

**LPB Involvement Group Workshop**  
 Tuesday, 22<sup>nd</sup> September 2009  
 Meeting notes

**Present:**

Waheda Ahmed	BME Carer Representative – Lancashire
Ian Clift	Carer Representative – North Lancashire
Rebecca Davis	LPB Team/Network Director of Commissioning ( <i>chair</i> )
Brian Gumbley	Service User Representative – Central Lancashire
Rod Hacking	Service User Representative – North Lancashire
Maureen Hindle	Service User Representative – East Lancashire
Dr Christina Lyons	LPB Team/UCLan
Michelle Lyons	LPB Team/UCLan
Philip McGladdery	Service User Representative – Fylde Coast
Angela Radcliffe	Carer Representative – Fylde Coast
Pat Rolph	LPB Team
Marjorie Twist	Carer Representative – Central and West Lancashire

**Apologies:**

Judith Griffin	NHS Blackburn with Darwen
Richard Jones	Lancashire County Council
Valerie Minns	Carer Representative – East Lancashire

No.	Item	Action
1.	<p><b>Introductions and apologies</b></p> <p>Rebecca explained the purpose of the meeting was to bring together ideas for the LPB’s priorities for a new work plan, and to discuss how board meetings should be held in the future.</p>	
2.	<p><b>Progress Reports and Updates</b></p> <p>The minutes from the two previous LPB meetings held on 6<sup>th</sup> March and 11<sup>th</sup> June 2009 were checked for accuracy and to follow up action points but Rebecca advised these could not be ratified until the next LPB meeting on 15<sup>th</sup> December 2009 when all organisational members would be present.</p> <p>A brief discussion took place around some of the issues raised from each of the previous LPB meetings, the details of which are summarised as follows:-</p> <p><u>Minutes - 6<sup>th</sup> March 2009</u></p> <p>Rebecca noted Brian’s concerns raised in respect of GP prescribing and advised ‘shared protocol’ would be included for discussion at the next LCfT Contract and Performance Management Group meeting. Rebecca explained that the Contract and Performance Management Group is a meeting for PCT Mental Health Commissioners and LCfT senior executives, to discuss LCfT’s provider contract and related performance issues.</p> <p>Rebecca explained that some medications can be prescribed by either GP’s or consultants. Both Rod and Maureen gave personal examples of where they have found evidence of a lack of information sharing, and noted that with the use of electronic records, this problem should have been overcome by now. Ian commented that paperwork relating to a patient’s care should follow a patient through each service provided.</p> <p><u>Minutes - 11<sup>th</sup> June 2009</u></p> <p>It was noted from the minutes that all future LPB meetings would be held quarterly rather than every two months.</p>	

