

Neuro Partners Governance Stakeholder Panel Meeting

Monday 12th September 2011, 10:30am

Attendees:

MP – Service User & Chair of meeting
 JI – Service User
 SC – Service User’s Family Member
 Steve Berry – Independent Representative
 Jackie Moore – Public Relations Manager
 Lorraine Hetherington - Senior Head of Service
 Sarah Henderson - Head of Service
 Kath Ismay - Community Services Manager

Apologies for absence:

BM – Service User’s Family Member
 David Park - Support Worker
 Tanya Grears – Support Worker

Item discussed	Action
<p>New Panel member SB was welcomed to the Panel as the independent representative.</p> <p>Minutes of last meeting The minutes of the last meeting, held on 8th August 2011 were agreed as an accurate record.</p> <p>Outstanding Actions Disabled parking ‘blue badge’ – information regarding the ‘blue badge’ can be found on the directgov website and is included on the benefits advice sheet which is being prepared for service users. There is also a link to this website on the Neuro Partners website.</p> <p>Benefits advice -JM confirmed that Neuro Partners are not able to give advice regarding benefits. Neuro Partners will provide information and signpost individuals to the appropriate person/agency to provide advice. Suggested that members of the Governance Panel may be a useful source of information for service users. Contact details to be provided to new service users.</p> <p>Benefits Information -The information sheet prepared by JM was distributed to Panel members. Panel members’</p>	

<p>approval required prior to distribution. Feedback at next meeting.</p> <p>Ground Rules - The ground rules distributed at the previous meeting were approved by the Panel. A copy of the ground rules was given to SB.</p> <p>Student - An occupational therapy student to help coordinate ideas and projects will be researched by SH who will report back to the next meeting.</p> <p>Training Week - SH will liaise with the Training Manager regarding the possibility of a Panel member having input into the support worker training programme.</p>	<p>All</p> <p>SH</p> <p>SH</p>
<p>Update Website feedback – positive feedback has been received, particularly regarding the impartial advice section with more companies requesting that their information be added to this section. News and advice sections are constantly being updated.</p> <p>Guest speakers Suggestions were discussed for speakers who may be invited to attend future Panel meetings, these included:</p> <ul style="list-style-type: none"> • Job Centre staff • Citizens Advice Bureau staff • A Solicitor • Social Services staff <p>It was agreed that JM will invite a solicitor along to make a presentation on benefits at a future Panel meeting.</p>	<p>JM</p>
<p>Social Event A questionnaire to be devised at which will be sent to all service users to ascertain what type of social event may be of interest. This questionnaire will be approved by the Panel before being sent to service users.</p> <p>Questionnaire attached to these minutes – please forward any comments to SC as soon as possible so that it can be distributed and responses received by the next meeting.</p>	<p>All</p>
<p>Administration It was agreed that for future Panel meetings:</p> <ul style="list-style-type: none"> • The agenda will follow a set format with set items each time and the rest of the agenda being determined by the previous minutes or specific requests from Panel members. • The minutes should be easily related to the agenda. • Meetings will be scheduled to last for a maximum of two hours unless there is a specific activity taking place (such as a talk by a guest speaker) which may necessitate a longer timescale. • It is envisaged meetings may become shorter as all Panel members become familiar with the format • Meetings will start at 10.30am and end at 12.30pm with a break approximately halfway through. • Any agenda items not discussed will be carried forward to the next meeting. 	

- Future draft agendas will be issued two weeks before the meeting date to enable all Panel members to comment on the agenda before it is finalised one week before the meeting date.
- Panel members may request items be added to the agenda.

Any Other Business

- SH will amend the contact list, to add SB's details and indicate how Panel members would like to receive copies of minutes and other documents. SH
- JM proposed that she does not attend future meeting now that the Panel is up and running – she will attend by invitation if the Panel would like her input on a particular subject.
- The Panel may also choose to invite company Directors to Panel meetings where relevant.
- Panel members agreed that it would be beneficial to have a regular Chairperson to ensure consistency.
- Following a vote by members of the Panel SC was elected Chair for one year. SC accepted this post. SC
- MP was elected as Vice-Chair. MP accepted this post. MP
- MP stated that he did not wish to be named as the contact person on the information sheet to be produced. SC agreed that he would undertake this role in the interim and would like to ask other members who were unable to attend this meeting if any of them would like to take this role on. SC
- SC stated that he felt three months is too long between meetings and proposed that meetings are held every two months to maintain momentum and minimise delays.
- SC agreed to ascertain whether the questionnaire for service users is suitable to be sent out or whether it needs to be discussed at the next Panel meeting. SC will collate comments and feedback to JM/SH regarding this. SC
- A possible Christmas function was proposed for early in the New Year. Service users and a guest speaker would be invited and this was proposed as a good way of telling service users about the Governance Panel. It was felt this would be in the format of an 'open afternoon' and a buffet would be included. JM agreed to include this on the questionnaire to ascertain interest from service users. JM

Date of next meeting

The next meeting is scheduled for Monday 17th October 2011, 10.30am. It is important that all members are able to attend and so this may be rearranged subject to the availability of Panel members not present at today's meeting.