















Commissioning Group – ACTION NOTES










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|---------|---|-----------|---|----------------|
| Present | Anne Williams – Chair Commissioning Group Lynn James-Jenkinson (Director NWTDT) Dave Spencer (Valuing People/ CSIP) Julia Erskine (Family Forum) Dave Clemmett (Greater Manchester) | Apologies | Charlie Barker (Chair and Co- Chair Regional Task Force) Sean Dempsey (Self- Advocate Steering Group, Co- Chair Regional Task Force) Allan Hurst (Self- Advocate Steering Group) Ibrar Riaz (Self- Advocate Steering Group) and Matt Lever (Support) Denise Allen (Family Forum, Co - Chair Regional Task Force) Tony McDermott (Family Forum) Gerry Flanagan (Cheshire/ Merseyside) | Date: 19.09.08 |
|---------|---|-----------|---|----------------|

Ian Crabtree (Lancs/
Cumbria)
Ian Crabtree
(Lancashire/ Cumbria)
Mubarak Darbar
(Lancashire/ Cumbria)
Bridget Hollingsworth
(Greater Manchester)

| ISSUE | ACTION | WHO | WHEN |
|----------------------|---|--|------|
| Minutes last meeting | Minutes accepted as a true record | | |
| Matters Arising | <p>Charlie has received confirmation from Moira Swann (Chair NW Children’s Directors Group) and LSC that ADASS will be represented at the group’s discussion the future of LSC funding in the North West. Lynn will accompany Charlie to these meetings.</p> <p>Pathways Associates Community Interest Company – our sister company – is now registered with Companies House and in the process of opening a bank account. A flier and more information about what Pathways Associates CIC will be doing will be circulated to the NWTDT Commissioning Group and subscribers once prepared.</p> | <p>Charlie</p>  | |

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| <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. Charlie will take over as permanent chair of the Commissioning Group when Anne takes up her post as National Director. Charlie will be the link the NW ADASS.</p> <p>Lynn to speak to Charlie @ the need to broker a relationship with another NW director to ensure the work of the Regional Task Force and NWTDT is shared and NWTDT links maintained with NW ADASS.</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><u>Budget</u> – We ended the year with a surplus to balance sheet of £22,734.97 (profit). Our debt to Salford stood at £53,000 which means that we have brought an overspend of @ £30,000 into this financial year. The budget is on plan to balance by the end of this financial year which is in keeping with the original plan when Lynn was appointed.</p> | <p>Charlie</p>  <p>Lynn</p>  <p>Lynn</p>  | <p>Update next meeting</p> <p>Update 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>ASAP</p> |
| <p>Inclusion Action Plan (Lynn JJ)</p>   |  <p><u>Regional Task Force</u> -</p> <p>The meeting in September focused on updating the group about the consultation on Valuing People Now and future use of Making Our Partnership Boards work. The next meeting in November will have friendships and relationships as its theme.</p>  <p><u>National Forum</u> - Our NW Big Issues were fed up to the National Group by our representatives there. Charlie asked that a copy of the big issues from the Family Forum and Self-Advocates Forum be distributed and folk reminded of them regularly.</p> | <p>Lynn</p>  | <p>As appropriate</p> |

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| |  <p><u>Self Advocates</u> – Lead Officers have been asked to take note of the 3 big issues identified by the Regional Conference this year.</p>  <p><u>Family Forum</u> - The big issues from the Regional conference have also been circulated.</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><u>ALL</u> Lynn</p>  | <p><u>NEXT REPORTS TO LYNN NO LATER THAN 1st November 2008</u></p> |
| <p>NWTDT – update report</p>   | <p>Recommendations accepted. Report to be circulated to Self-Advocate Steering Group, Family Forum, Lead Officers and Task Force by Lynn. Exerts to also be included in the Newsletter Report available on the NWTDT website under Commissioning Group.</p> | <p>Lynn</p>  | <p>At next available opportunity</p> |

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| <p>Valuing People</p>   | <p>Dave updated the Group on progress so far with Valuing People Now. There will probably be a delay as we now have a new National director and a new Minister – Phil Hope. The main themes will not be changing. The VPNow paper will be a three year action plan and Dave’s role will be to work with Self Advocates, Families and Services in the NW to put it into practice. Those will be the things Dave will want to commission from the NWTDT. The VPST do not know yet what their budget will be for next year.</p> | | |
| <p>Any Other Business</p> | <p>Lynn, NWTDT team members and the Commissioning Group would like to wish Anne well in her new post and thanked her for her support over the years she has been chair of the Commissioning Group.</p> <p>Commissioning Group meetings for 2007/2008 have been set as follows –</p> <p>12TH DECEMBER, 20TH MARCH 09</p> <p>1pm Crompton House</p> | | |

Next Meeting – 12th December 2008, 1PM CROMPTON HOUSE



Anne takes up her post as National Director for Learning Disability on 6th October.



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 Mark Shackleton

9. Valuing People



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Dave Spencer

10. Any Other Business