

**Person Centred Planning Sub Group Minutes/Notes**  
**6<sup>th</sup> May 2009**

**Present** : Kevin Brock, Tamsin Crothers, Kirsty Dolan, Andrea Greally, Grace Higson, Terry Mann, Sue Seager, Mike Watson.

**Apologies** : Mike Fulford, Debbie Litherland, Pauline Mawson, Colin Reynolds, Angela Seddon

The minutes from the previous meeting were read and agreed as correct.

**Agenda Items and Action Points**

**1) Person Centred Plans Pilot**  
**Background Information to Pilot**

'Valuing People Now' states that we need to ensure that **Personalisation** strategies include **person centred** approaches, that are integrated into our everyday working practices. The meeting began in a discussion that consolidated our present and ongoing task in working towards multi-agency 'Person Centred Plans' for people. '**One Meeting- One Plan**'. The group commented there are still too many reviews including Care Plan Reviews, Day Services and Supported Living Services. Other provider agencies also hold their own reviews. Self Advocates and Users of Services have clearly requested that this changes as it is very confusing for them. ( and for everyone involved!)

In respect of Adult Services, many people's ELP's ( Essential Lifestyle plans) contain information about Day Service provision but do not always include detailed other supporting information about home life and leisure etc. It is evident that this is because people's ELP's, plans or reviews ( or whatever term is used) are not presently completed in partnership with a circle of supporting people in the individual's life.(the focus Person) Information is also incomplete in Supported Living Services for the same reasons stated. S.L.S. presently use a ' Personal Profile' document and generally not an E.L.P. When developing the accessible ELP template , Sue Seager worked closely with Stuart Ashurst (Assistant Accommodation Manager) to ensure the accessible ELP document contained the relevant information for future generic use. The written version of the ELP was informed by the accessible template and collated by this sub group to be a generic document. It was acknowledged that training is still required around Person Centred approaches in all Services as confusion is apparent.

For the purpose of the minutes a person centred plan should and can include all relevant, supportive and current information for an individual. The plan itself can take many formats, of which Essential Lifestyle planning is currently used in Day Services. Tools from this popular method are used Regionally and Nationally in collating Person Centred Planning approaches. This is a requirement of 'Valuing People Now'. It is also a requirement that we endeavor to make plans accessible to people. This applies to physical access to your plan, understanding the process and information in your plan. It is recognized that these are a long term goals but we need a way forward.

Day Services have traditionally taken on the responsibility for co-coordinating and facilitating E.L.P.'s or previous review methods. It is recognized that because of the work involved there has been a reluctance to share this information (ELP's) with other

services involved. This is clearly not helpful for the focus person (Who the plan belongs to?).

It was with all of the above in mind that the person centred pilot has been designed.

### **Suggested Pilot Plan**

The Pines to lead on plans for residents who live at The Pines. If individuals are accessing day services and SLS (The Pines) plans will be facilitated by two co-leads ( Co- Facilitators), one from day services and one from The Pines/SLS. We will aim to have **6 Person Centred Plans** produced from this pilot. Sue will support the Co-Facilitators to make the plans accessible. In working with the Co-Facilitators Sue will be able to highlight flaws in using the Accessible ELP template and explore other options to make plans accessible. This will inform the future accessible communication training and the contents of the training manual that is currently being designed by Sue and Grace.

#### **Actions agreed and achievements since the last meeting**

1)Compile a list of imminent reviews for residents at The Pines **AG/DL.**

##### **Outcome-Ongoing**

2)**AS** to raise with managers at Mayfield.

**Outcome- Angela spoke with Chris Hirst who has emailed appropriate DSO's who key work people who live at the Pines. These DSO's are to contact AAM's ( Assistant Accommodation Managers ) at the Pines re:Co-Facilitating plans.**

DL has a list of review dates for people at the Pines

3)**Debbie Litherland** to compile a list of Link Workers (The Pines) and an allocated person from Mayfield to compile a list of DSO's who have had PC Review Training. All Co-Facilitators for reviews to be identified in advance and then Co-facilitators to plan for the review/plans together with the focus person.

