

Devon's Learning Disability Partnership Board

Action Group

1 February 2007

County Hall Exeter

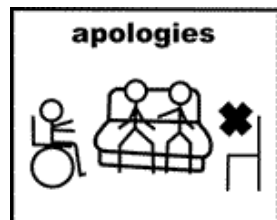
Minutes

People at the meeting

Carolyn Elliott (Chair)
 Robert Hawken (Co-chair)
 Nigel Lott
 Lloyd Waterman
 Bill Allen
 Saki Hartas
 Glenn Madeley
 Lynne McDonagh
 Anne Brand
 Dinny Cope
 June Wilkins
 Steve Robinson
 Glenn Walpole

Assistant Director Learning Disability
 Exeter Expressions

 Devon People First Co-ordinator
 Devon People First supporter
 ARC/CPND
 Manager, CARE
 CARE
 Exeter Expressions
 Carer/Exeter Mencap
 Carer
 Strategic Lead for Carer's Development
 Short Breaks Strategic Lead
 Short Breaks/Fulfilling Lives Manager Mid Devon
 SURF
 SURF
 SURF supporter
 Note taker



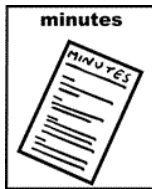
Apologies

Wendy Gardner (Mencap), Barbara Wilson (Carer), David Wilson (ROC) and Sue Mears (Carer) could not come.



Welcome and introductions

Robert welcomed everyone to the meeting and asked them to introduce themselves.
 Carolyn said she was sorry but would have to leave the meeting at 12 noon.



Minutes - what we talked about last time

- **Carers' and service users' expenses** – Carolyn said that petty cash should be available at meetings in future so that expenses could be paid on the spot instead of people having to send in claim forms.

Action: *Carers and Service Users asked to send in claim forms after this meeting so that Hilary knows roughly how much money will be claimed each time.*

- **Cornwall Report** – Carolyn said that as a result of this there is a lot happening and lots of information is being sent out. Hilary gave out a letter about a nationwide audit of services which the Health Care Commission (HCC) will be doing.

The Learning Disability Health and Social Care Partnership has prepared an Action Plan to do before this audit (Hilary will send out copies), but it is not easy read.

Action: *Carolyn to arrange for an easy read version of the Action Plan to be written.*

- There is a Healthcare Commission audit on services in Sutton and Merton which is available on the website (www.healthcarecommission.org.uk). Carolyn said that the Partnership Board needs to pick up on points from these audits and be well informed about what is going on in other places and to be strong in requesting information about what is going on in Devon.

Action: *for everyone where possible to get access to the Cornwall and Sutton and Merton reports and read them.*

- A review of accommodation services by Social Services and Devon Partnership Trust will be led by Graeme Barnell. Eileen Flavell from the

Michael Batt Foundation has been asked to put together a plan for doing the review. Carers will be involved. People asked questions about this:

- Anne asked whether the Michael Batt Foundation is also a provider of services.
Action: Carolyn will find out.
- Bill asked if the separate Health Care Commission audit of health services will also cover unregulated services. Carolyn said it will.
- Dinny asked how long the review will take as it needs to be done quickly.
Action: Carolyn will find out so that a note can be added to the minutes. Carolyn also said that the review will cover Devon and Torbay and will be done before the audit by CSCI.

Action: Hilary to include the review into services in Devon as a standing agenda item.



Learning Disability Development Fund - Carolyn explained what the Learning Disability Development Fund is. The updated expenditure sheet was given out.

- For 2007/08 Devon will be given £570,000 (plus a bit more to cover inflation). There will be about £100,000 left over from 2006/07 which can be added to this to make £670,000. The meeting needs to decide how the money will be spent next year.
- At the meeting in September it was agreed to use some of the money for:

Project	Cost
Development Team costs	£116,214
Mencap contract for SURF	£24,000
BILD Quality Network (year 2)	£3,000
BME Project (year 2)	£1,000
Advocacy	£148,000
Accommodation and Support Officers	£160,000
Action for Health lead	£23,000
(sub) Total committed	£475,714

- It was agreed in September to decide about some more bids for money at this (January) meeting.

1. **Person Centred Planning** – Partnership Board has asked for more information about how this is working across Devon. There are pockets of good practice but since Kathi Connick left there has been a lack of emphasis on this. Money needs to be spent on this but the Partnership Board needs to know how it will be spent to be used to good effect.

Action: Hilary to invite Christine Munkenbeck (PCP Co-ordinator for Mid Devon) to the next meeting to present an accessible report on how PCP has been done in Mid Devon.

