



AGEWELL SANDWELL MINUTES OF MEETING

Minutes of Agewell Sandwell meeting held Wednesday 21st May 2008 at the Greets Green Access Centre, Tildasley Street, West Bromwich.

Present

Edna Barker (meeting chair)	Ralph Perkins
Tony Salter	Doris Strange
Gurcharan Singh Sidhu	Margaret Everson
Eveline Pearson	Alan Jones
John Cope	Joan Smith
Ivy Hodgkinson	Dot Gospel
Jinder Ubhi	Jaswant Singh Bansal
Mike Babb	Ken Hickman

In attendance:

Jayne Salter-Scott (JSS) – PPI Manager
 Deborah Davies(DD) - Agewell Manager
 Lisa Jacob (LJ) – Community Development Worker
 Maggie Turner (MT) – Older People’s Champion
 Jannet Allen (JA) – Minute Taker

<u>Agenda Item</u>	Action
<p>1. Welcome, introduction and apologies</p> <p>The Vice-Chair welcomed everyone to the meeting, all attendees introduced themselves and welcomed Tony Salter back.</p> <p>Apologies received from John Allen MBE, Sandra Tyrrell, Pauline Hodgetts, Dorothy Nemedi, Tony Mallam and Nora Marshall.</p>	
<p>2. To confirm the minutes from last meeting, Wednesday 16th January 2008</p> <p>Minutes were approved.</p>	
<p>Matters and actions arising from the last meeting</p> <p>3.1 Page 2 Item 3.1 – Visit to Extra Care Housing Scheme GC is still trying to arrange this.</p>	<p>GC to arrange visit.</p>

<p>3.1.1 JSS will be meeting with Iain Bainbridge (IB) in the near future and will report back to Agewell Sandwell. JSS will also invite IB to attend a future Agewell Sandwell meeting to update members about the project.</p>	<p>JSS to meet with IB and invite him to a future meeting.</p>
<p>3. Agewell Governance Committee.</p> <p>4.1 DD informed attendees that now the Agewell Sandwell elections have been completed the Governance Committee now needs to be formed. DD was unclear from the Terms of Reference (TOR) how many members should be voted onto the Governance Committee. The TOR read as follows;</p> <p>Governance Committee</p> <p>6.5 The Governance Committee are; Chair, Vice Chairs, and 12 elected members from Agewell Sandwell (with one additional recommended deputy to stand in when necessary) – 2 from each town plus the Agewell Manager.</p> <p>This would in theory mean that there would potentially be 27 Agewell Sandwell members on the Governance Committee.</p> <p>4.1.1 A member of the TOR Committee told the group that the TOR is still a work in progress and that items can be changed. After discussion members decided by a vote that the Governance Committee should consist of the Chair, two Vice-Chairs the Agewell Manager and at least 6 volunteers from Agewell Sandwell.</p>	<p>A letter is to be sent out to Agewell Sandwell members to ask for volunteers.</p>
<p>4. Results of the Later Life Partnership Board.</p> <p>5.1 After investigation it was discovered that the Chair of Agewell Sandwell automatically receives a place on the Later Life Partnership Board. This meant that there was a vacancy on the board for a representative from Agewell Sandwell. A postal vote was conducted and by a majority Bob Cohen was elected.</p>	
<p>5. Living Well in Later Life Delivery Plan (LWLLDP).</p> <p>6.1 The Later Life Partnership board is Co-Chaired by Edna Barker and Rob Bacon (Chief Executive of Sandwell PCT) with a lead supporting officer who is Laura Brodrick of the JPU.</p> <p>6.1.1 The LWLLDP draws together actions from the Living Well in Later Life Strategy and outcomes from the Older People's Select Committee. The plan shows a lead officer for each area of work and it was felt important to attach an</p>	

<p>Agewell Sandwell lead member to each area also. The names of the Agewell Sandwell leads have been passed onto the officer leads.</p> <p>6.1.2 A member raised concern over the times of the meetings. JSS informed members that the times of the meetings were changed to suit an officer(s) schedule. This will need to be monitored to ensure that the officer(s) are attending the meetings, if they are not a suggestion should be made that the meeting times should revert back to their original time.</p> <p>6.1.3 There will be a pre-meeting before each Later Life Partnership Meeting. This will allow members to raise any issues and go through paperwork for the meeting. A member requested that a list is put together to inform representatives what papers they need to bring to each meeting, and attach copies of the Later Life Partnership Board minutes to each list.</p> <p>6.1.4 JSS informed the group that SMBC has set up a Later Life Leadership Team, which will be chaired by Linda Bateman, which will act as a check and balance for the plan. The infrastructure is coming together and it is important that Agewell Sandwell plays its part and keeps on top of this important work.</p> <p>6.2 Linda Bateman suggested that Agewell Sandwell should hold one of its meetings at the new PUBLIC building in West Bromwich. Members agreed that they would be happy to go to the PUBLIC as long as it is free of charge.</p>	<p>Attendance at the Later Life Partnership Board to be monitored.</p> <p>A list of papers needed to be compiled.</p> <p>Agewell to monitor work.</p> <p>Discussions to take place.</p>
<p>6. Election of Valuing Age and Experience Member.</p> <p>7.1 Agewell periodically participates in this network and has in the past had representation on the network. Members felt that they needed more information about the network before a volunteer was requested.</p>	<p>Jannet to find out more information.</p>
<p>7. Agewell Sandwell Awayday</p> <p>8.1 DD reported back to members that Agewell staff has had an awayday where the draft Agewell Business Plan and the Agewell Marketing Plan were put together. The plans have been put together from a staff point of view and are not meant to reflect the whole of Agewell. Agewell Sandwell now needs to have an awayday so that members can add their ideas and comments to the plans, to look at learning needs and undertake a SWOT analysis of Agewell. The awayday will help</p>	

