

MINUTES

DocNumber



CLIENT/DEPT : **ERBIF**

SUBJECT : **Steering Group**

DATE AND TIME OF MEETING : **19 May 2009 12:30**

VENUE : **Blacksmiths, Harleston Green, Shelland, Stowmarket**

PRESENT : **JL/GW/WC/AXB/EJT**

APOLOGIES : **None**

Initial Matters Arising

- 1 JL confirmed that she had been made redundant from Partnerships in Care. They had withdrawn their support of ERBIF and would not allow Samantha Coburn to provide administrative support. It was agreed that:
 - 1.1 EJT would take the Minutes of the meetings – both Steering Group and ERBIF.
 - 1.2 EJT/AXB would contact Partnerships in Care to request that they release ERBIF's database to us.
 - 1.3 EJT/AXB to provide the administrative support, including mail shots.
 - 1.4 An invitation to be sent ASAP for the June 24th meeting.

Apologies

- 2 There were no apologies.

Matters Arising

- 3 GW confirmed that she had not approached Mandy Hassle to speak to ERBIF. MH had been Acting Director of Services at Headway UK and has now been made Director, so was extremely busy. Headway UK has successfully applied for funding for a new Approved Provider Scheme, which would provide funding for a 3 year project. A lot of work went into the bid over a 3 to 4 year period. Headway UK will be recruiting a project manager shortly, following which more details will be available. GW recommended that we wait to see who is recruited to run the project and that they are invited to speak to ERBIF instead of MH.
- 4 GW explained there are Minimum Standards for Headway Houses which was produced about three years ago by Headway UK. PQASSO is a Practical Quality Assurance Scheme For Small Organisations and many Headway Groups use this self-assessment tool. However, some Headway groups have been told by funders that they would prefer them to use the organisational part of the Headway Standards instead.

Chair

- 5 Chairperson. JL felt that she should step down as Chair of ERBIF as she is currently not working in the field of brain injury. She was happy to still be involved in the group. The steering group thanked JL for setting up the group, her work over the last few years with the group and her enthusiasm. JL said that she had been grateful for the administrative support that she had received from Samantha Coburn.
- 6 AXB said that she had approached Andrew Bateman, Clinical Manager and Director of Research at the Oliver Zangwill Centre in Ely to see if he would be interested in the post. This was following Mike Hope's suggestion. AB said that he would be happy to be ERBIF's Chair and to attend the steering group meetings but does not have the capacity to deal with the administration or for it to be a permanent position.
- 7 The steering group thought that AB would be an excellent choice for Chair. EJT/AXB could provide the administrative back up for him. The group agreed that each Chair should have a 2 year post. The Terms of Reference would need to be amended to deal with this. EJT/AXB to deal.
- 8 At the next ERBIF meeting, the group's members should be asked to vote AB as Chair. The meeting would start with a presentation, followed by the group's admin and then a presentation from AB saying what he would hope to achieve with ERBIF.
- 9 It was recommended that there was a Deputy Chair in case AB could not attend. GW thought it made sense to be someone from the steering group as they would be aware of what was happening within the group. GW and WC said that they were too busy with other work commitments to take on this role. It was agreed that EJT or AXB would fulfil this role.

Future meetings

- 10 The next ERBIF meeting is on 24 June. EJT/AXB to send invite for meeting. It was agreed that EJT would contact Christina Walsh, Regional Director of Brain Injury Services & Oaktree Manor to ask her to forward ERBIF's members database so that the invite could be sent.
- 11 The format for future meetings was agreed as follows:

13:00 -14:30 Steering Group meeting
14:30 -16:30 ERBIF meeting which would follow a standard agenda of;

14:30 -15:15 Speaker
15:15 – 16:30 Refreshments
Admin
Update from ABIFs
Update on Pathways
Update on UKABIF
- 12 WC said that there had been a National UKABIF meeting in which the ABIFs had attended. There had been no attendance from ERBIF. GW said that this was because the meeting was for ABIFs in the North of the country. WC confirmed that Optua had representation at UKABIF. Chloe is the administrator for UKABIF. It was agreed that AXB/EJT would speak to Andrew Bateman about this, as he would know what UKABIF was currently doing.

- 13 Discussing speakers for future meetings. WC reminded the group that Neil Cawthorne had been asked to speak at a future meeting, he believed that it was the June meeting. As the group was about to have a new Chairperson, it was agreed that we would postpone Mr Cawthorne's presentation in order to obtain the new Chairperson's approval to all future speakers. WC to apologise to Mr Cawthorne for any inconvenience caused.
- 14 The October meeting date was agreed for 15 October 2009 at Taylor Vinters.
- 15 The dates of future meetings to be emailed to all members.

Website

- 16 James at Optua is in charge of ERBIF's website. His email address is james.powell@optua.org.uk. EJT to email him to send him the Minutes when approved and ask him to change the link from Sam Coburn to EJT.
- 17 WC said it would be helpful if someone could look at the website and consider what useful links could be added. JL offered to deal with this and feed the information back to James.

Any other business

- 18 None.

29.05.09