It was agreed that:

- ❖ Independent people (not DCC staff) should be working on Person Centred Planning
- ❖ Appropriate skills such as total communication are essential
- ❖ People doing PCP should want to do this work
- ❖ Reports and outcomes from each Locality should be provided regularly to the Action Group.

Action: Carolyn to discuss with Managers how this will be done.

- ❖ There needs to be a lead person to promote PCP across the County.

Action: Carolyn to discuss with Managers and bring back a proposal.

2. **Small Sparks Scheme** – money given for 2006/7 had not been spent. Anne Brand suggested that a member of the Action Group should visit to find out more about the scheme and Lloyd said that the document about it was too complicated and made the scheme difficult.

It was agreed that no money should be given for 2007/8.

3. **Start Up for Home Ownership** – the money would be used to help individuals with their contribution to legal costs.

Actions:

- ❖ Dinny to find out from other areas how legal costs are met and pass the information to Carolyn Elliott.
- ❖ Hilary to contact Robyna Mallett of Home Farm Trust to find out how they manage this.
- ❖ Hilary to add to agenda for next meeting

4. **Participatory Approaches** – funding agreed and Ellen Sanford

will attend the next Action Group meeting to demonstrate this.

- 5. Together be Stronger** – Carolyn handed out a new bid from Magic Carpet which aims to set up a network of small voluntary agencies to provide information about what services are available across Devon. The money would cover staff costs, administration, setting up a website and the cost of meetings. Dinny pointed out that similar things had already been done in some areas, such as the Northern Devon Directory, and Lloyd asked how service users and carers would be involved.

Action: *invite Together be Stronger to next meeting to explain further before a decision on funding is made.*

- 6. Victims of Violence and Abuse Prevention Programme** – Carolyn handed out a new bid which would fund 2 days of a nurse's time to take part in this research project which trains people to recognise abuse and deal with it. The nurse is already involved. Saki said that CARE already provides regular training in this and Dinny pointed out that there is a leaflet available on how to recognise the signs of abuse. Bill asked if the project covers all places where service users live or access activities. Funding agreed provided outcomes are reported to the Action Group.

Action: *Carolyn Elliott to check that the project covers all kinds of abuse.*

- 7. Exeter Gateway Centre** – Carolyn presented a bid which had just been received and explained that last year the Centre had been funded from the Learning Disability budget but this had led to an overspend and could not continue. Anne provided background information that this had originally been funded by Mencap with lottery funding and confirmed that it did provide an excellent facility. Funding agreed as long as the aim is for the centre to become self-supporting, that information about good practice is shared with other areas in Devon so that others can learn from it.

Action: *Carolyn Elliott to talk to Duncan Hepburn (Service Manager, Social Care) about the possibility of other centres like this in other parts of Devon.*

General action for LDDF: meeting agreed that more information about bids is needed and that enough meeting time should be made available to discuss them. Work needs to be done to make this possible.

Action: *Carolyn and Hilary to devise a better system.*



Report on Short Breaks

Steve Robinson (Short Breaks Strategic Lead) and Glenn Walpole (Short Breaks/Fulfilling Lives Manager Mid Devon) gave a presentation on how they are developing the Short Breaks service to fill the individual needs of service users and carers, both during the day and overnight.



Report from Supporting Carers' subgroup

June Wilkins (Strategic Lead for Carer Involvement) read out a report about the Supporting Carers Subgroup. The report was given out to everybody as well as the Terms of Reference for the group. June said that the group will continue with its work but would be pleased if the Action Group could set some priorities.

The following actions were agreed:

- *Priority – ensure that provision is fair across the County*
- *Finalise the Short Breaks Strategy*
- *Confirm the available finance*
- *Action the joining up of the Short Breaks and Fulfilling Lives services*

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Other things we talked about

Hilary distributed copies of:

- Mental Capacity Act (accessible version)
- Letter from Healthcare Commission
- Disability, Equality, Duty (pack from Valuing People)
- New structure chart for Learning Disability

Anne Brand said that following Mencap's successful joint day with Social Services, another is planned for July.

Anne has copies of the booklet 'Enduring Power of Attorney'. If anyone would like a copy, please contact Anne Brand.

Nikki Henderson said that SURF will be holding a 2 day conference on 16/17 May about people with profound disabilities.

Lloyd reported that People First had not been successful in getting the grant they had applied for.

Robert reported that the Choice and Control subgroup had met in January and plans are in place for another meeting.

Bill Allen asked that any reports to be given at meetings could be circulated in advance. Hilary said this was the aim but on this occasion it had not been possible.



Date of next meeting

Thursday 29 March 2007