<p>to map the direction of Agewell, focus us and will be a way of helping members to bond.</p>	<p>Awayday to be arranged.</p>
<p>8. Agewell Town Forum Reports. Agewell Town Forum Reports are reports compiled by the Community Development Workers to inform all members what has been happening at each of the 6 town forums.</p> <p>9.1 A member felt that it would be interesting to note how many members attend each forum.</p> <p>9.1.1 LJ reported that at the Oldbury Forum there are around 10 members, they are finding it challenging to recruit new members. At the Smethwick forum there are 20-24 members. New people attend and become regular attendees. Rowley Regis is graphically challenging, there are 2 extremely committed members at the moment. They are currently looking at ways of recruiting new members. JSS agreed that recruitment of new members should be a priority, but we cannot achieve this as a staff team on our own. The awayday will empower members to go out and 'spread the word' and raises ideas about recruitment.</p>	<p>Staff to record how many people attend each forum.</p>
<p>9. Agewell Sandwell Members Reports. Agewell Sandwell members' reports are reports from individual members who have attended meeting(s) as a representative of Agewell to report back to Agewell Sandwell.</p> <p>10.1 Members had already received copies of reports from Joan Smith and Sandra Tyrrell.</p> <p>10.2 A member raised concern that the Agewell Sandwell meetings are not listing concerns raised by older people and addressing them. They felt that Agewell should have a 'shopping list' or 'hit list' that highlights older people's top concerns and shows how Agewell is helping to address and resolve their concerns and to record what has been done and what needs to be done. Members agreed that at the next Agewell Sandwell meeting a discussion should take place to decide issues for the 'Shopping list' and add them to the LWLLDP and the Agewell Business Plan. LJ felt that the forum reports would also help to address issues, however it is difficult at the moment to take issues backwards and forwards between Agewell Sandwell and the forums.</p>	<p>A 'shopping list' is to be compiled and brought back to the next Agewell Sandwell meeting.</p>
<p>10. Agewell Staff Reports. Agewell Staff reports are compiled by each member of staff to</p>	

<p>inform Agewell Sandwell what they have been working on over the last two months.</p> <p>11.1 Office move – there will be additional members of Agewell staff starting soon, however our current office is full to capacity. The PCT has suggested Vision Point in Tipton as a possibility.</p> <p>11.2 The changes to the Agewell Team new way of working will start at the end of June.</p> <p>11.3 The volunteers for the Older People’s Champions (OPCs) will be recruited via a Service Level Agreement (SLA) with the Lighthouse Project. Agewell Sandwell members can become volunteers for the OPCs , Agewell Sandwell members will be sent information about volunteering.</p>	<p>Agewell Sandwell members to be sent information.</p>
<p>11. AOB</p> <p>12.1 A member raised concern that our TOR do not refer to paid members of staff being volunteers. An issue arose when some members proposed Edna Barker as Chair of Agewell, however Edna was told that she could not be Chair of Agewell as this would cause a conflict of interest, if a member of staff had an issue they would not be able to go to Chair as the Chair would also be a member of staff. The Chair of Agewell has to be an independent person who is not an employee of the PCT. This needs clarifying and including in our TOR. Edna took the opportunity to thank all members who proposed her.</p> <p>12.2 There will be an event held on the 6th June to introduce the Sandwell LINK. Members were asked to register their interest in attending.</p> <p>12.3 Members were asked to volunteer to attend a workshop session about Transforming Social Care.</p> <p>12.4 A paper from Geraldine Child was circulated to attendees which outlines the plans for West Bromwich Town Centre, copies are available from the Agewell office.</p>	<p>TOR will be looked at, at the first Governance Committee meeting.</p> <p>Volunteers to attend meeting.</p> <p>Volunteers to be informed of workshop date.</p>

THE NEXT MEETING WILL BE HELD ON WEDNESDAY 16th July 2008 AT THE WESLEY CENTRE, SPRING HEAD, WEDNESBURY. PLEASE DO YOUR BEST TO ATTEND IF YOU REQUIRE TRANSPORT PLEASE LET THE AGEWELL OFFICE KNOW BY NO LATER THAN MONDAY 14TH JULY 2008.