

**Eastern Region Brain Injury Forum
Steering Group Meeting
14th November 2006
CHECKED**

Attendees: Janet Luck (Chair), Alison Beasley, Angela Beric and Emma Truin.
In attendance: Samantha Coburn (minutes)

Action Point

1. Apologies

Apologies were received on behalf of Marilyn Sycamoe, William Challis and Amy Faulkner.

2. Minutes of the last meeting.

This is the first steering group meeting and there were no previous minutes or agenda set.

3. Matters Arising.

This is the first meeting and consequently there were no matters arising.

4. Aim of the focus group

4.1 Attendees discussed the aim of the steering group and the ERBIF. JL felt that the aim of the ERBIF was to look at work patterns across the regions. Attendees were aiming to network and establish contacts across the regions. JL raised the issue that Elm Park and PiC receive staff and patients from across the regions that may move onto other regions and it is felt that the care pathway crumbles as a result. The collaboration brought on by the ERBIF would address this issue.

4.2 It was agreed that the main aim of the ERBIF was to make contact across the regions and share information. Each member should be asked to give a 5 minute presentation on who they are, what they do and what they hope get out of attending. Individuals would then be invited to give a longer presentation on their area of expertise. It is hoped that this would encourage a more pro-active approach to the meetings.

4.3 JL also added that another aim of the ERBIF was about promoting the NSF and using it to promote care pathways. JL also informed attendees that she has attended an UKABIF meeting with William Challis and they discussed how to promote the service. JL confirmed that ERBIF would need to work in anticipation of the future increase of GP involvement and work out a way to raise GP awareness of brain injury. AB enquired whether William Challis had any dealings with this and if he prepared a document JL to speak to William Challis regarding this. **JL**

5. Time and location of the focus group meetings.

5.1 It was agreed that the meetings would be held on alternate months and are to be held in rotating venues. Attendees will be asked in advance of the next meeting, if they are able to provide a venue and on which date. AB suggested that hosts might also like to provide attendees a tour of their facilities in order to promote their services.

It was agreed that the time of the meetings would also alternate between afternoons and evenings. .

JL and SC to put together the dates for the 2007 meetings and send out information to the attendees.

JL/SC

6. Agenda for focus group meetings.

6.1 AB suggested that attendees are invited to add to the agenda. It was agreed that the invitation to do so would be sent out in advance of the meeting and that JL would set the agenda accordingly. It was agreed that in order to encourage attendees to suggest agenda items, that the next meeting would be of a “brain storming” nature and would be “interactive” with discussions. This would encourage networking and a more pro-active group.

6.2 It was agreed that guest speakers would be invited in order to encourage attendance. AB suggested that Ed Turner would be a suitable guest speaker at the next meeting as he would be able to discuss the Mental Capacity Act, which is due to be implemented in April 2007.

AB to liaise with Ed Turner and inform JL of suitable dates. It was agreed that January would be an appropriate time.

AB

7. Leaflets and website.

7.1 AB and JL looked at SABIF leaflet and agreed to look into the possibility of producing something similar. However, it was felt that the positioning of the leaflets would be paramount. JL will check with Mike Hope to enquire about where he successfully places his leaflets.

JL

7.2 JL confirmed that William Challis has offered the services of Optua to set up and maintain a website for the forum at no cost to the group. It was agreed that this would be of benefit to the group and would initially contain meeting minutes, times and dates of forthcoming meetings and agendas. The site would also contain the Terms of Reference and attendees contact details. This would be a password-controlled site and the content would be managed by the group.

JL to speak to William Challis to set up the site.

JL

8. UKABIF

8.1 JL confirmed that she has been approached by UKABIF regarding affiliating with UKABIF. JL raised concern that Taylor Vinters is not happy for the ERBIF to affiliate with them. AB and ET to look into this.

AB/ET

8.2 JL confirmed that the benefits to affiliating with UKABIF are networking with other experts in brain injury services and that UKABIF are a recognised national organisation. However, they are known for their “lobbying” approach and UKABIF were unable to give JL a clear indication on how the affiliation would work. JL confirmed that she would establish this before the choice of affiliating with UKABIF would be put to the group at the next meeting.

JL

9. ANY OTHER BUSINESS

ABe asked if the forum would be CBD accredited. JL confirmed that whilst the ERBIF would not be CBD accredited, the ERBIF would be able to provide a certificate of attendance, which would work towards attendees CBD. JL to look into this. **JL**

10. NEXT MEETING

It was agreed that the next steering group meeting will be held in advance of the next ERBIF meeting which will be confirmed dependent on Ed Turner's availability in January. SC to liaise with the steering group regarding availability for the next meeting. **SC**