












## Commissioning Group – ACTION NOTES

Present	<b>Charlie Barker</b> (Chair and Co-Chair Regional Task Force) <b>Lynn James-Jenkinson</b> (Director NWTDT) <b>Dave Spencer</b> (Valuing People/ CSIP) <b>Sean Dempsey</b> (Self-Advocate Steering Group, Co- Chair Regional Task Force and Janet) <b>Tony McDermott</b> (Family Forum) <b>Dave Clemmett</b> (Greater Manchester)	Apologies	<b>Bridget Hollingsworth</b> (Greater Manchester) <b>Denise Allen</b> (Family Forum, Co - Chair Regional Task Force) <b>Julia Erskine</b> (Family Forum) <b>Allan Hurst</b> (Self-Advocate Steering Group) <b>Ibrar Riaz</b> (Self-Advocate Steering Group) and Matt Lever (Support) <b>Gerry Flanagan</b> (Cheshire/ Merseyside) Ian Crabtree (Lancs/ Cumbria) <b>Ian Crabtree</b> (Lancashire/ Cumbria) <b>Peter Soothil</b> (Lancashire/ Cumbria)	Date: 12.12.08
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ISSUE	ACTION	WHO	WHEN
Minutes last meeting	Minutes accepted as a true record		
Matters Arising	<p>Peter Soothall has replaced Mubarak Darbar representing the Lancashire/ Cumbria sub regional group.</p> <p>Charlie attended the meeting with the Learning Skills Council and will follow up and advise the Commissioning Group as appropriate.</p>	<p>Charlie</p> 	
<p>Business Management Action Plan (Lynn JJ)</p>  	<p><u>Commissioning Group</u> – Cheshire/ Merseyside Lead Officers need to nominate a second rep for the Commissioning group. Lynn and Dave will pick this up at the Regional Leads meeting in January.</p> <p>Charlie will chair the Commissioning Group and will raise the issue of linking with another Director at the next meeting of the North West Association of Directors of Adult Social Services on 13/1/09.</p>  <p><u>Team</u> – All agreements in place and the number of associates available to support the North West continues to grow.</p>	<p>Charlie</p> 	<p>13.1.09</p>

	<p>Lynn will bring a report to the next meeting about commissioning the function of some team members. There are some difficulties with Inland Revenue, these should be sorted out by the time of our next meeting.</p> <p>The Commissioning Group agreed in principle about recruitment to some 'posts' via Pathways Associates to support NWTDT, Lynn will include more detail about this in the report for the next meeting but was given permission to go ahead with recruitment. Employment to commence the day after the next Commissioning Group at the earliest.</p> <p> <u>Budget</u> – Thanks to everyone within the NWTDT from Salford City Council and Commissioning Group for the work to resolve the budget pressures.</p> <p>Predications at present indicate a surplus to balance sheet (profit) at year end of about £7,000, our carried over 'debt' was reported by Salford City Council as being £22,735.00 and so we are on track to achieve full repayment.</p>	<p>Lynn</p>  <p>Lynn</p> 	<p>Report to next meeting</p> <p>Report to next meeting</p>
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	<p>Subscriptions – Service Level Agreements still outstanding from</p> <p style="text-align: center;">Oldham PCT – with Terry Hevicon-Holland</p> <p>Lynn to continue to chase and report to next meeting.</p> <p><u>Communication</u> - Website continues to be worked on.</p>	<p>Lynn</p> 	<p>Update next meeting</p>
<p>Inclusion Action Plan (Lynn JJ)</p>  	 <p><u>Regional Task Force</u> -</p> <p>The meeting in November focused on relationships and friendships. Jo Jo did a presentation for the Task Force which was really well received, more information available at <a href="http://www.nwtdt.com">www.nwtdt.com</a></p> <p>Training is needed for inspectors if the new Quality Care Commission about personal relationships and friendships. Perhaps NWTDT could do it for them. Once we know who Regional Manager for the Quality Care Commission is going to be, we will write to them from the Commissioning Group.</p> <p>The next meeting in February will have 'improving</p>		

access to health care in the North West' as its theme. We have made lots of progress really in the North West now recently in addition a letter has gone to PCT's from Sir David Nicholson which requires an audit. David Peat and Charlie are meeting with all PCT CEX's and Acute Trust CEX's to tell them about the work we are doing to help and how Partnership Boards can be more involved and get the job done.











