



JOURNEY GROUP

Minutes from Meeting FOUR: Wednesday 24th October
2018 10:00am – 12:30pm, Royal Concert Hall, Glasgow

Attendees:

Fiona Duncan	Chair: Independent Care Review
Adam Bennet	Co-chair: Health & Wellbeing Work Group
Alan Baird	Co-chair: Stop; Go; Test Pilot; Rocket Fuel Work Group
Alastair Redpath	Co-chair: Stigma Work Group
Beth Anne Logan	Co-chair: Best place in the World Work Group
Ewan Aitken	Co-chair: Edges of Care Work Group
John Carnochan	Co-chair: Best place in the World Work Group
Laura Beveridge	Co-chair: Stop; Go; Test Pilot; Rocket Fuel Work Group
Lisa Muirhead	Co-chair: Components Work Group
Nancy Loucks	Co-chair: Justice and Care Work Group
Rosie Moore	Co-chair: Love Work Group
Stuart Lindsay	Co-chair: Rights Work Group
Sylvia Douglas	Co-chair: Edges of Care Work Group

Apologies:

Ashley Cameron	Co-chair: Justice and Care Work Group
Gerry McLaughlin	Co-chair: Health & Wellbeing Work Group
Hazel Crawford	Scottish Government sponsor team
James Docherty	Co-chair: Components Work Group
Liz Brabender	Secretariat: Secretariat Lead
Pat McVey	Secretariat: Contracts and Commissioning Manager

In attendance:

Carly Edgar	1000 Voices
Claire Stuart	Secretariat: Programme Manager
Denise Graham	Secretariat: Administrator
Erin Hastings	1000 Voices
Heather Donaldson	1000 Voices
Janelle MacMillan	Secretariat: Project Coordinator
June MacLeod	Secretariat: Communications
Kieran Platts	1000 Voices
Louisa Brown	Scottish Government sponsor team
Paul Sullivan	Secretariat: Participation, Policy and Influencing Manager
Prajapa Seneviratne	1000 Voices
Rose McDonald	Secretariat: Administrator
Stephen Carroll	Secretariat: Communications
Susan Reid	Secretariat: Project Coordinator
Thomas Timlin	Secretariat: Practice Manager

Notes of meeting:



10:00-10:10am	<p>1. Welcome and warm up</p> <p>Fiona warmly welcomed everyone to Journey Group Meeting Four, and thanked all for their incredible ongoing work. She noted it was a special week for the care community with the Review taking part in as many activities as possible.</p> <p>Fiona outlined the format for Meeting Four, which included a condensed agenda with not all standing agenda items being taken due to a shortened timeframe to accommodate the Ignition Event. Fiona requested ongoing feedback from co-chairs on the meetings and on how best to balance information flow and regular communication, acknowledging the volume of papers over the last three months. The balance between the need to ensure the Review captures and documents a strong evidence base without getting overtaken by bureaucracy was discussed with the Secretariat committing to continuing to work on this.</p>
10:10-10:25am	<p>2. Matters Arising</p> <ul style="list-style-type: none"> 👤 Previous minutes – the minutes were approved with two corrections. A shorter version will be posted on the web. 👤 Matters arising – in future matter arising logs, the actions arising from meetings that will be progressed by the co-chairs will be de-coupled from all other actions. This will allow the co-chairs to easily identify the tasks they are progressing. An up-to-date matters arising log will be reviewed at every Journey Group meeting. The scheduling of all matters arising will allow for agendas for the coming three meetings to be drafted and circulated. 👤 Timeline and Gantt chart – it was confirmed that the Project Coordinators will take the responsibility for the work required to ensure the co-chairs are supporting with planning for the work groups. 👤 Allocations process – an outline flow chart showing the process for all invitations to meetings / events / conferences and how these are allocated was shared and will be updated and re-circulated. 👤 Chair’s report - Fiona provided a verbal update on the content of the October report. <ul style="list-style-type: none"> ○ Curious Collaborative - Fiona updated on progress relating to the group of funders who have expressed an interest in learning more about ‘what works’, to share initiatives that they are funding that they think the Review should know about, and to explore how to direct funds to complement the Review. ○ Data – Fiona updated on discussions with a range of digital partners, as well as Sir Harry Burns on meta data. ○ Fiona met with Rose Fitzpatrick, who is leading the National Suicide Leadership group to discuss links with the Care Review. ○ SOLACE Summit – Fiona and Laura shared their views and links. ○ Social Work Scotland has made a request to be represented on every Journey Work Group. It was agreed that Fiona was share the view of the Journey Group that this not the most appropriate route for their cross Review engagement, and come to an agreement about optimum engagement. 👤 Highlight report – this outlines co-ordination of activity across the Care Review on a month-by-month basis and will be stored on the document sharing portal for co-chairs to review. Fiona reinforced the importance of ensuring alignment and avoiding silo work. All feedback or comments are welcome.



10:25-10:40am	<p>3. Communications update – internal and external</p> <p>A communications update was provided including information on a shared document space. Cco-chairs will receive information to explain how to safely access the space. A pledge wall will be going live this afternoon on the website. A newsletter for the Care Review is in the planning stages. An email will be sent to co-chairs looking for suggestions.</p>
10:40-11:25am	<p>4. Participation and stakeholder engagement plan</p> <p>A presentation was given with the overall aim, methodology, principles and participation approach, providing an overview of the delivery elements of the strategy, including:</p> <ul style="list-style-type: none"> 👤 Engaging with babies, infants children, young people and adults with care experience. 👤 Creating a participation and creatives in residence hub. 👤 Developing links to the wider participation networks across Scotland. 👤 Ensuring stakeholder engagement right across Scotland. <p>The full presentation will be available to co-chairs on the document sharing portal.</p> <p>Fiona advised that there are targets for reaching specific groups as per the Discovery stage. She also noted that this methodology will be mirrored to hear from the unpaid and paid workforce.</p> <p>Fiona reminded everyone of the principles of ensuring everyone involved in the Care Review was kept safe, reminding the chairs of the opportunities for time-out, dedicated support to enable them to process what they hear, stay safe and know that they are respected. [Health in Mind counselling support will continue to be available.</p>
11:0-11:45am	<p>5. Secure Care Strategic Board</p> <p>Fiona provided an update of the Secure Care Strategic Board and transition planning arrangements, confirming that the programme of work will fit in Components with support during transition would come from the Secretariat.</p> <p>Fiona will attend the next meeting of the Secure Care Strategic Board on December.</p>



11:45-12:15pm

6. Papers

- Other reviews / inquiries etc.: Fiona updated that relationships with relevant national, Scottish Government reviews / inquires etc. have been mapped and relationships made. She asked the Journey Group's views on whether this should be made public. It was agreed it should.
- Statistical report: An update was provided and the report will be available within the document sharing cloud.
- Work groups background papers: CELCIS and CYCJ had produced background papers for each Work Group that will be made available for all to access. Discovery analysis: Members of the Journey Group requested more detail of the Discovery analysis and a shortened version of the analytical report will be on the cloud with printed versions made available to all should they wish them

12:15-12.30pm

7. Agenda for Ignition Event

The co-chairs were talked through the running order and their role. Fiona noted that fellow travellers were arriving and tweeting so called the meeting to an early close in order that the Journey Group could go and welcome them.

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