

Minutes for the Mid Devon Carers Forum

22 / 2 / 05

Minutes of previous meeting: agreed

Also agreed we would try out new format for minutes as per previous management group, rather than a narrative style

Agenda item	Action	By whom/ when
Glossary of terms & 'starter pack' for people wanting to become involved.	Jips & Ligs etc confusing – needs clarification. Louise will be doing a mapping exercise & this will also link in.	Louise Hawkins (& Gina, if time)
Minutes / Admin for the Forum	Managers meeting asking if it should be Unite's task as part of 'carer's voice' role to provide a minute taker	<ol style="list-style-type: none"> 1. Anna to take back to Unite and discuss identifying a minute taker & give answer at next meeting 2. Wendy Protheroe has agreed to cover time & costs of distribution through PPI role & minutes + distribution list to be sent to her to send out 3. Louise & Gina will do minutes from this meeting.
Feedback from Unite	Unite will be employing an office manager soon. Adverts have gone out.	This person is likely to be in post by end March / April
Reclaiming / reimbursement policy	No local procedures yet in place, though this is being actively worked on in a variety of settings (going to LIG this pm). There is a commitment from managers group to reimburse. County policies also being worked on.	In the absence of a local model, managers group have agreed to 40p per mile + cover arrangements if necessary, under strategic HA guidelines. Louise to bring PPI form for claiming mileage, & Dave Rollason /Wendy Protheroe will clarify where funding will come from in the short term until local policy fully in place.
Management group meeting feedback	Met yesterday. Discussed £10,000 to be used to bring each locality up to minimum standards (also currently being worked on by county development team)	
Take a break	Feedback: Discussions taking place	Further details to follow when

	for Unite to pick up the brokerage role in Mid Devon. Proposal that this is initially piloted at the Okehampton end of the district.	confirmed Louise H. / Lesley Willmott / Unite
Forum reps to attend Manager's meeting	Discussed & confirmed Helen also queried whether project manager from North / Mid Devon young carer's project should attend	A.M. L.R? (she's not here today) L.G Young carers rep ?Unite rep Louise to invite
Report to chief executives (attached to previous minutes)	Read through and discussed: Carers benefits checks	Anna will clarify with Geoff King
'Carers in Devon' Logo	Agreed we like it & ok to use it on Forum paperwork	Gina to link Phil Dyson & Unite Re also Link network paperwork
Carers Grant	Discussed info as in report: Awaiting info about local allocation for next year.	Louise has been asked to collate amounts, when known, from all client groups for managers meeting. (Possibly on one side of A4??)
Gina	Gina's secondment will cease at the end of March. Group wished to express their appreciation for her contribution to carers development.	A. & Lorraine to share chair: Awaiting confirmation of training from Ramona Nash (link& dev. Worker in Exeter) – agreed at county development group for all forum chairs who are carers
Items for the next agenda	1. Publicity: ways to effectively make carers aware of the involvement framework & Forum	Send additional items to Louise Hawkins (e mail; Louise.hawkins@devon.gov.uk Tel;01392 3841

Next meeting

Date: 7th April

Time: 1.30pm

Venue: Tiverton Hospital

Attached for info from Ruth Robson, Management accountant

Louise

As requested earlier this week - an update on the Carers Grant for 05-06.

This current year 04-05 in Mid Devon we had a total allocation of £105,901 for the whole of Mid Devon including Okehampton.

For 05-06 the initial allocation was £107,739. To this was then added further funds specifically identified for implementation of Take a Break Services - total of £46,071 for Mid Devon and then an amount of £7,780 was taken out of Mid Devon Adults Carers monies in light of the decision to transfer funds from adult services across to Mental Health.

So for total Mid Devon 05-06 (prior to inflation) there is an allocation of £146,030.

Of this £121,356 relates to Mid Devon and £24,674 to Okehampton.

