

**YORKSHIRE & HUMBER**  
**REGIONAL PROGRAMME BOARD MEETING MINUTES**

**9<sup>th</sup> October 2009**

**Cedar Court Hotel, Wakefield**

**WELCOME**

Moira welcomed everyone to the Regional Programme Board meeting.



Everyone said who they were and Moira told us who had not been able to come.

**MINTUES OF LAST MEETING**

Moira went through the minutes of the last meeting from 8<sup>th</sup> June.



The new posters to tell you about people on the board were up on the wall today.

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**ACTION** Jenny will make sure any new members have a poster ready for the next meeting.

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**ACTION** Heather will remind Rob to send us the information for his poster.



.....  
Moira wrote to Martin Farran the Director at Barnsley, who is the personalisation lead to ask if he could come to the next meeting to talk about personalisation

.....  
**ACTION** Jenny to follow this up and invite Martin to the next meeting



We talked about whether the minutes were ok and if they were easy to read.

**ACTION** Jenny asked if page numbers could be put on all minutes and Vicky asked if the writing could be bigger so they were easier to read.



**ACTION** We agreed that Vicky will look at the draft minutes to check they are ok before they are sent out.



Councillor Harrap asked if safeguarding could be one of the Board priorities. Jenny said she would tell the national team what we thought about safeguarding needing to be a priority. For this year, we could talk about it as part of 'Personalisation'.

### **BIG PARTNERSHIP BOARD DAY 9<sup>th</sup> July 09**

Sam explained that on the day the boards did a self assessment of how well they thought they worked.

Everyone said they thought their partnership boards had got some things right but know there is a lot of things that they need to work on to make their partnership boards more effective.

2 big things they talked about were what support people on the board would like and the worries they had.



We made 3 groups and talked about these things more in the Programme Board to look at what we could do to help.

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**ACTION** Jenny to find out about when the Partnership Board toolkit from Valuing People would be ready.

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**ACTION** Jenny to make a list of the contact details of all board and share in the region.

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**ACTION** Jenny to look at the issues and support the boards asked for, look at work already done in different areas and share this information so people know who to contact if they need help.



.....  
Jenny explained that there was a Valuing People page on the Yorkshire Health Improvement Partnership (YHIP) Website. Link below

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**LINK** <http://www.yhip.org.uk/valuingpeople>

.....  
**ACTION** Jenny to make sure it is easier for people to find the Valuing People page from the YHIP website so people can get to it easier.



.....  
Jenny told us that a meeting between the partnership board chairs had already been arranged for December to help boards talk to each other about their area.

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**ACTION** Self advocates Co-chairs training to continue.

**ACTION** Self Advocates should use the Regional Forum to talk to each other about their own partnership board.

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**ACTION** Gavin to ask Becca to talk about the Care Quality Commission (CQC) standards at the public advisory group to talk about what they should expect from the Programme Board.

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**ACTION** Jenny to lead on setting some good practice standards for the Programme Board. Gavin, Vicky and Sam to help.

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**ACTION** Rob to ask senior managers how they are helping their partnership boards to deliver Learning Disability plans. He should also make sure the PCTs are sending someone to the meetings.

.....  
**ACTION** Moira to write to local Partnership Boards. She will also ask Partnership Board Chairs for an update on their action plan from the big Partnership Board day in July. She should also send the notes from the Regional Programme Board to Directors of Adult Services so they can talk to their Learning Disability teams about it.

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**ACTION** Jenny should send the same information out to the Yorkshire and Humber Network and cabinet members.

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**ACTION** The Programme Board needs to make sure that all partnership Boards are getting information on new policies.



## **REGIONAL PROGRAMME DELIVERY PLAN**

Jenny showed us the plan that Jenny had made.

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**ACTION** It was very big so we agreed that we would take this away to read and send any comments to Jenny.

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**ACTION** Jenny to make the paper more accessible and add in Advocacy.

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## REGIONAL UPDATE REPORT

Jenny talked about the co-chairs training that has already started and asked what people thought about it. Michelle and Sally said that people who had done this were happy with it.



Jenny talked about the commissioner programme and said that people who had done this have said it was good.



Jenny said that the documents about these could be given out but explained that these were not in accessible format.

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**ACTION** Jenny to put full documents onto the Valuing People website.

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## TERMS OF REFERENCE

We looked at the Terms of Reference document that explains what the Programme Board does.

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**ACTION** Jenny to add 'Terms of Reference' title and page numbers. Advocacy needs putting in and we need to change the date for annual reports from Dec 2009 to Spring 2010.

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**ACTION** The Programme Board will meet April 2010 to look at all partnership board reports. Philip Lewer can use this to make our Regional Report.

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**ACTION** Jenny to change information on last page about money from 'we will make sure there is enough' to 'we will look at'.

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**ACTION** Jenny to make a report to show what money the Regional Programme board is responsible for is spent on

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### **MAKING THE MEETING PUBLIC**

Jenny talked about whether we wanted to make the Programme Board a public meeting where people could come along and ask questions.

We decided to have the meeting held in public so that people can attend to see the Board in action, and there will be a slot for them to ask questions. We also decided that if we do have anything to talk about in private, we would put this at the end and talk about once people not on the board have left.



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**ACTION** We will make sure that people know the meetings will be held in public and that people can attend if they wish.

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### **REPORTS AND UPDATES**

Jenny showed us the feedback report and we agreed this was ok to use.

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**ACTION** Jenny to send out to all partnership boards next week.

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## FEEDBACK FROM FAMILY CARERS

David wanted to know who the National and Regional Carers Leads were. Phillip told David this was Tony Pew Regionally and he was the Nation lead.



Family carers were asking how the money for the carers strategy is been spent and asked if it could be spent for Learning Disability Carers.

**ACTION** David to pass this onto Tony Pugh for an answer.

**ACTION** The work Jenny and the others were doing with the partnership board would decide who would answer these questions in the future.



## FEEDBACK FROM SELF ADVOCATES

Vicky told us about the advocacy steering group on 19<sup>th</sup> October and Gavin told us about the self advocacy group on 8<sup>th</sup> December.

**ACTION** Jenny to ask both Vicky and Gavin to check with the regional forum on the 8<sup>th</sup> Dec what they expect of the Programme Board and advocacy.



David said that advocacy is also an important area for family carers.

**ACTION** David to get same feedback from family carer's group.

**ACTION** Advocacy to be a full agenda item at the next meeting so we can talk about this feedback.



## ANY OTHER BUSINESS

Heather told us about Healthy Ambitions which is the regional document which was made after Lord Darzi's report.



She told us that they have included a new Learning Disability priority.

She still has to do some work on the learning disability chapter which has been produced using feedback already collected from different people and existing groups.

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**ACTION** Heather to send out the draft chapter to the learning disability lead officers and the programme board for final comments.

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**ACTION** When the final draft is done, they will make an accessible version.

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**ACTION** Jenny asked Phillip to find a new housing representative because the one they had moved jobs.

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**ACTION** Jenny and Moira will make sure that the agenda for next time will have a slot for family carer and self advocates feedback.  
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## NEXT MEETING

Monday 11<sup>th</sup> January  
1pm – 4pm