



JOURNEY GROUP

Minutes of meeting FIVE: 10:00am-15:00pm Friday 23rd November
At the Cyrenians, 57 Albion Road, Edinburgh, EH7 5QY

Attendees:

Fiona Duncan	Chair: Independent Care Review
Adam Bennet	Co-chair: Health & Wellbeing Work Group
Alastair Redpath	Co-chair: Stigma Work Group
Ashley Cameron	Co-chair: Justice and Care Work Group
Beth Anne Logan	Co-chair: Best place in the World Work Group
Ewan Aitken	Co-chair: Edges of Care Work Group
Jimmy Paul	Co-chair: Workforce Work Group
Joanna McCreadie	Co-chair: Love 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
Sue Brookes	Co-chair: Workforce Work Group

Apologies:

Alan Baird	Co-chair: Stop; Go; Test Pilot; Rocket Fuel Work Group
Bruce Adamson	Co-chair: Rights Work Group
Denise Graham	Secretariat: Administrator
Denisha Killoh	Co-chair: Stigma Work Group
Gerry McLaughlin	Co-chair: Health & Wellbeing Work Group
Hazel Crawford	Scottish Government sponsor team
Heather Donaldson	1000 Voices
John Carnochan	Co-chair: Best place in the World Work Group
Stuart Lindsay	Co-chair: Rights Work Group
Sylvia Douglas	Co-chair: Edges of Care Work Group

In attendance:

Carly Edgar	1000 Voices
June MacLeod	Secretariat: Communications
Liz Brabender	Secretariat: Secretariat lead
Lynne O'Brien	Secretariat: Team manager
Louisa Brown	Scottish Government sponsor team
Michelle Nairn	Secretariat: Quality assurance and planning head
Rose McDonald	Secretariat: Administrator
Stephen Carroll	Secretariat: Communications
Thomas Timlin	Secretariat: Practice Manager



Notes of meeting:

10:00-10:15am	<p>1. Welcome, apologies, getting ready for the day*</p> <p>Fiona welcomed everyone to the first Journey Group meeting since the Ignition Event, noted the main purpose of meeting FIVE was to dedicate time to reflect on the first Work Group meetings, consider the programme of work for the entirety of the Journey and take a final look at phasing and risks to agree resourcing and support. Fiona explained that a decision had been taken to have fewer members of the support team present to focus on co-chairs.</p> <p>Fiona acknowledged that the recent tragic deaths of young people in Polmont had affected everyone involved in the Care Review and highlighted both the urgency and importance of the Care Review`s work, with everyone being aware of the need to be mindful of the impact this has had.</p> <p>Introductions were made. Michelle Nairn, who is the new support team Head of Quality Assurance and Planning manager, was welcomed.</p> <p>James Docherty has opted to step back from being a co-chair of components, however will continue to be a close supporter of the Review. The Journey Group thanked James.</p>
10:15-10:35am	<p>2. Minutes and matters arising*</p> <ul style="list-style-type: none"> 👤 Previous minutes – the previous meeting’s minutes were approved. 👤 Matters arising log - the format for reporting was agreed. The Secretariat will continue to maintain a record of all actions. 👤 Chair’s report – taken under this agenda item (and not 4 as per the agenda). Fiona talked through the report noting: <ul style="list-style-type: none"> ○ the Curious Collaborative of funders due to meet in December; ○ the aspiration for pledge activity and the plan for this; ○ the production of a ‘halfway’ progress report which will be circulated to co-chairs and its distribution discussed at the Meeting SIX in December; ○ the ‘stop:go’ update would take place at Meeting SEVEN in January, 2019; ○ a conversation to follow up on stakeholders would take place at Meeting SIX in December.
10:35-11:35am	<p>3. Co-chairs reflections on Work Group meetings*</p> <ul style="list-style-type: none"> 👤 Reflection <p>A facilitated exercise took place with the co-chairs to capture their reflections on their roles as members of the Journey Group and as co-chairs of Work Groups, thinking about what support they would welcome to support planning and workload.</p> <p>Fiona asked to be invited to attend the Work Group meetings at the time that was right for the co-chairs.</p> <p>Co-chairs will consider evenings and weekends as these may suit some Work Group members better than Monday - Friday 9am/ 5pm and use of Skype / FaceTime / Zoho.</p> <ul style="list-style-type: none"> 👤 Highlight report – circulated and noted



12:00-12:30	<p>5. The Journey</p> <p>The four three-month phases required to enable the Journey to be delivered were reviewed, planned and discussed. How best to ensure alignment of the programme of work of each of the ten Work Groups with the Journey Group whilst scheduling critical inputs / outputs led by the Secretariat (e.g. statistics, human and economic modelling etc.), specifically whilst listening faithfully to the voice of lived experience was discussed.</p> <p>Consensus was reached that the work of first phase would not start until January 2019. This would mean that the Journey would conclude in December 2019. Co-chairs were asked to feed in any items they would like to see on the agenda - either to inform or to be informed by their Work Group meetings and to propose speakers.</p> <p>Co-chairs agreed to the suggestion of a development day in January, with the Secretariat to canvas for dates and organize logistics. It was agreed that an event for all the Work Group members (as per Ignition) would be planned to conclude the Journey.</p> <p>The 2019 agenda schedule will become a standing agenda item. The `safe space` flip chart was displayed on the wall with co-chairs asked to post any issues they would like to explore at future meetings.</p> <p>It was agreed that an update to the stakeholder exercise would take place at Journey Group Meeting SIX in December and that participation planning will take place at Meeting SEVEN in January focusing on voice.</p>
13:00-13:30pm	<p>6. The Risks</p> <p>Since the outset, the Care Review has a risk register which is updated on a monthly basis. This will continue. Fiona has ultimate responsibility for the management of risk.</p> <p>Each Work Group will be supported to produce its own risk register within the first three-month phase supported by the Secretariat. In the second phase, the Journey Group will collectively produce a risk register.</p> <p>Definitions / labelling was identified as a risk, specifically use of `care experience`. The debate that followed acknowledged the lack of consensus around the usage of `care experience` by the movement, by individuals, in legislation etc. and the sensitivities around this.</p> <p>Consequently, it was agreed that `care experience` will be the Care Review's first issue for proper consideration in the `safe space`.</p>



<p>13:30- 14:00pm</p>	<p>7. Communications Co-chairs were provided with an update of communications activity and the process and tools being used to support internal communications including CRM software for stakeholder management. It was agreed that a schedule for drafting key messages would be implemented and co-chairs would be provided with these regularly. These can be used to inform press statements. It was agreed that a weekly update to all co-chairs would be useful. Co-chairs were provided with guidance on social media use and blogging support will be ongoing in this respect.</p>
<p>14:00- 14:35pm</p>	<p>8. The Journey Group There was a discussion about how to continue to work effectively as a group and the range of support that is available. The opportunity to meet together before each Journey Group meeting continues, and the Secretariat team will be available if there are any questions. The drop-ins for co-chairs are available if there is an appetite for these. A group supervision model and themed conversations will be put in place. Health in Mind have been commissioned to provide emotional support to . Fiona thanked the co-chairs, summarised a list of the agreed actions and closed the meeting.</p>
	<p>9. Individual Work Groups Optional discussion on resourcing and support</p>
	<p>10. Zoho Demonstration Co-chairs were given a demonstration of Zoho Connect software which has been developed to support collaborative work and file sharing for each work group.</p>

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