

## Notes from Meeting of the Task Force On 11th November 2005

### Experience from Previous Task Force

<b>What worked well</b>	<b>What should we change</b>
<ul style="list-style-type: none"><li>• Monitoring what Partnership Boards did well</li><li>• Presentations - examples showing how - bringing issues to life</li><li>• Hearing about other Partnership Boards</li><li>• Looking at a wider area - beyond our own</li><li>• Learning from each other - sharing good practice</li></ul>	<ul style="list-style-type: none"><li>• Be clear about the role</li><li>• Talk in ways that everyone can understand</li><li>• Linking to other groups needs to improve</li><li>• Bring information from your Partnership Board to the Task Force</li><li>• Identifying which Partnership Boards need help</li><li>• Improve Communication with Partnership Boards</li><li>• Focus on things that Partnership Boards don't have time to</li><li>• Feedback between Task Force and Commissioning Group</li></ul>

## Top tips for Co-chairs

Do	Don't
<ul style="list-style-type: none"><li>• All chairs to be fully informed and can stand in for each other</li><li>• Should have pre-meetings with each other</li><li>• Should have appropriate support</li><li>• Long enough term of office - more than 1 year</li><li>• Everything should be shared</li><li>• Time &amp; support &amp; training (before, during and after)</li><li>• Clarity of role and expectation</li><li>• Make sure the person wants to do it (does anyone?)</li><li>• Make sure people know what they are taking on</li><li>• Plan meetings so all the Chairs have something to chair</li><li>• Work together to make a harmonious style</li><li>• Each representative group votes it's own Chair</li><li>• Share ownership</li><li>• Clear role</li><li>• Work to Co Chairs' strengths</li><li>• Make time (extra work to be done) for those who need it</li><li>• Total communication</li><li>• Share responsibilities</li><li>• Have equal status</li><li>• Decide how long they will do the job</li><li>• Support each other</li><li>• Have a self advocate</li></ul>	<ul style="list-style-type: none"><li>• Let it be tokenistic</li><li>• Do it till we've worked out what it is</li><li>• Do it for the sake of it</li><li>• Not one boss</li><li>• Duplicate</li><li>• Play one off against the other</li><li>• Use jargon</li><li>• One person should not take over the meeting</li></ul>

## Membership

Who	Why
Children Services Commissioner - or Director of Children's Services	Links and coordination
Young people in transition	Different outlook
Politician - MP or Councillor - Brian Iddon, MP	Influence, work on suggestions, greater understanding
Strategic Health Authority Rep	Focus on health issues
Local Strategic Partnership person	Broad outlook and interests
Education and Lifelong Learning Rep - LSC	Focus
Housing person	Focus

## Issues still to be resolved

- Agree on a start time - suggestion for a 10.30am start
- Agree on a venue (Bolton suggested as an alternative to Preston), agreed for next meeting to be at Preston and for Lynn to present some alternatives including costs.
- Dates to be set for the meetings 1 year ahead, Lynn to schedule to link with NWTDT Commissioning Group, Self-Advocate Steering Group and Family Forum.
- Providing access to computers and mobile phones for members who don't have them
- Expenses
  - Support workers expenses to be paid
  - Provide pay for support workers if need be (including for carers who have to have a support worker at home)
  - Real support with continuity
  - Daily rate for attendance for Self Advocates and Family Carers
  - Pay expenses up front (cash, gift voucher) - whatever makes sense for individual

### What did we try today?

- Ice breakers
- Getting to know each other
- Voting
- Moving around
- Coming up with ideas
- Big group work
- Small group work
- Serious and fun

### Feedback from today's meetings

<b>What worked well</b>	<b>What should we change</b>
<ul style="list-style-type: none"><li>• Style</li><li>• Talking about how the Task Force will work together</li><li>• Got through a lot</li><li>• Achieved what we set out to do</li><li>• Productive</li><li>• Now have a clear purpose</li><li>• Changing groups</li><li>• Hearing other's opinions</li><li>• Mixture of fun and serious</li><li>• Being listened to</li></ul>	<ul style="list-style-type: none"><li>• Haven't got all self advocates and family carers here - need to get in touch with people</li><li>• Take personal responsibility for action - name people</li><li>• Need to invite some self advocates to have their say - some people are shy in coming forward and speaking up</li><li>• Put it down on paper how the co-chairs work</li></ul>

## Action from today's meeting

What needs doing	Who is going to do it
<ul style="list-style-type: none"><li>• Ideas about other places to meet and costs</li><li>• More detail to be developed about expenses so the Task Force can make a decision next time</li><li>• Meeting dates</li><li>• Membership</li> <li>• Update Constitution based on ideas today and get it back to Task Force with the notes from today</li><li>• Write up the notes from today quickly so people can feedback to their groups.</li><li>• Write a draft job description for Co-Chairs</li><li>• Family Forum Reps and Self-Advocate reps to let Lynn know by 9<sup>th</sup> December who will be on NWTDT Commissioning Group</li><li>• Plan next Task Force meeting</li></ul>	<ul style="list-style-type: none"><li>• Lynn</li> <li>• Lynn, Val and Steering Group</li> <li>• Lynn to plan for the year</li><li>• Group to think more about who and find contact details</li><li>• Peter and Lynn</li> <li>• Peter and Lynn</li> <li>• Lynn</li> <li>• Self-Advocate Reps and Family Forum reps</li> <li>• Lynn and Charlie</li></ul>