

# Minutes of the Health Education England Kent Surrey and Sussex Intellectual Disabilities Board

Friday 25<sup>th</sup> November 2016 1100-1430 hrs

The Charis Centre, West Green Drive, Crawley West Sussex RH117EL

## Attendees:

George Matuska (GM), - **Chair**  
Rhona Westrip (RW), ID Programme Manager  
Corrine Nikolva (CN)  
Daniel Marsden (DM)  
Martha Pusey (MP)  
Viki Baker (VB)  
Annie Henley –Ashton (AHA)


## Apologies:

Rosalyn Chapman (RC)  
Soline Jeram (SJ)  
Thomas Moore (TM),  
Viki Baker (VB)  
Sarah Jones (SJ)  
Annamarie – Pedrosa (AMP)  
Sally Smith (SS)  
Simon Cook (SC)  
Nicki Fowler (NF)  
Karen Lawson (KL)


## In Attendance:

Emily Newsom (EN), **note taker**

Ref.	Item	Action
1.	<b>Welcome, Introduction and apologies were noted.</b> GM and RW confirmed the main aim of today's meeting was to make decisions as a board regarding recent bids for education and training support.	
2.	<b>Reviewing Minutes and Terms of Reference.</b> The Board agreed the September minutes as accurate with one outstanding action - DM to send Hospice Contacts.	DM- Complete

	CN questioned if the Nurse Associate Role work was continuing due to recent media coverage. GM confirmed this stream of work continues.	
3.	<p><b>Update on the Intellectual Disabilities Programme</b></p> <ol style="list-style-type: none"> <li>1. RW gave an overview of the Programme's work to the meeting, providing brief updates of work to date and key achievements.</li> <li>2. RW commented on the recent SMT ID presentation that was held at the Charis Centre. This was based on a longer multidisciplinary workshop which the programme had supported last year, and included presenters who were experts by experience. A workshop approach was used to generate ideas with regards to ID. The presentations and work carried out at this session were well received. It was agreed by SMT that a similar approach will be used at further SMT meetings for other KSS programmes to present.</li> <li>3. RW confirmed that the Community of Practice Conference Evaluation from the event held in June 2016 is due to be finalised and will be shared with the Board upon completion for wider circulation. Refer to attached evaluation: <div data-bbox="438 1265 502 1332" data-label="Image">  </div> <p>Kent Surrey Sussex Learning Disability C</p> </li> <li>4. GM noted the evaluation had been positive and looks at a 3-year work plan. There is a need to sustain the COP and its website but it is recognised this has been a large amount of work for individuals to take on in addition to their formal work roles. Engagement from across Surrey and Sussex is required to keep this work moving ahead.</li> <li>5. A conversation followed on ways we can support busy experts re COP: <ul style="list-style-type: none"> <li>• Investigate ways in which to provide support in a more meaningful way. E.g. promoting the fact that this COP is a platform for sharing. It was noted that one of the aims is to reduce silo working.</li> </ul> <p>Other areas discussed to promote/continue the COP were:</p> </li> </ol>	

