheda noted that it was important that members' knowledge, experience and skills gained in post should not be wasted in the future. A lengthy discussion continued around:-</p> <ul style="list-style-type: none"> <li>• The number of LPB representatives in post and their roles</li> <li>• Varying different levels of support e.g. families/service providers</li> <li>• Representation of the LPB Involvement Group</li> <li>• Mapping exercises, involvement and networking</li> </ul> <p>It was agreed that an Involvement Group meeting needed to be arranged for October to take these issues forward, Pat will liaise with Grainne to arrange a new date. (<i>Wednesday, 28<sup>th</sup> October 2009</i>).</p>	<p><b>PR &amp; GC</b> Actioned 31/08/09</p>
5.	<p><b>Carers Strategy</b></p> <p>An update on the Carers Strategy from Valerie was circulated to members with the agenda.</p> <p>Valerie tabled a copy of an email received from Patrick Sullivan, Lancashire Care Foundation Trust (LCfT), the strategy lead, which gave further information. Valerie explained that a consultation had already taken place and the document was now with the printers but any comments were welcome to be forwarded to her by Wednesday, 26<sup>th</sup> August 2009.</p> <p>A discussion took place in respect of Carers Assessments, Valerie expressed her concern this had become a tick boxing exercise. With over six thousand mental health carers in Lancashire, Valerie reminded members about the training DVD produced for staff, to be used with an accompanying training programme. Work was in progress by NHS East Lancashire to look at how this copywrited DVD could be purchased, and presented most appropriately.</p> <p>Members agreed it would be useful for Valerie to bring the DVD along to view at the group's next meeting.</p>	<p><b>VM</b></p>
(3.)	<p><b>Matters Arising – Strategic Commissioning Board (SCB) invitation</b></p> <p>Rebecca tabled a letter from Judith Griffin, formally inviting two LPB members to join the SCB. Rebecca thanked Maureen and Marjorie for volunteering after the</p>	

	<p>group's last meeting.</p> <p>SCB meetings are to be held quarterly, with the next meeting due to take place on Friday, 11<sup>th</sup> September. Information from the SCB will be regularly fed back to Partnership Board members.</p> <p>A discussion in respect of Self Directed Support (SDS) took place, with Valerie advising the target of 11,000 people to be in receipt of SDS by the year 2011.</p> <p>Grainne suggested that members may wish to consider inviting the Lancashire SDS Team to a designated Involvement Group meeting in the future, to deliver a presentation. Grainne offered to forward the contact details for the SDS Team to Pat for future information.</p> <p>Valerie told members about a generalised 'green paper' having been produced on the future of social care, having implications for mental health. Valerie kindly offered to forward to Pat a briefing of the paper produced by Rethink for circulation to members.</p>	<p><b>GC</b></p> <p><b>VM</b> Actioned 24/08/09</p>
6.	<p><b>Direct Payments Leaflet</b></p> <p>Samples of the final copy of the group's direct payments leaflet produced were tabled to members for their information. Pat advised the leaflet was now with the printers and to be distributed through the team's communications network as soon as possible.</p> <p>Copies of the North West Commissioning Roadmap paper giving information on personalised budgets kindly forwarded by Valerie, was circulated to members with the agenda. It was agreed future copies of the Direct Payments leaflet to be printed should be reviewed on a regular basis to ensure information remained current.</p>	
7.	<p><b>Feedback – Issue 11</b></p> <p>Copies of issue 11 of the group's newsletter 'Feedback' were tabled to members for their approval and agreed.</p> <p>Pat brought to member's attention the results of the 'Feedback' questionnaire which were included in the newsletter, with ideas for future consideration.</p>	
8.	<p><b>Feedback – Issue 12</b></p> <p>The following items were agreed for inclusion in the next newsletter:-</p> <ul style="list-style-type: none"> <li>• Carers Strategy – Pat to email Valerie to check the information to be included.</li> <li>• Partnership Board update</li> <li>• Strategic Commissioning Board update</li> <li>• LCfT new inpatient site update</li> <li>• Mental Health Improvement Programme</li> </ul> <p>A brief discussion took place around what sort of information should continue to be included in the newsletter. Maureen suggested alternative therapies may be given future consideration.</p> <p>The timescale for proposed new inpatient sites to be built was discussed, with concerns raised over bed numbers in local areas.</p>	<p><b>PR</b></p>
9.	<p><b>Care Quality Commission (CQC) – consultation response</b></p> <p>Pat advised that a single consultation response had been submitted on behalf of Maureen. No other contributions had been received from members for inclusion.</p> <p>A brief discussion took place around the importance of the CQC's role and the</p>	

