

**ERBIF Steering Group
Meeting Minutes
19th March 2008**

Attendees: William Challis (chair), Janet Luck, James Powell, Emma Truin (conference call) and Samantha Coburn (minutes).

1. APOLOGIES

Gill White, Marilyn Sycamore, Alison Beasley, Angela Beric and Amy Faulkner.

2. MINUTES

The minutes were agreed as an accurate representation of the previous meeting with the exception of 3:1 which should read Angela Beric not Angela Beasley.

3. MATTERS ARISING

3.1 JL informed attendees that Marilyn Sycamore had asked to step down from the Steering Group.

3.2 WC clarified that the Pathway would be circulated to ERBIF members and not put on the Website. WC has some IT support from Templehead to help develop the Pathway and use as a template for other regional areas. This needs to be updated. SC suggested presenting it to ERBIF before e-mailing it. WC will be presenting it at two other ABIFS.

3.3 SC confirmed that she had not been able to type up the members details and send to James Powell for the website yet but would do so ASAP. **SC**

3.4 WC didn't carry out the workshop as the last presentation was cancelled.

3.5 SC confirmed that she had received the info regarding Denzil Lush who will be a speaker in the June conference. The info will be put on the website and circulated at the next presentation.

3.6 Karen Wright will not be able to speak to ERBIF about individual budgets as she has not been given authorisation due to a current consultation process. There will be a series of meetings regarding the individual budgets with Essex County Council. The final consultation is taking place on 11th April. It was agreed that a speaker was needed to speak about individual budgets as it would be rolled out in two weeks. The process is being dealt with in different counties so it was suggested that it would be beneficial to have speakers from different counties. JL to speak to Andrew Gardner in relation to this. **JL**

3.7 SC sent out the 2009 dates. It was agreed that the ERBIF conference will be held on Thursday 30th April 2009 at Taylor Vinters.

- 3.8 SC confirmed that she had been unable to contact Andy McCann to speak at an ERBIF presentation.
- 3.9 WC suggested that Neil Cawthorn CEO at Templehead may be able to provide a speaker. Templehead is seeking to provide BI co-ordinators in each hospital in the eastern region. It would be interesting to find out more about their work. **WC**
- 3.10 WC to ask someone from Norfolk Forum to attend ERBIF meetings as a links person. **WC**
- 3.11 JL confirmed that she spoke to Gill White regarding the possibility of setting up an Essex Forum. This is ongoing. **JL**
- 3.12 JL has spoken to Mike Hope and UKABIF administration regarding UKABIF. UKABIF will keep us in mind and will send information. WC will invite Mike Hope to join ERBIF. **WC**
- 3.13** SC to speak to Chloe Hayward at UKABIF and give her the ERBIF dates, events and website details. **SC**
- 3.14 JL to ask Rob Poppleton to run a discussion based on his presentation at the next ERBIF presentation. **JL**

4. 2008 PRESENTATION DATES

- 4.1 23rd April – Rob Poppleton plus a pathway workshop led by WC.
- 4.2 4th June – Denzel Lush will give a presentation on the MCA and a short discussion. ERBIF members will be asked to e-mail MCA questions to SC prior to the presentation and ET will pass them on 2 weeks before the presentation. ET to ask a Taylor Vinters colleague to provide a workshop.
- 4.3 September – Trudine Newman and her assistant. JL to find out the topic of her presentation and the workshop. WC also to provide an update on mapping.
- 4.4 November 26th – Caroline Ferber presentation and workshop.

5. 2009 PRESENTATION DATES

- 5.1 25th February – Optua and Icanho (TBC)
- 5.2 Thursday 30th April – All day ERBIF conference at Taylor Vinters.
- 5.3 24th June – Templehead (TBC) WC to enquire about premises
- 5.4 Thursday 10th September – Location to be confirmed.
- 5.5 25th November – Location to be confirmed.

6. 2009 CONFERENCE

- 6.1** It was suggested that Professor Pickard, Stephen Kirker and Kate McGlashan would be excellent speakers. **WC**
- 6.2 Suggested theme and title for the conference was “Brain Injury in the East of England 2009” and will look at the way in which the Eastern Region is engaged in mapping, strategic health authorities and Pathways. It was also

- agreed that individual ABIF's (regional forums) would be invited and it would be discussed how they could be brought together. JL to speak to Mike Hope to discuss how this could be achieved. **JL**
- 6.3 JL to speak to Gill White regarding the setting up of the Essex Forum and to invite Sue Merrill. **JL**
- 6.4 WC to invite the Templehead co-ordinators and solicitors. **JL**
- 6.5 JL to speak to Andrew Gardiner, CEO of Headway to enquire if there is a Cambridge ABIF. If not, it was agreed that ERBIF would address attendees at the next meeting and enquire if they felt an ABIF was needed or if ERBIF met the needs of a Cambridge ABIF? **JL**
- 6.6 EM to ask Taylor Vinters if they felt they could sponsor the event by providing premises and refreshments. Capacity is a maximum of 80 – 100.
- 6.7 It was agreed that if Taylor Vinters could provide premises and refreshments then the event could be free to delegates. JL confirmed that PiC was also likely to be interested in sponsoring the event.

7. INDIVIDUAL BUDGETS PRESENTATION

It was agreed that a workshop would be set up to cover this. WC to find out more.
WC

8. WORKSHOPS

As agreed above.

9. STEERING GROUP MEMBERS

- 9.1 Gill White has recently joined the group and Marilyn Sycamore has stepped down. WC is to invite Mike Hope and invitations will be extended to the ERBIF group at the next presentation. Nominations for Steering Group Members are to be held at the end of the year.

10. WEBSITE

James Powell joined the meeting

- 10.1 SC to send JP ERBIF contacts info. **SC**
- 10.2 JC to put all ERBIF contacts on the website into alphabetical order. **JP**
- 10.3 SC to copy James into the SG minutes. **SC**
- 10.4 JP to add SC's contact details to the website in order that people can register their contacts. SC to update the mailing list and JP to update the website accordingly. **JP/SC**
- 10.5 JP to add conferences and events. SC to send a list. **SC**
- 10.6 JP to add ERBIF 2009 provisional dates to the website. SC to provide them. **SC/JP**
- 10.7 JP to ask the website provider to provide statistics on the website access. **JP**
- 10.8 ERBIF members will be encouraged to add details for the useful info section on the website. **JP**
- 10.9 Links to other UKABIF's to be added. **JP/WC**
- 10.10 JP to add a section asking people to contact the webmaster if their details are wrong or require updating. **JP**

10.11 SC suggested setting up a page with members details for only the steering group members to view but it was decided that SC should keep these details. **SC**

11. UKABIF

11.1 JL confirmed that she had approached UKABIF about joint working rather than affiliation and was waiting is waiting on further information. Mike Hope is looking into this.

11.2 SC to send UKABIF a press release regarding the ERBIF 2008 dates. **SC**

12. ANY OTHER BUSINESS

12.1 It was agreed that the telephone conference call system of holding meetings worked well.

13. NEXT MEETING

The next meeting is to be held on 7th May at 15:00 at Optua House with conference call facilities at Taylor Vinters.