	<ul style="list-style-type: none"> <li>• Approach other agencies with a project proposal for them to deliver with KSS support specifically looking at enhancing sustainability</li> </ul> <p>6. It was noted that there was also the possibility of funding some evaluation work on a regional (London and KSS) basis. It is currently unknown across all of HEI's in London and KSS that experiences undergraduate nurses and AHP's have to gain insight into working with IWID. There is a need to scope all HEI's across all branches of nursing, and AHP's courses to gain an understanding of what is the current model of education in these areas and to find out if there is a need to sign post HEI's to example of best practice if gaps are highlighted. This proposal is being taken forward by GM to the London regions of HEE to see if it can be moved forward.</p> <p>7. RW gave the board a brief update on Transforming Care Plans. Work is continuing to develop in Kent Surrey and Sussex. Surrey and Sussex are thought to be further ahead with their plans than Kent, although this is difficult to confirm as Kent has not yet chosen to engage with HEE KSS in spite of repeated offers. The TCP is to feed into STP plans as work moves forward and RW and GM are beginning to have these conversations with external and internal colleagues.</p> <p>The Board commented on the following:</p> <ul style="list-style-type: none"> <li>• An easy read guide would be helpful.</li> <li>• The Kent STP doesn't note Intellectual Disabilities.</li> </ul> <p><b>Action:</b> RW to share TCP plans with the board as they come out</p> <p>The board also commented on possible leads for themes going forward to use funding by March 2017, the below were discussed as possible future workstreams:</p> <ul style="list-style-type: none"> <li>• VB – Member of Professional Senate meeting on the 5<sup>th</sup> December. Possibility that College could host a workshop re ID.</li> <li>• Advertise a 3-month Band 7 research post 'How would you standardise LD/Mental capacity training in your curriculum?'</li> </ul> <p><b>Action:</b> EN to contact VB for further ideas about this</p> <ul style="list-style-type: none"> <li>• Basic scoping re transition.</li> </ul>	<p>Ongoing</p> <p>Completed</p>
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	<p><b>Action:</b> AHA to provide contact details of colleagues who moved from transition to Hospice care.</p> <p>1. GM advised the Board of a joint agreement with CCCU England Centre of Practice Development for a secondment opportunity backed by HEKSS for an evidence review. A secondee is to undertake an evidence review for EoLC in the field of Learning Disability (children and young adults). Closing date 23<sup>rd</sup> December. Link to JD attached:</p> <p><a href="https://www.canterbury.ac.uk/vacancies/vacancies.aspx?newlang=1&amp;id=113948">https://www.canterbury.ac.uk/vacancies/vacancies.aspx?newlang=1&amp;id=113948</a></p> <p><b>Action:</b> To circulate Job description amongst the Board and wider networks when released.</p>	<p>Completed</p> <p>Completed</p>
4.	<p><b>Considering Educational Workforce proposals and setting themes for the year ahead</b></p> <p>RW and GW guided the board through the bids received for funding:  Templates were required with business cases and evidence to support funding for “to request funding in 2016-2017 to improve the health care of people with intellectual disabilities in Kent Surrey and Sussex by the education and training of NHS funded staff”.</p> <p>The Board were asked to either approve or recommend approval once responses had been received to questions raised. The attached paper provides a summary of the bids received and reasons for either putting these forward to the board today or declining them in their current format. This meant that 3 bids were put forward to the board as set out below, with the decisions made recorded. In each instance, GM and RW will consider the responses received and confirm to the board whether these satisfy the conditions or not.</p> <p>  IDpaperbids25Nov.docx</p> <p>1. <u><b>Evaluation of Tap2Tag Electronic medical alert bracelet for people with LD</b></u>  <u><b>East Kent Hospitals University NHS Foundation Trust</b></u></p> <p>Board approved subject to the following information being provided as below:</p>	<p>RW to provide updates to the lead organisations and ask for further information as requested by programme board:  Complete</p>

	<p>Agreement to reports being produced 3 times a year for the duration of the project and a final report produced within 4 months of the project completing.</p> <p>Agreement to attendance re-presenting and discussing the bid and its outcomes at a stakeholder event within the next 19months</p> <p>Clarification of the following points:</p> <p>Have there been any conversations with colleagues involved in the STPs about this project?</p> <p>How many participants is it envisaged there will be?</p> <p>How long is the data able to be accessed by the person responding in the emergency? Will it be available for people to access outside of the UK?</p> <p><b>2. <u>East Sussex Behaviour Support Network Workforce Development</u></b> <b><u>Sussex Partnership NHS Foundation Trust</u></b></p> <p>Board approved subject to the following information being provided as below:</p> <p>Agreement to reports being produced 3 times a year for the duration of the project and a final report produced within 4 months of the project completing.</p> <p>Agreement to attendance re-presenting and discussing the bid and its outcomes at a stakeholder event within the next 19months</p> <p>Agreement that all final training materials etc. produced need to have joint copyright with HEE, and made available free of charge</p> <p>Clarification of the following points:</p> <p>Who is expected to attend the workshops – job titles, grades etc. would be really here</p> <p>Is the facilitator time cost set out backfill?</p> <p><b>3. <u>Massive Open Online Course for Practitioners working with people with learning disabilities</u></b> <b><u>London South Bank University</u></b></p> <p>No conditions set, agreement to provide financial support of £10 000 to support this.</p>	
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5.	<b>Further Future Themes discussion</b> <ul style="list-style-type: none"> <li>Gaps in telemeds</li> <li>Parent and Carer E.g. Sonography, how parents react in receiving bad news and how information is presented and how this future shapes experiences of NHS and Health workers.</li> <li>Challenging parents</li> <li>Transition and family's projects</li> <li>Project around personal health budgets</li> <li>PA'S</li> </ul>	
6.	<b>AOB</b>  EN to set three further meeting dates AHA asked for MIXIT Durham link <a href="http://www.mixitmusic.co.uk/mfa.php">http://www.mixitmusic.co.uk/mfa.php</a>  GM to update re future Transforming care meetings EN continue to advertise events GM – to look for an East Kent representative from acute sector GM recognised a need for a CYP representative. GM to share COP website.	
7.	<b>Board action tracker</b>  DM hospice contact = Wendy Hills at Pilgrims, her email is <a href="mailto:wendy.hills@pilgrimshospices.org">wendy.hills@pilgrimshospices.org</a>  COP evaluation shared COP Website shared Dates set for future meetings AHA – provided transition contact Email to VB regarding Professional summit	Complete   Complete Complete Complete Complete Complete
<b>Date and time of next meeting: Wednesday 8<sup>th</sup> February Charis Centre Crawley 11am -2pm. Weds 5<sup>th</sup> April 11am -2pm, Monday 5<sup>th</sup> June 11am -2pm</b>		



*Health Education England*