



**Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.**

13th April 2010

Minutes of the 3<sup>rd</sup> meeting of the Trustees held at 7.30pm on 13<sup>th</sup> April 2010 at The Limes, High Street, Debenham, Suffolk IP14 6QW

**1. Apologies and previous minutes.**

All trustees were present and no apologies for absence. The previous minutes (January 2010) were accepted without amendment.

**2. Admin and trust policy.**

The draft Data Protection policy was accepted. The Chairman reported that, on the advice of the office of the Information Commissioner, registration is not required at this time and as long as the trust remains a Not For Profit organization.

**3. Consideration of the financial position.**

The Treasurer presented the financial position up to the end of the financial year. The total income is £10988, and which is supplemented by a personal loan of £2500. Actual and committed expenditure is approximately £5000. The anticipated allocated expenditure will bring the 1<sup>st</sup> year's outgoings to, or slightly in excess of, the core funding of £7500 granted by the Mid Suffolk Local Strategic Partnership. The trustees agreed to repay the loan as soon as possible.

**4. Consideration of general progress on short term (Here and Now) objectives.**

Progress on the development of the current services was discussed. The chairman reported that broadly it is as anticipated. The reasons for the lack of calls to the telephone support line were discussed. It was agreed that it might take a long time for use to build up but that it is potentially a very important form of support. The use of e-mail was suggested and will be explored. The Chairman reported that the service will be "advertised" as part of the planned awareness campaign.

Referrals are now key to the further development of the project. Dr. Fielder reported that the basic system (Carers and Cared-For Register) is in place, and searches have identified about 60 individuals who could be interested in support. These have been written to but without response to date. He indicated that this was not too surprising as a lack of response to initial postal contact is the common. Due to unforeseen circumstances – illness, etc – resources are currently limited for a follow up. This will be done as soon as the material for the awareness campaign becomes available. He is confident that the system will work well, especially as it becomes well known to adjacent practices. The Chairman reported that Adult Care are keen to link in with the register and directly refer clients to it. There is also agreement from the PCT

to explore a similar arrangement with the Ipswich Hospital Mental Health Support Team. The charities are already letting us know of potential referrals. The numbers of carers and cared-for is steadily, if slowly, increasing.

The Chairman presented the planned awareness campaign directed towards significantly increasing the profile of the project with carers and the population generally and towards encouraging carers to at least make contact.

1. Leaflets in prescription bags
2. Posters and leaflets in strategic locations
3. Slide loop for surgery waiting rooms
4. Referral cards and posters for consulting rooms
5. Distribution of publicity material and leaflets to all parish councils
6. Leaflet drop alongside Food 'n' Friends Campaign to recruit hosts

The trustees endorsed the plan.

Mrs. Shacklock raised some concerns with regard to maintaining the motivation and enthusiasm of some of our volunteers. It was agreed that it can be frustrating when the numbers of referrals has yet to build up – there is a natural expectation that demand for support will be rapid – but it was agreed that this is likely to be a slow process. It was agreed that a “confidential listening ear” would be provided by the trustees – all trustees would be available to discuss with any volunteer their concerns no matter the nature, and will be fully open about all aspects of the project, within the bounds of confidentiality.

The Chairman reported on a number of significant presentations

1. The Chief Executives Collaborative group on “How to successfully collaborate with the community”.
2. The new County Council Director of Adult Care and the Portfolio Holder to brief them and develop support
3. The Scrutiny Panel (Adult Care and Dementia Strategy) of the County Council to present the project, report on its progress, and contribute to the policy discussions.
4. The Director for Strategic Commissioning of the PCT to develop contact and persuade the NHS to provide local memory and assessment clinics, as well as other short and long-term joint activities.

The Chairman reported the project has achieved high regard at all levels in the local authorities, the NHS and the charities.

#### **5. Consideration of progress towards new services.**

1. Social care cooperative  
The Chairman reported that there was strong support from Adult Care towards creating a social enterprise. As such the County Council would be prepared to consider it as a “preferred supplier” of paid carer support.
2. Respite support  
The project is now developing arrangements with Suffolk Family Carers to offer opportunities for carers to get short breaks by the provision of paid carer support.

The trustees agreed the importance of these services. The target date is circa Autumn 2010

#### **6. Consideration of progress towards long term (Vision of Caring) objectives**

The Chairman reported on the strategy to achieve the longer term objectives as described in “the Vision of Caring”. The trustees endorsed the approach.

#### **7. Funding aspects.**

1. Current/core activities

The Chairman reported that he was, supported by a facilitator for the County Council actively pursuing funding for year2 (starting Oct 2010) and the following years.

2. Longer-term

A proposal was being drafted for the integrated approach to health and social care as expressed in “The Vision of Caring”. It is expected to involve a feasibility study costing in the

region of £50K.

**8. Any other Business**

None

**9. Date of the next meeting**

To be arranged

A handwritten signature in dark ink, appearing to read "Andrew Jackson". The signature is written in a cursive style with a large initial 'A'.

(Chairman)

2<sup>nd</sup> October 2010