	<p>opportunity to express views on how this new body would proceed.</p> <p>Rebecca advised that the consultation deadline for responses had been extended to 15<sup>th</sup> September, should members still wish to submit an individual response.</p>	
10.	<p><b>Frequency of future meetings and newsletters</b></p> <p>A copy of the remaining scheduled group meetings for 2009 had been circulated to members with the agenda.</p> <p>A brief discussion took place over the frequency of future meetings as Partnership Board meetings would now be held quarterly rather than every two months. The 'Feedback' newsletter was also discussed, with its new larger format, Rebecca suggested members may wish to consider producing this on a monthly basis to incorporate regular updates.</p> <p>As discussed earlier in the meeting, it was agreed that a decision on the frequency of meetings and newsletters should be put on hold until further discussions could take place with the LTSC.</p>	
11.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Waheda raised a concern over whether a disclaimer should be included within the group's newsletter in relation to giving information on various local services. It was agreed that a disclaimer needed to be included on all future copies, as well as the direct payments leaflet and on the LPB website. Members were happy for Pat to seek out a suitable disclaimer on their behalf for inclusion.</li> <li>• Waheda advised of her participation in 'Caring with Confidence' training sessions taking place in Blackpool. The three hour sessions looked at different issues affecting carers and are run free of charge. Waheda agreed to forward to Pat information about the course for onward circulation to carer members.</li> <li>• In respect of the Carers Assessment training DVD, Valerie asked if it would be useful to bring along an East Lancs representative, either Mark Nutley or the new Engagement and Involvement worker. It was agreed that it would be useful for one of the representatives to attend if available.</li> <li>• Phil advised that he had become involved in voluntary work with a new dual diagnosis service in Blackpool and wanted to check if his involvement could be a conflict of interest with his LPB representative role. All members agreed that they did not believe there would be any concerns raised by Phil's involvement with the service. A brief discussion continued around the potential of the service.</li> <li>• Angela advised members of a recent 'Making Space' carer's break she attended, which included a briefing paper on the Mental Health Act. It was agreed that Pat would circulate copies of the paper to members with the minutes.</li> <li>• Rebecca advised of the team's project manager post being advertised on the NHS careers website and requested for a volunteer sit on the interview panel on Friday, 2<sup>nd</sup> October 2009, inviting anyone interested to contact her after the meeting.</li> <li>• Rebecca also advised the team needed to recruit a new administration assistant. With various options available for recruitment e.g. NHS apprenticeship, part time/shared/flexible fixed term contract, this position</li> </ul>	<p><b>PR</b> Actioned 20/08/09</p> <p><b>WA</b> Actioned 25/09/09</p> <p><b>VM</b></p> <p><b>PR</b> Actioned 25/09/09</p>

	<p>was hoped to be advertised as soon as possible.</p> <ul style="list-style-type: none"> <li>• Grainne made members aware of the 'New Horizons' public consultation, 'Towards a Shared Vision for Mental Health' being carried out on behalf of the Department of Health. Responses were encouraged and it was agreed that Pat would circulate the consultation document by email to all members and forward paper copies to Brian and Maureen by post.</li> <li>• Grainne also advised of the Mental Health Improvement Programme's (MHIP) work led by John Boyington at NHS North West. The MHIP Team, are based at Gateway House in Manchester. Work streams include; service user and carer engagement, commissioning and workforce development. Conferences have already taken place in Bolton and Liverpool, with the next to be held in Manchester on 12<sup>th</sup> October. Pat had already circulated information about the conference to members by email.</li> </ul> <p>Grainne confirmed that a Workforce Development Group had been set up in respect of a stigma and awareness programme, working with hospital trusts, Manchester Care Trust, and an expression of interest had been received from Lancashire. It was expected that the next themed conference would be coming to Preston next year.</p> <p>Rebecca advised she is a member of the MHIP Expert Reference Group for commissioning. The Partnership Board and the SCB were examples of collaborative arrangements already in place.</p>	<p><b>PR</b> Actioned 25/09/09</p>
	<p>Pat thanked members for their attendance and contributions.</p> <p><b>Date and time of next meeting</b> – Wednesday, 28<sup>th</sup> October 2009 from 11am – 2.30pm, at the Harris Park Conference Centre in Preston.</p>	