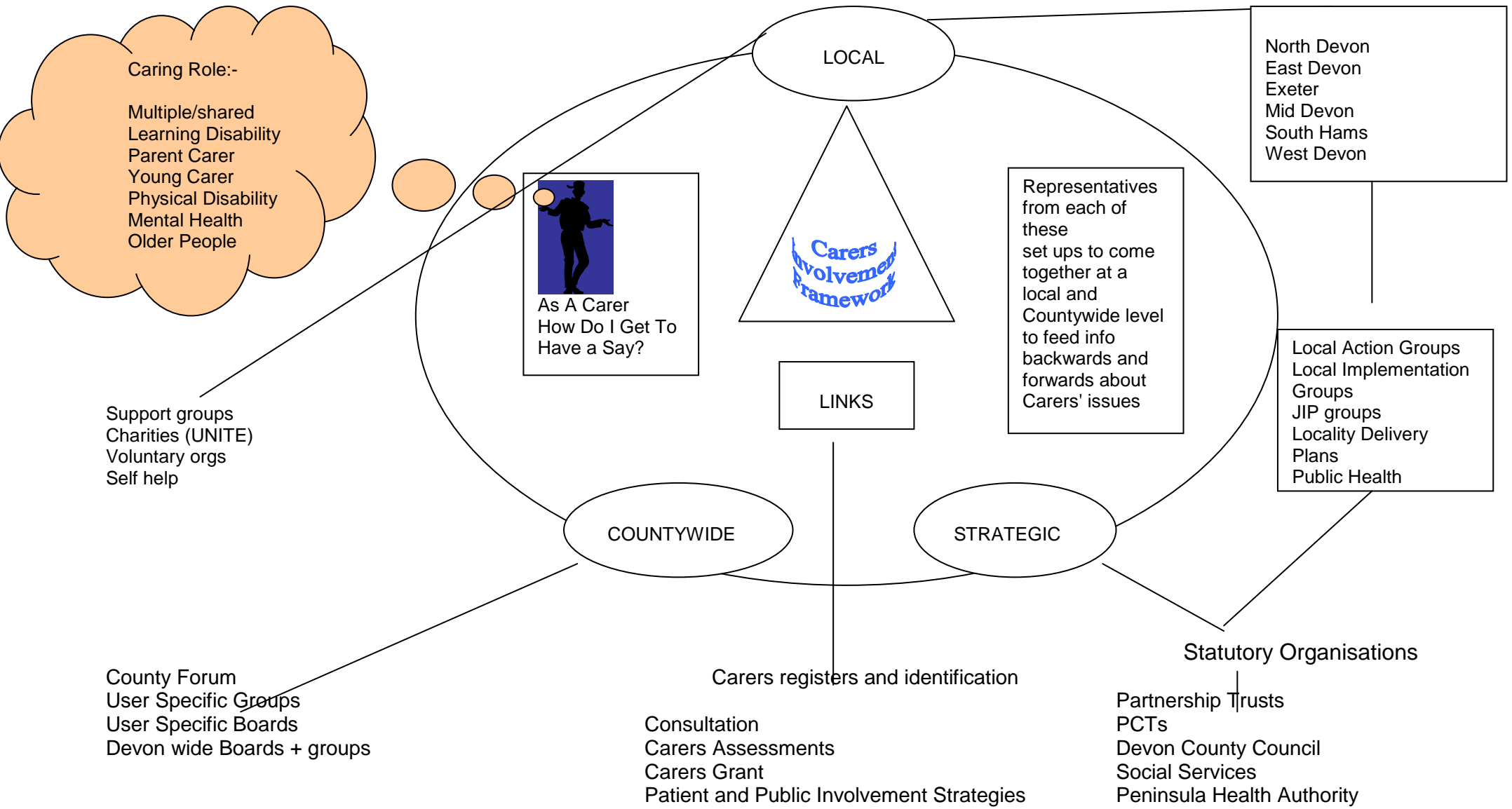
I am not sure how widely you wish to circulate these.

The split on looking at these seems on the face of it to be a much higher proportion to "old" mid Devon. However, these proportions are historic - the proportions for Okehampton are how we have inherited them from West Devon. Also there have still been under spends on the Okehampton side so there would not seem to be any issue there. I only mention this as the last time I spoke with Jenny she mentioned that it was felt that as UNITE is a contract which covers the whole of the PCT area and thus includes Okehampton, that there should be some element of contribution from Okehampton Carers Grant.

Rowena has been asking about next years funds so I have forwarded the attached.

Regards

Ruth



Dear

**GENERAL MEDICAL SERVICES CONTRACT
JOINT PROTOCOL
CARER IDENTIFICATION AND ASSESSMENT**

The Primary Care Trust, in conjunction with Devon County Council Social Services, the other five PCTs in Devon and the Devon Partnership Trust has developed a Joint Protocol for Carer Identification and Assessment. The Joint Protocol is one element of “Carers in Devon”, a partnership approach to responding to carers’ needs.

