

Meeting	Cross Sector Provider Partnership
Date	Wednesday 16th October 2019
Time	9.00 – 11.00
Venue	Room S23, Engineering UTC Northern Lincolnshire, Scunthorpe

List of Attendees				
Meeting Role	Name	Initials	Job Title	Organisation
Chair	Rebecca Buss	RB	Director/Registered Manager	Elite Care Solutions
Vice Chair	Kirsty Sutton	KS	Operations Director	Kapil Care Homes
	Jo Johnson	JJ	Service Manager	NLC
	Rick Anderson	RA	Integrated Commissioning Manager	NLC
	Emma Blyth	EB	Registered Manager	Emerald Care Services
	Katy Carter	KC	Procurement Manager	Northern Lincolnshire CCG
	Howard Westoby	HW	Director	Carers' Support Centre
	Luke Stocks	LS	Registered Manager	Options (Autism)
	Tracey Hotham	TH	Senior Officer	Humbercare Ltd
Minute Taker	Misty Filby	MF	Commissioning Support Assistant	NLC
Apologies	Lynn Hudson	LH	Independent Living Advisor	Penderels Trust
	Diane Ewan	DE	Area Manager	Creative Support
	Carrie Butler	CB	Manager	Healthwatch
	Kirsten Sparks	KS	Engagement Manager	Northern Lincolnshire CCG
	Penny Ellis	PE	Senior Account Manager	Tunstall Healthcare
	Finola Blyth	FB	Registered Manager	Emerald Care Services

1.	Welcome and Apologies																														
1.1	RB welcomed all attendees to the meeting, introductions and apologies were made.																														
2.	Minutes of previous meeting: Wednesday 3rd July 2019																														
2.1	Attendees reviewed the minutes of the last meeting held on Wednesday 3 rd July 2019 for accuracy.																														
2.2	Item 4.2 amended to 'TB can raise issues via RB as chair or her Home Care Rep' No other amendments were needed to the minutes and they were agreed as a true record.																														
2.3	The actions from 03/07/2019 were reviewed and amendments made.																														
3.	Steering Group Membership – To review any gaps																														
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	Penny Ellis	PE	Telehealth /Assisted Technology
	Luke Stocks or Jill Lucock	LS/JL	Learning Disabilities Care
	Tracey Hotham	TH	Housing Related Support
	Jo Johnson	JJ	Local Authority
	Diane Wingate	DW	Local Authority
	Misty Filby (Minute taker)	MF	Local Authority
3.2	VANL unable to attend CSPP currently. RB asked the group if they had any suggestions from the voluntary sector to join the group. Action: JJ to contact TW to see if she has any suggestions for the Voluntary Sector Rep.		
3.3	North Lincolnshire Council, Housing Advice Team Manager to be invited as a CSPP rep. Action: DW to contact HAT to nominate a representative.		
3.4	It was agreed that there should be up to 15 members as in the Terms of Reference. A Care Home representative, and an Advocacy representative was suggested. Action: RB to circulate an email and send out to the wider CSPP mailing list group to ask for expressions of interest.		
4.	Review Steering Group Terms of Reference - Discussion		
4.1	The Terms of Reference were reviewed, no changes.		
5.	Draft CSPP Annual Report 2018/19 - Discussion		
5.1	The Annual Report has been approved.		
6.	Steering Group Members Update – Issues affecting their sector		
6.1	DW Commissioning Officer will support the group to replace SK, Diane Wingate is in a better position to link with the group regarding Commissioning projects. Action: DW to replace Stephen Kimberley on the Members List.		
6.2	A suggestion that SU need insurance for staff to attend their home by a provider on the Dom Care Framework was discussed. The group noted that this is not a PA role. Action: JJ to investigate.		
6.3	Now that Moving with Dignity is on the Framework staff will require training and equipment to be able to comply. JJ advised that Moving with Dignity has been on the Dom Care Framework for a year. JJ confirmed that there is a website that isn't well used and lessons need to be learned. Action: JJ to organise training and guidance on Moving with Dignity. Action: KS to contact EC regarding training and equipment for Moving with Dignity.		
6.4	LS advised the group that providers have not been able to refer in to the Community Dentist recently. RB stated that she has fed this back to Healthwatch. JJ will bring it up in the Health Standards Board. Action: JJ to bring Community Dentist referral up at the Health Standards Board. Action: Registered Managers to be asked at RM meeting if any other providers have had similar problems		
6.5	Flu jabs – a request for flu jabs to be made available at the provider event has been refused, JJ is still pushing for this to be available.		
6.6	Issues with 30 day bed places are resolved.		
6.7	NLC website has been reviewed and any reference to provider services have been removed.		