National Forum - a report is attached to notes and available at [www.nwtdt.com](http://www.nwtdt.com) under the Commissioning Group Section







Self Advocates – Lead Officers have been asked to take note of the 3 big issues identified by the Regional Conference this year.



Family Forum - The big issues from the Regional conference have also been circulated.

		<p>Thank you to Jason from Salford for 'my life my dream day' which was excellent.</p>		
<p>Activity Action Plan</p>  	 <p>Update report to be provided at all Commissioning Group meetings to be circulated to all stakeholders.</p>	<p><b>ALL</b> Lynn</p> 	<p><b><u>NEXT</u></b> <b><u>REPORTS</u></b> <b><u>TO LYNN</u></b> <b><u>NO LATER</u></b> <b><u>THAN 1st</u></b> <b><u>February</u></b> <b><u>2008</u></b></p>	
<p>NWTDT – update report</p>  	<p>Recommendations accepted:-</p> <ol style="list-style-type: none"> <li>1. That the Commissioning Group accept the contents of the report (available at <a href="http://www.nwtdt.com">www.nwtdt.com</a> )</li> <li>2. Agree to the development of integrated systems across NWTDT/ Pathways to secure the future of both organisations and best use of the resources (financial and personnel) available. This will include rewriting relevant job descriptions and agreements regarding funding surplus etc.</li> </ol> <p>Report to be circulated to Self-Advocate Steering Group, Family Forum, Lead Officers and Task Force by</p>	<p>Lynn</p> 	<p>At next available opportunity</p>	

	Lynn. Exerts to also be included in the Newsletter Report available on the NWTDT website under Commissioning Group.		
<p><b>Valuing People</b></p>  	<p>The thing that has made a difference in the North West is the NWTDT which has held a collective memory of the region – it would be useful to capture that history at some point. Lynn mentioned that she had asked Pam Thomas (via our Research Centre) to revisit the review of NWTDT that was completed in 2004</p> <p>Valuing People Now - Possible launch now mid February. We will have a launch event in the North West but have no date yet and so have not booked a venue yet, the launch will probably be the end February or early March</p> <p>Each Partnership Board – chair/ co chair/ self advocate/ family member/ lead officer children and adults lead will be invited to the launch event.</p> <p>Regional Board – Dave is organising a meeting for Lynn/ Dave and Task Force co chairs once the Valuing People Now launch is announced, it is critical that we remain led by self advocates and the family forum.</p>	<p>Lynn</p>  <p>Pam</p> 	Update next meeting

	<p>We may need an extra ordinary Regional Task Force meeting about Valuing People Now.</p> <p>A meeting is being arranged with Dave Jones (deputy Director of Social Care), Dave Spencer and Anne Williams</p>		
Any Other Business	<p>Commissioning Group meetings for 2007/2008 have been set as follows –</p> <p>20<sup>TH</sup> MARCH 09</p> <p>1pm Crompton House</p> <p>Lynn will arrange dates for 2009/ 2010 and distribute to members. It was agreed that the Commissioning Group will meet at Crompton House</p>		

**Next Meeting – 20<sup>th</sup> March 2009, 1PM CROMPTON HOUSE**



Charlie will take over chairing the Commissioning Group.

Proposed agenda

1. Attending
2. Apologies
3. Minutes of last meeting
4. Matters Arising

5. NWTDT – update report



- Lynn JJ



6. NWTDT – Budget Report



- Lynn JJ



7. Regional Task Force Report



- Charlie



8. National Forum Report



Paddy Burke or Micheal Jones

9. Valuing People



Dave Spencer

10. Any Other Business