

The period between the two events will be used to develop the ideas from day one*. Day two will start with a report back and then be devoted to developing an action plan.

**volunteers who would like to help with this, please contact Frances Tippett.* Frances Tippett and Claire Hines to meet to decide what the workshops will compromise and the running order. A draft agenda to be ready by Friday 5 February.

2) **Update on the Budget**

Sarah Day provided a written report (copy attached)

3) **Implementation Suite of Tools**

The key areas of skills and development have been identified and training for sites is on going. Every effort is being made to only use training providers who offer training for trainers.

4) **Guided Conversations** – this has been developed with Age UK Cornwall, a taster pack is available and Age UK are rolling it out nationally

5) **Talking Mats** – this has been developed for work with people with cognitive and communications difficulties. There will be a demonstration on how Talking Mats works at the next meeting.

6) **Quality Improvement Methodology** – a lot of work has been done in this area with End of Life Care – see <https://life.seedata.co.uk/login/> and attached documents from Laura Wheeler

7) **Changing the Culture** – details of training the trainers are being agreed with Hillcroft House, the first sessions will be in the Spring

8) **Developing Career Paths Work**

Lorraine Kirkland presented information on work that is being done on career paths for personal assistants (attached). Training gaps have been identified in Cornwall and Gloucestershire and there are also problems accessing healthcare training for PAs, this may be something that Better Care Funding could assist with.

A film, Jasmine's Story is now available (<https://vimeo.com/152172694>) and another film, looking at things for a PA's point of view, could be made

Rosie Mainwaring presented a paper on Cornwall's Integrated Health and Care Career Pathway – see attached

9) Culture Change Work

Helen Davies-Cox reported on Patient Activation Measures (PAMs) which are both an outcome measure and a tailoring tool. NHS England is keen to roll out PAMs and has purchased a large number of licenses. It was agreed that we should actively seek to be part of the roll out.

10) AoB

Programme Board Meeting – 29 Feb – and National Board Site Visit – early May – if anyone wishes to feed into either, please contact Frances (frances.tippett@nhs.net).

A brief discussion on governance on the level of training personal assistants should have concluded that this was covered by Care and Support Plans

11) Date of Next Meeting

17 May 2016, 10.30 am to 12.30 pm, followed by lunch, at South West House, Taunton (meeting room 1)

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