**Outcome- Sue has began work with Enid Coreless and Annemarie Clossick (D.S.O's Mayfield)re:Pilot. Two people have been identified from the Pines to be part of the pilot with whom they key work. Andrea Greally and Debbie Litherland will Co-ordinate the process and support and/or be Co-Facilitators in these plans with Enid and Annemarie.**

**Sue has began to support Debbie Litherland to use the accessible ELP. Sue has introduced Annemarie to the accessible ELP.**

**List re: those who have received training not available as yet.**

#### **2)Further Developments**

Sue reported whilst working with 'More Than Words' Theatre Company updating the 'Person Centred Planning' drama piece, it became apparent that few members actually had their own plans! It has now become a priority for group members to have their own plans in order to genuinely advocate for others. Sue proposed that the sub group support two members of the group to collate their own Person Centred Plans with two Co-Facilitators and include this in the pilot. Sue also suggested that we had a young person going through transition involved in the pilot?

Carol Williams ( IAS ) and Michelle Ryan ( Embrace) have agreed to initially take on the facilitators role for the ' More Than Words' members plans. All other involved parties will be copied into these minutes.

##### **Action**

**Consult with Colin re: transition young person.**

The sub group agreed that the combination of people involved in this polite should represent a cross section of Self Advocates and Service Users. The pilot aims to illustrate and promote the diversity and individuality of Person Centred Plans. It hopes to demonstrate that working together is possible.

### **3)Implementation of Multi Agency Person Centred /accessible Person Centred Plans (Accessible Communication training)**

Sue put the idea to the sub group that following the pilot the planned accessible communication training could be Multi Agency to include the two Co-Facilitators and Focus Person, to make future their plans accessible. The training would have very clear outcomes and include pcp training in the programme, alongside exploring core values. Discussions around the necessity of a project brief being completed in relation to implementing this project. The brief would need to include considerations re: a suitable venue, training suite, access to resources, refreshments and general support. If Sue is organizing and facilitating the programme and co-producing the manual with Grace the position of Coordinator was queried, **who may fill this role?**

#### **Action**

**Take this point to Managers meeting and LDPB. Project brief to be the next sub group agenda.**

### **4)Community Connecting training.**

Terry spoke of the one day Community Connecting training on the 12<sup>th</sup> 13<sup>th</sup> May and 3<sup>rd</sup> 10<sup>th</sup> June at Leigh Sports Village. Terry informed that 103 people have been identified to complete this training. The breakdown is 58 from Supported Living Services (one representative from each base) 15 assistant accommodation managers, 2 managers, 22 persons from Day Services and 6 persons from Physical Disabilities. This training has been Indorsed, Co-ordinated and Supported by the Assistant Service Managers of the above Services..

### **5)Employment Pages/ Supported Employment Contract( Accessible Version- ELP Additions)**

A few changes need to be made by Sue and brought to next meeting. The evaluation page can now be added to accessible ELP template.

### **6)Resource Bank**

Terry informed the group there is a link from the Learning Disability Partnership Board to a the new resource bank ([www.wiganldpb.org.uk](http://www.wiganldpb.org.uk))

### **7)Further Evidence for pilot.**

Kevin spoke of the figure involving people who have been reviewed by Supported Living Services, there may be occasion when Day Services are not aware that SLS have conducted a review. This may highlight a need for better communication between services. Conversely there are occasions when SLS may not be aware that Day Services are holding a review.

It was suggested that better planning of reviews, with enough notice and appropriate invitations to attend a review may solve this issue. Further evidence for the pilot.

### **8)News/ Events**

Kirsty shared there will be an open evening at Broadmead on 14<sup>th</sup> May 2009 from 17.00 – 19.30

Representatives from Supported Employment, Direct Payments, Short Breaks, Active Living Teams and other providers will be present.

The week commencing 11<sup>th</sup> May 2009 is “National Health Week” and prior to the open evening, at 12.00 members from the Health Team will be available to check blood pressure, height, weight and body mass index

The allotment at Golborne is going well and is able to sell plants

There is a new sensory room at Broadmead and one of the walls had been painted by students from Wigan & Leigh College and a scene from Pennington Flash has been recreated

An open day is to be held at Oakfield School on 21<sup>st</sup> May 2009

Date of next PCP meetings 17<sup>th</sup> June, 29<sup>th</sup> July, 9<sup>th</sup> September, 28<sup>th</sup> October, 9<sup>th</sup> December.

To be held at Mayfield 1pm – 3pm