



**Notes of Meeting with
Older Persons Action Group**

**Tuesday 10th January 2012
(2.00 – 4.00 pm)**

**Venue: ENTA, Mill Wharf, 10 Mill St
Aston, Birmingham B6 4BS
Telephone: 0121 380 4810**

PRESENT:

- Norman Howell (MBE) (NH)
- Mike Tye (MT)
- Edwin Martin (EM)
- Doris Spiers (DS)
- Charles Alldrick (CA)
- Mike Ewins (ME)
- Joe McQuire (JM)

FACILITATORS PRESENT:

- Andrew John (AJ) – Birmingham LINK Deputy Coordinator
- Pam Dixon (PD) - Birmingham LINK Advisor
- Claire Lockey (CL) – Birmingham LINK Outreach Worker
- Christina Jobe (CJ) - Birmingham LINK Outreach Worker

APOLOGIES:

- Janis Deakin (JD)

Item	Notes/Actions	By Whom	Date
1	<p><u>CHAIR FOR THE MEETING</u></p> <p>NH welcomed everyone to the meeting and introductions were made. Mike Ewins from the Adults & Communities Directorate joined as quest speaker. CL and CJ were welcomed as the new Birmingham LINK Outreach Workers.</p>		
2	<p><u>MINUTES OF PREVIOUS MEETING 06.12.11 & MATTERS ARISING</u></p>		

Item	Notes/Actions	By Whom	Date
	Minutes were agreed to be a true and accurate record.		
3	<p><u>DECLARATION OF ANY CONFLICT OF INTEREST</u> No declarations of interests.</p>		
4	<p><u>DIGNITY IN CARE IN HOMES LED BY MIKE EWINS</u> Adults & Communities Directorate is working on a self-assessment questionnaire to assess the quality of care in elderly care homes in Birmingham. The objective of this assessment is to support homes to properly manage themselves and the service they deliver to ensure dignity within homes. It is important to gain feedback from everyone involved in the delivery of care, such as service users and their families/visitors.</p> <p>ME highlighted the importance of maintaining quality and consistency of staff and managers in care homes.</p> <p>NH suggested assisting with care home's business plans. However, the Adults & Communities Directorate is already providing similar support through the 'open book' initiative.</p> <p>Action: OPAG to identify the key questions necessary to assess the quality of care in elderly care homes. Questions to be kept to a minimum to lessen the burden on care homes</p> <p>Action: The questionnaire to include a 'compliments and comments' section</p> <p>Action: The questionnaire to be sent out by email, with a view to making the form available on the website to then be automatically uploaded.</p> <p>Action: An OPAG member to join an officer during a planned visit</p> <p>Action: ME to forward the resident's questionnaire to the OPAG as well as the Extra Care questionnaire, once it has been completed</p> <p>Action: Group to feedback on their own experiences of care homes to ME</p> <p>Action: PD clarified the following plan of action:</p> <ul style="list-style-type: none"> - Ask Strategy Group to support this work through commissioning a survey - Draw up a proposal identifying how the work can move forward - Contact a range of organisations which may be interested in the issues and may be able to offer further information 	<p>ALL</p> <p>ALL</p> <p>ME</p> <p>ALL</p> <p>ME</p> <p>ALL</p> <p>HOST</p> <p>ALL</p>	

Item	Notes/Actions	By Whom	Date
	<ul style="list-style-type: none"> - Contact the CQC to see how the LINK can compliment their work - Invite a CQC representative to a OPAG meeting - Sign up as Dignity Champions, and encourage others to do the same - Include Extra Care 	HOST ALL	
5	<p><u>OPAG WORKPLAN & PRIORITIES</u> As discussed above.</p> <p><u>Next Steps</u> – invite Care Quality Commission and BACOP to an OPAG meeting.</p> <p>Look at members becoming Dignity Champions and undergo the training if not already done so.</p>	Host Host	
6	<p><u>ANY OTHER BUSINESS</u> AJ advised that HealthWatch has been put back until April 2013. HealthWatch England should be in place by October 2012. LINK will continue to run during this interim period.</p>		
	<p>PD has raised the issue of transport with Nick Flint.</p> <p><u>The Code of Conduct</u> - has been circulated; the Strategy Group have yet to ratify the document, a revised version will then be sent out to all members.</p> <p><u>Ageing Well Update</u> - as the Strategy Group has yet to be implemented; LINK will work with the BCC to see how this initiative will be delivered.</p> <p>Action: CL to chase PM regarding Ageing Well. CL to liaise with NH and then feedback</p> <p>AJ has spoken to the cluster with regards to LINK hosting a summit of the Clinical Commissioning Groups. It is important to build the relationship with the action groups and the CCGs as soon as possible.</p> <p>Action: PPI lead for the OPAG to liaise with LINK by the end of Feb/March</p> <p>There is the potential that the LINK will be extended, in which case, there may be an option to host an Older person's Convention.</p> <p>Action: The LINK Annual Report is due to be published on the 30 June, so the host will be requesting information from the OPAG as part of their reporting requirements</p>	All CL	

Item	Notes/Actions	By Whom	Date
	<p>Action: OPAG to feedback to AJ about their usage of the LINK website</p> <p>The first Strategy Group meeting will be held on 26 January.</p>		
8.	<p><u>DATE OF NEXT MEETING</u></p> <p>Tuesday 21 February 2012, 2 – 4 p.m.</p> <p>Venue to be confirmed</p>		