<p>In respect of the new Delivering Race Equality Training post sponsored by the LPB, Christina advised that the position had now been filled, under the line management of Clive Taylor, Equality and Diversity Lead for LCfT. As yet, there had been no feedback received. Christina suggested and it was agreed that Waheda would make contact with the new DRE worker via Clive.</p> <p><u>Progress reports and updates</u></p> <ul style="list-style-type: none"> <li>• <b>Consortium support for LPB representatives</b> – Rebecca confirmed that a budget for the Consortium’s new support role had been agreed with Richard Jones and Judith Griffin, and confirmed their supportive role would begin at the LPB Involvement Group’s meeting on 28<sup>th</sup> October 2009.</li> <li>• <b>Strategic Commissioning Board (SCB)</b> – Rebecca confirmed that the SCB met on Friday, 11<sup>th</sup> September 2009. Both Marjorie and Maureen kindly volunteered to become board members. Discussions had included work on alternative crisis services, and services for 16-17 year olds.</li> </ul> <p>Rebecca explained that from next year under the Mental Health Act, there would be a requirement for 16-17 year olds not to be held in services with people of the age 18 and over. The SCB are discussing the use of a new dedicated unit to provide eight or nine beds. Existing services are currently located in central Lancashire.</p> <p>Marjorie expressed her concern over rumours that the new unit would be sited at the Scarisbrick Centre in West Lancashire, resulting in adult services having to be transferred to Chorley. Local people are unhappy about this prospect as it raised serious concerns over related transport issues. Rebecca was not able to substantiate this rumour but confirmed the intention to have one unit for the whole of Lancashire.</p> <p>A brief discussion continued around bed occupancy and the lack of occupational therapy available on wards.</p> <ul style="list-style-type: none"> <li>• <b>Knowledge Transfer Partnership (KTP) Project</b> – Michelle gave members an overview of the KTP project which is centered on developing a new commissioning framework for alternative crisis services to be provided by the third sector. The project has completed two of its three year term and it is hoped the service will be in place before the new hospitals are finished, the first of which is due to be completed in 2011.</li> </ul> <p>Background was given on the research currently underway in North Lancashire, which uses a collaborative approach. Michelle confirmed she was pleased to find out that the SCB had agreed the project’s work, subject to information on timescales being reported back to the Board in December 2009. Michelle is now in the process of drawing up a project initiation document/plan, to explain why the project is required, what needs to be put into place and by who e.g. the Partnership Team, overseen by the SCB. A risk assessment and stakeholder mapping exercise also needs to be carried out.</p> <p>Phil asked if the new service would be ready before the new hospitals open. Michelle advised, the hope is that they would be, but the project needs to be moving forward with the support and financial resources in place from organisations, and with the evaluation and reflection of service user and carer feedback obtained.</p> <p>Brian asked if respite services would be included within this new service. Christina confirmed that only alternative crisis services are being put into</p>	<p><b>WA</b></p>
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	<p>place at this stage, but respite services would need to be considered.</p> <p>Maureen made reference to her visit to the Rethink alternative crisis service in Rotherham, and advised she will be attending a meeting with Mark Nutley (NHS East Lancs &amp; Lancashire County Council) to consider community services in the Manchester Road area of Accrington. Maureen gave an example of an existing local project run by a charitable organisation and expressed her hopes for the development of this service.</p> <p>Maureen made reference to her attendance at the SCB meeting held on 11<sup>th</sup> September and gave her appreciation for the way in which she was treated with dignity and respect by senior executives. Rebecca thanked Maureen for her comments and advised this information would be fed back to Judith Griffin, the chair of the meeting. Marjorie conveyed her apologies for not having been able to attend this meeting.</p> <p>With the KTP project on track and service user and carer involvement going well, Michelle thanked Ian and Phil for their contributions, advising further feedback would be provided once this project was completed.</p> <ul style="list-style-type: none"> <li>• <b>Recruitment to the Partnership Team</b> – Rebecca advised that fifty five applications had been received for the team’s Project Manager vacancy, as at the closing date of 21<sup>st</sup> September 2009. After short listing is carried out, interviews will take place on Friday, 2<sup>nd</sup> October 2009. An East Lancashire service user representative with previous LPB involvement will be one of the interview panel members.</li> </ul>	
3.	<p><b>Workshop Discussion – LPB Topics</b></p> <p>Working as one group, ideas were gathered in respect of the priorities to be set for a future work plan, the details of which were recorded in separate workshop notes (available on request). At the end of this session, it was agreed that Christina would summarise the notes and Rebecca would bring these back to one of the group’s next meetings.</p> <p>Rebecca advised of the team’s involvement in helping to develop a new training programme with Blackburn College for people working in housing, looking at how improvements can be made for people accessing the ‘system’.</p> <p>A brief discussion continued in respect of how the group would start preparing to take forward the priorities identified.</p> <p>Maureen suggested a slogan should be created for inclusion in the ‘Feedback’ newsletter produced by the group, to address the fact that one in four people suffer from some form of mental health problem. It was agreed that a ‘stigma statement’ should be included and further consideration given to this at a future meeting.</p>	<p><b>CL &amp; RD</b></p> <p><b>PR</b></p>
4.	<p><b>Workshop Discussion – LPB Meeting Format</b></p> <p>Rebecca invited suggestions for a new format for LPB meetings, advising there would always be a need for a ‘business section’ to be included. Phil suggested it would be beneficial to deal with all essential items at the beginning of each meeting. Everyone agreed they would prefer to see formalities and updates dealt with during a boardroom style session within the first part of the meeting, and to dedicate the remainder of the meeting to working in groups on one specified topic.</p> <p>A brief discussion continued around how people would prefer to see information provided e.g. background reading or presentations. Maureen commented that Rebecca’s presentation on the commissioning process had been very useful, noting visual presentations were helpful.</p>	

	<p>Marjorie advised that she was awaiting a response from Judith Griffin, in respect of her query about what formula is in place for the allocation of funding. Marjorie would like sight of evidential facts and figures around this. Rebecca suggested and it was agreed that it would be useful to have a 'value for money' conversation as a group, to provide background information on this subject at a future group meeting.</p> <p>The discussion continued, details of which are summarised as follows:-</p> <ul style="list-style-type: none"> <li>• It would be useful to receive any information to be discussed at meetings well in advance. Paperwork needs to be circulated with meeting agendas.</li> <li>• Information on how decisions are made and the reasons behind those decisions.</li> <li>• Quarterly group presentations, with information communicated to the group in advance to ensure better preparation.</li> <li>• The frequency of future group meetings requires further discussion with the LTSC.</li> </ul> <p>Rebecca confirmed with everyone that they were clear on the outcomes of today's meeting and advised she would pass on feedback to the LPB co-chairs, Richard Jones and Judith Griffin.</p>	<p style="text-align: center;"><b>RD</b></p> <p style="text-align: center;"><b>RD</b></p>
5.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Pat advised members that LCfT would be holding their annual general meeting at Lancaster Town Hall on Wednesday, 30<sup>th</sup> September and the team would be holding an information stall on the Partnership Board's. Pat extended an invitation to members, and both Angela and Ian kindly volunteered to attend.</li> <li>• Brian told members about a music festival at UCLan organised to take place from Monday 5<sup>th</sup> to Saturday, 10<sup>th</sup> October 2009 in respect of the National Mental Health Day, advising any members interested may email Brian for information on flyers and tickets.</li> <li>• Marjorie informed members of the inpatient information leaflets which are now available at the Scarisbrick Centre in Ormskirk and asked if these leaflets were made available within other Lancashire inpatient units. Rebecca confirmed that all units should hold equivalent information and thanked Marjorie for making the group aware of this.</li> <li>• Maureen asked Pat if she would supply her with further copies of the 'Jargon Buster' leaflet originally included in members' induction packs. Pat agreed to forward Maureen copies of the leaflet.</li> <li>• Maureen mentioned again, the need for a new slogan for the group's newsletter, it was agreed that if possible, a discussion would take place at the group's next meeting.</li> </ul>	<p style="text-align: center;"><b>PR</b></p> <p style="text-align: center;"><b>PR</b></p>
6.	<p><b>Date and time of next meeting</b> – Wednesday, 28<sup>th</sup> October 2009 from 11am-2.30pm in Syndicate Room 3, Harris Park Conference Centre, Preston.</p>	