

PRIVATE AND CONFIDENTIAL
EASTERN BRAIN INJURY FORUM MEETING MINUTES

Held on: 26th November 2008

CHECKED

Present:

Janet Luck (Chair) Unit Director, Brain Injury Services Essex	Gill White Director, Headway Essex	Emma Turin Taylor Vinters
William Challis (part of) Optua	Samantha Coburn (minutes) Executive PA and Marketing Co- ordinator, BIS Essex	

Apologies:

Apologies were not received from the remaining steering group members with the exception of Angela Beric. However, absences were noted from Alison Beasley and Amy Faulkner.

		Person Responsible for action	Date Action to be completed by
1.	MINUTES OF THE PREVIOUS MEETING		
	The minutes were agreed as an accurate representation of the previous meeting.		
2	MATTERS ARISING		
2.1	ET informed attendees that there hasn't been a Cambridge ABIF meeting since the last ERBIF meeting.		
2.2	Attendees agreed that since the establishment of the Essex and Cambridge ABIF's, the Terms of Reference for ERBIF will require review.		
2.3	GW presented JL with a copy of the East of England SHA questionnaire regarding the Long Term Neurological Society. JL informed attendees that she has attended the recent Neurological Alliance Conference and the group does not appear to concentrate on brain injury. In addition the society does not appear to have taken up the invite to associate with UKABIF. Attendees expressed concern regarding this. In addition the Neurological Alliance is unaware of the existence of Headway, BIS or the ABIF's.		
3	2009 CONFERENCE		
3.1	JL circulated a draft agenda and informed attendees that CSIP have agreed to present at the conference and that she is in the process of confirming the speaker.	JL	
3.2	Attendees discussed the speakers and the length of their presentations. It was agreed that Personal Care Plan and Individual Budgets were important subjects to cover. EM suggested that Jocelyn Fox could speak on Individual budgets and it was agreed that JL would speak to Simon Davis, the main speaker regarding this. Attendees agreed that a Q&A session would be important to hold at the end of the presentations to		

	encourage interaction with the attendees. WC suggested a panel of experts could hold the Q&A at the end of the day and it was agreed that this would be preferable.		
3.3	GW suggested looking at different aspects of capacity and asking a service user to speak at the conference.		
3.4	WC suggested inviting ABIF's to attend and speak about their work. GW expressed concern that this would be duplicating the work of the UKABIF conferences.		
3.5	WC posed the suggestion that the conference may not meet the needs of the attendees and that an all day conference may not be successful. WC suggested that ERBIF hold longer, less frequent presentations. Attendees agreed that this may be preferable.		
3.6	Attendees discussed the revised aim of ERBIF taking into consideration the ABIF's set up in Essex and Cambridgeshire. Attendees agreed that the aim of ERBIF now is to support ABIF's, bring them together and act as a facilitator for the ABIF's. Therefore the aim of future ERBIF meetings and presentations is to pool information together and present this to the ABIF's. Attendees agreed to review the terms of reference and agreed 3 seminars a year. SC suggested that the seminars could include a networking lunch at 13:00 – 14:00 followed by presentations at 14:00 - 17:00 to encourage a healthy attendance. It was agreed that this would be the case and that all meetings would be held at Taylor Vinters as it has proved a successful meeting place for ERBIF in the past and is a good central location. The following ERBIF seminars for 2009 were agreed as the following dates: 25 th February 24 th June October – SC to set a date and book with ET	SC/ET	
3.7	It was agreed that the Steering Group meetings will be held at 12:00 on those dates.		
3.8	WC suggested that the February meeting could cover local ABIF's and ERBIF would invite representatives from ABIF's to attend and discuss their work. GW to attend on behalf of Essex and invite Sue Merrell, ET to approach Cambridgeshire, WC to represent Suffolk and WC to investigate a representative from Norfolk. SC to put together a flyer and advertise it on the website.	ET/WC/SC	
3.9	Attendees agreed that a representative from Bedfordshire and Herts should be invited.		
3.10	Attendees to discuss content of the June Seminar at the February meeting.		
4	NEXT MEETING		
	25 th February at 12:00 Taylor Vinters followed by the ERBIF seminar at 13:00 – 17:00 including lunch.		