The Joint Protocol seeks to provide a consistent framework for carer identification and assessment within Primary Care, built around membership of the Local Carers Link, social care referral pathways and the requirements of the GMS Contract.

The Carers Link (formerly the Carers Register) is a local network of people who have been identified as, or who have identified themselves as carers. There is a Carers Link within each of the six PCT Localities in Devon, each jointly commissioned by the PCT and Devon Social Services via a local voluntary organisation. Within the _____ PCT area the Carers Link is provided by _____ and the Carers Link Worker is _____ contact details _____

Membership of the Carers Link offers an opportunity for carers to be informed of local support and self help groups and regular newsletters, carers welfare benefits check, access to support services, training opportunities, consultation on service development etc.

Enclosed with this letter are four attachments:

- Section One – Flow Chart
- Section Two – Policy and Procedures for your Practice
- Section Three – Information Sheet
- Section Four – Contact Details

Sections One, Three and Four are common to all Practices within _____ PCT area. Section Two has a common framework, but which needs to be developed and agreed for your specific Practice. The entries in italics are examples of possible agreed procedures within a local Practice. To assist with this task name, the Carers Lead within the PCT, and

name, the Carers Link Worker will be happy to meet with you and/or the Carers Lead within the Practice over the next few weeks to finalise your Policy and Procedures. An agreed document should be returned to the PCT by _____

Carers provide the massive majority of support for people living at home, without whom the health and social care system in Devon would collapse. These measures aim to ensure compliance with statutory requirements and to establish a key building block for meeting the support needs of carers.

Thank you for your assistance.

Yours

Chief Executive
_____ PCT



GENERAL MEDICAL SERVICES CONTRACT

JOINT PROTOCOL



Carer Identification and Assessment

Section Two – Policy and Procedures for Your Practice

1. Policy

- i) It is the policy of this practice to operate within the Joint Protocol for Carer Identification and Assessment, agreed between Devon County Council Social Services Directorate and the six Devon Primary Care Trusts.

The objective of the Practice Policy is to identify which patients of the practice are carers, or who have a carer, in order to:

- Proactively manage carers needs within the practice.
 - Consider the provision of services to carers which can be best provided by the practice.
 - Ensure that all patients who are carers are informed of, and supported in joining the Local Carers Link.
 - Ensure that all patients who have a carer are given information about the Local Carers Link.
 - Ensure that information on the availability of local support issues is given to patients who are carers, or who have a carer.
 - Ensure the Practice meets all statutory and locally agreed requirements in relation to carers, including GMS Contract requirements.
- ii) It is the policy of this Practice to identify a member of staff to act as Carers Lead for the Practice, who will:
- Be a contact point for the PCT/SSD/Carers Link in relation to carers issues and developments.
 - Lead on the implementation of the Joint Protocol within the Practice.

2. Procedures

The following procedures apply to all staff employed or based within the Practice on a temporary or permanent basis.

i) Information for Carers

The Practice highlights services available to Carers by various methods including: displays, questionnaires, inviting support services such as Carers' Link along to any appropriate functions the practice may hold for groups of patients. The practice will encourage patients to discuss the support services with a health professional.

ii) Patients identifying themselves as Carers

To be discussed with your local Carers Link Worker.

iii) Patients Identified as Carers by the Practice

The Practice will identify patients who are carers or who have carers in the normal course of consultations and contact with the Practice. Subsequently the Practice will ensure details are:

- a) Are recorded in their medical records so that any health professional who may interact with the carer through consultations, clinics or home visits can have access to this information and can routinely ask patients about the impact of their caring responsibilities.
- b) Recorded in their electronic records as a "Not A Problem", using the codes:

918G Is a Carer **or**
918F Has a Carer

Subsequently, information on the local Carers Link and local support services will be given as per the Joint Protocol "Section One - Flow Chart".

The Practice will also ensure that information relating to patients, which has been passed through to the Practice from the Carers Link, will be recorded as above.

iv) Carers Services within the Practice

- a) *The Practice will ensure that an annual health check is implemented for all patients in the Practice identified as carers.*
- b) *The Practice will work within the Patients Support Group to develop specific carer based support groups.*