










Commissioning Group – ACTION NOTES

Present	Anne Williams	Apologies	Jonathon Hurley		Date: 28.09.05
	Sandy Bering		Frank Hurley		
	Nick Morey		Caroline Tomlinson		
	Charlie Barker		Dave Spence		
	Martin Routledge		Anne-Marie Whiteside		
			Denise Allen		

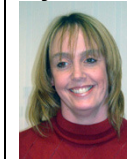
ISSUE	ACTION	WHO	WHEN
Minutes last meeting	Minutes accepted as a true record		
Matters Arising	Work with Children's services – Ann to write again to NW Children's Directors	Ann 	11.01.06
	Lynn and Martin to speak to Change for Children team (David Wells) regarding opportunities for funding in a similar way to VPST with regard to Children with disabilities in the NW.	Lynn 	11.01.06

	<p>Website – Phil has started to improve this. Work still ongoing.</p>	<p>Martin</p>  <p>Phil</p> 	<p>11.01.06</p>
<p>Business Management Action Plan (Lynn JJ)</p>  	 <p><u>Commissioning Group/ Advisory Group</u> –</p>  <p>Some initial comments were made with regard to the draft Constitution that need to be reflected in discussions regarding the Constitution for the Regional Task Force, Lynn to make amendments and circulate. This is to be one of 2 main agenda items at the next meeting. Lynn also to draft code of conduct for next meeting.</p>	<p>Lynn</p> 	<p>2nd draft with notes from 28.09.06 for discussion 11.01.06</p>



Rules of Association agreed, subject to changes @ constitution. These can now be forwarded to Hyndburn Council @ exemption for Council Tax.

Lynn

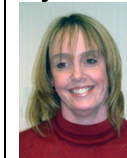


Within next 2 weeks



Team – restructure proposal agreed. Lynn to take forward implementation through discussion with Team Members and Employing Authorities. Associate Members to be recruited via Core Team Members and Stakeholders. Lynn to confirm agreement procedure etc.

Lynn






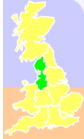











Update meeting next 11/01/06










Lynn to pursue links with NW Complaints Officers Group @ standardisation of investigations and opportunities to align work etc.





Budget – Lynn circulated a report regarding the budget including projections for next year.

	<p>Subscriptions – Second agenda item for next time to confirm subscriptions levels for 2006/07, review current year income/ service level agreements/ take up from independent voluntary sector/ voucher use. Lynn to invite Keith Darragh to join the meeting next time.</p> <p>Lynn and Phil to continue to meet with Keith Darragh and Charlie Roberts from Salford to monitor the budget and report again next time.</p>	<p>Lynn</p>  <p>Lynn</p>  <p>Phil</p> 	<p>11.01.06</p> <p>Ongoing</p>
<p>Inclusion Action Plan (Lynn JJ)</p>  	 <p><u>Regional Task Force</u> - draft constitution circulated for agenda 11th November</p>   <p><u>Providers</u> – Subscriptions – letters gone out to @ 80 providers regarding subscriptions opportunities for April 2006. Lynn to update on response next time.</p>	<p>Lynn</p> 	<p>11.01.06</p>

	 <p><u>Self Advocates</u> - recommendation to improve communication across the Region through purchase of an easy read programme to then be adopted by NWTDT agreed. Nick Morey suggested Lead Officers then look at this to standardise across the Region.</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>Self-Advocates have asked that more reference be made in the next report to the 3 big issues identified at their conference in February –</p> <ol style="list-style-type: none"> 1. Bullying 2. The way Doctors and Nurses talk to people 3. Access issues @ transport <p>Lynn to ensure this is reflected in the next report</p>	<p><u>ALL</u> Lynn</p> 	<p><u>NEXT REPORT DRAFTS TO LYNN NO LATER THAN 1ST DECEMBER 2005</u></p>

<p>NWTDT – update report June 2005</p>  	<p>Recommendations accepted.</p> <p>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</p>	<p>Lynn</p> 	<p>At next available opportunity</p>
<p>Valuing People after 2006 (Martin Routledge)</p>  	<p>Anne/ Charlie/ Martin and Lynn to meet with Dean Repper 4th November, 2pm Crompton House with regard to CSIP/ VPST</p>	<p>Martin</p>  <p>Ann</p>  <p>Charlie</p>  <p>Lynn</p> 	<p>4th November</p>

	<p>Martins post as Regional Advisor has now been advertised 2.5 days per week, initially until end March 2006 when CSIP will take over the responsibility. Martin will 'hand over' up until December time subject to appointment. Closing Date 10th October.</p>		
<p>Any Other Business</p>	<p>Meetings for 2006 to be scheduled in relation to regional task force. Lynn and Charlie to arrange at meeting in November.</p>	<p>Charlie  Lynn </p>	<p>11th November</p>



Next Meeting – 11th January 2006, 10.30am, Crompton House

NOTE TIME CHANGE!

Proposed agenda

1. Attending – Keith Darragh (Assistant Director Support Services - Salford) to be invited to attend
2. Apologies
3. Minutes of last meeting
4. Matters Arising

5. NWTDT – update report  - Lynn JJ  (for circulation only)
NWTDT Constitution

6. NWTDT – Budget Report  - Lynn JJ 
Service Level Agreements
Subscription Levels 2006/2007

7. Valuing People after 2006



– Martin Routledge



8. Any Other Business

9. Date of next meeting – to be arranged in conjunction with Task Force Meetings