



Adults and Communities Involvement Board

Thursday 15 September 2016, 2-4pm

Committee Room 1, Hendon Town Hall, The Burroughs, Hendon

Minutes of the Meeting

Present:	
Mathew Kendall	Adults and Communities Director, Barnet Council
Emily Bowler	Head of Communications and Customer Care, Barnet Council
Neil Hales	Interim Associate Director of Commissioning Development, Barnet Clinical Commissioning Group
Janice Tausig	Resident Representative (Older Adults)
Peter Cragg	Resident Representative (Older Adults)
Melvin Gamp	Resident Representative (Older Adults)
Maria Nash	Resident Representative (Physical Disability)
Sandra Turner	Resident Representative (Sensory Impairment)
Andrew Goodwin	Resident Representative (Sensory Impairment)
Peter Sartori	Resident Representative (Mental Health)
Emma Chisholm	Resident Representative (Mental Health)
Ulla Chisholm	Resident Representative (Carer)
Tom Kerrigan	Resident Representative (Carer)
Richard Harris	Resident Representative (Learning Disabilities)
Lisa Robins	Health Watch
Secretariat:	
Sharon Kunda	Business Support, Adults and Communities
Apologies:	
James Mass	Assistant Director, Adults and Communities, Barnet Council
Jon Dickinson	Assistant Director, Adults and Communities, Barnet Council
Paul Baldwin	Resident Representative (Physical Disability)

Hannah Ufland	Engagement Lead, Adults and Communities, Barnet Council
1	Welcome and apologies
	<p>Mathew Kendall, Adults and Communities Director, introduced himself and welcomed everyone to the board</p> <p>All attendees introduced themselves and apologies were noted</p>
3	Introduction and purpose of the board
	<p>Mathew Kendall began by running through the Code of Conduct for the meetings.</p> <p>The board discussed the following items:</p> <ul style="list-style-type: none"> • The purpose of the board which is to oversee the Adults and Communities engagements structure, to ensure that there is meaningful engagement on key priorities in health and social care. • The role of the board which includes collating priorities from the Barnet Commissioning intentions, Joint health and Wellbeing Strategy and issues raised at the annual summit to set out the key priorities to be engaged on. • Governance and Accountability of the board to the Health and Wellbeing Board, Adults and Communities Senior Management Team and Barnet Clinical Commissioning Group (CCG) Senior Management Team. • Membership of the Involvement Board will be made up of resident representatives for Older Adults, Physical Disability, Sensory Impairments, Learning Disabilities, Mental Health, Autism and Carers. Representatives will also include the Senior Management Team from Barnet Council Adults and Communities, Senior Management from Barnet CCG and Healthwatch Barnet. • The Involvement Board will set the work plan for the Working Groups to take forward. • Confidentiality - all the names and contact details of meeting attendees will be recorded. These will not be published in

	<p>public documents without prior agreement.</p> <ul style="list-style-type: none"> • Conflict of interest – members to discuss anything that may affect their decisions with their chair • Two full meetings will be held per year. These will be two hours in duration focusing on setting priorities of the working groups and monitoring the process of the working groups against the work plan. Frequency of meetings will be kept under review by the Board. • Two half meetings will be held for 1 hour in duration per year. These will offer support and guidance on the working groups and ensuring that feedback has been provided where appropriate.
3	Terms of Reference
	<p>The board discussed the terms of reference which sets out how the members work together as an engagement board.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • The terms of reference will be reviewed on an annual basis • Board members will be informed of meeting dates well in advance • The first half meeting to take place around the beginning of December. • Dates for the meetings will be set for the year,
4	Priorities and working group program
	<p>10 subjects were agreed at the Engagement Summit held in August. 5 of these subjects naturally fit with projects that are already going ahead by Barnet Council Adults and Communities and Barnet CCG.</p> <ol style="list-style-type: none"> 1. Information and Advice including refreshing of Adults and Communities website pages 2. Equipment and Telecare involving designing and improvement of telecare services 3. Crisis Intervention and Early Intervention involving designing the early intervention offer to prevent people's needs from escalating. 4. Guide to Good Engagement involving co-producing a guide

	<p>for professionals to develop good engagement</p> <p>5. Stroke Services involving co-designing of the service specification for the stroke services procurement.</p> <p>The board agreed with the proposals and the following points:</p> <ul style="list-style-type: none"> • The working groups will be able to decide and agree how long they think their pieces of work will take place • The working groups will have a start and end date which will be presented and agreed in December • Mental Health to be added on to the <i>Crisis Intervention</i> working group • The subject of the working groups will be set in advance and a briefing pack will be sent out prior to the meetings
5	Agreement of Work Plan
	<p>The Board discussed that:</p> <ul style="list-style-type: none"> • Hannah Ufland, Engagement Lead for Adults and Communities will go out to People Bank database asking for people to join one of the five working groups • Officers across the council and CCG will be allocated to lead the working groups. Board members have the opportunity co-chair some of the working groups if the wish • Information will generally go out via direct email or post; however, People Bank members have been asked their preferred method of communication. • Information on working groups will be included in the 'Your Voice' Newsletter • There's no limit as to how many people can be included in the working groups <p>Further subjects to be explored over the next 3 months;</p> <ol style="list-style-type: none"> 1. End of Life Care 2. Hospital Discharge 3. Employment 4. Dementia Services 5. Autism 6. Making Services Accessible to everyone 7. Development of a Frail Elderly Care Pathway

	<p>Next Steps:</p> <ul style="list-style-type: none"> • Board members to send 2 subjects that they'd like to see prioritised, by Wednesday 22 September, 2016. These should be emailed to emily.bowler@barnet.gov.uk • Adults and Communities will send out a short summary of the Working Groups and how to join the people bank to the Involvement Board
6.	<p>Dates of next meetings</p> <p>Will be set for year and sent round to members.</p>