6.8	An event at St Johns Market was discussed, the dates are 11 th , 18 th and 25 th November 2019 between 13.00 – 16.00 @ St John's Market, Scunthorpe. There are 100 tickets per session. It is open to everyone, but mainly front line staff. An email will be circulated.
6.9	Changes to DOLs was discussed, as soon as more information is available it will be circulated. Action: JJ to look in to training for Providers following the changes to the DOLs.
6.10	Commissioned Contracts information that are managed by Integrated and People Commissioning Team or are in the process of being re-commissioned was shared with the group. Information available on request from the Commissioning Team.
6.11	RA proposed that the CSPP Steering Group take a lead in the development of the Provider Bulletin, some suggestions were made to improve the publication. It was agreed that a questionnaire will be developed to seek feedback. DW was nominated to co-ordinates the provider Bulletin with CSPP input. Action: Survey Monkey questionnaire to be developed (DW)
6.12	Any concerns about Brexit to be raised with Provider Management Team about so they can assist and resolve any problems.
7.	Adult Partnership Update
7.1	RB did not attend this meeting, but they do send her a bulletin with the minutes Action: RB to circulate the Bulletin to the group for information.
8.	Safeguarding Adults Board Update
8.1	New Sec 42 Guidance Action: RB to circulate the New Sec 42 Guidance to the group.
9.	Health & Social Care Standards Board
9.1	The Board focusses on key areas to raise standards, creating solutions and better training.
9.2	KS stated that it is hard to get new up and coming Care Managers. A Leadership and Management course for aspiring Managers has been circulated. Action: for follow up next meeting
9.3	It was noted that people with the right skills need to be encouraged to work in registered care for succession planning. Placements in nursing homes was discussed, there does not seem to be a process to get placements in to the workplace to allow student nurses/paramedics to experience a community setting. It was noted that some student placements are paid which would help with resourcing. JJ to investigate Provider Training at NLC. Action: Speak to the Excellence Centre/placement organisers. Action: JJ to investigate Provider Training.
9.4	Apprenticeship levy uptake. As a Registered Manager it is not a recognised profession it would benefit from profile raising to help with recruitment, such as positive stories such as case studies. Action: RB meet with RM to discuss the Apprenticeship levy.
9.5	Echo training is a range of virtual training modules accessible through webinar sessions. Once the dates are out they will be shared with the group.

10.	Registered Managers Meeting Update
10.1	A representative from Discharge came to the meeting and talked about the discharge process.
10.2	The Infection Control Team no longer available. As infection control is a requirement of the Framework alternative ways to audit were discussed. Self-audit was suggested. JJ was not formally informed that the team was not in existence.
10.3	Rector Red – Care homes use this system for grading skin sores. Is now being rolled out to Dom care and other providers. Training dates and times are open to everyone. KS stated any issues need to be ironed out. To be raised at the standards board.
11.	Upcoming Conferences/Workshops
11.1	<p>CSPP Conferences and Workshops had been on hold, as there were lots that NLC had put on. Looking forward possible ideas for workshops were discussed;</p> <ul style="list-style-type: none"> • DOLS training – the changes • Understanding the KLOEs • Defence training – Suggested by LS, it was noted that the speakers need to be free and the workshops are for information not training, some people might be willing to pay. • CQC restriction, governance and evidence. • Medical to access care – easy read. • National law change – Website Accessibility – depends on when your websites were set up, there are cost implications. <p>Action: Action: RB to contact CQC regarding registration, governance and evidence. JJ could look at suggestions of themes from Regulation 17 – Good governance and focus on sessions to support.</p>
12.	Any Other Business
12.1	<p>Dates agreed for next year's meetings – 9:30 – 11:30</p> <p>15th January 2020 - UTC 22nd April 2020 - UTC 15th July 2020 - UTC 21st October 2020 – Hewson House</p>
13.	Date of next Meeting
13.1	<p>Wednesday 15th January 2020 Engineering UTC Northern Lincolnshire, Carlton Street, Scunthorpe, DN15 6TA Room S19</p>