

Eastern Brain Injury Forum
Steering Group
31st January 2007
CHECKED

Attendees: Janet Luck (chair), Emma Truin, Alison Beasley, Amy Faulkner, Angela Beric, William Challis and Samantha Coburn (minutes).

1. APOLOGIES

Apologies were received on behalf of Marilyn Sycamore.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were agreed.

3. MATTERS ARISING

3.1 It was agreed that the ERBIF meetings would be held on an alternate monthly basis and held at various venues. Members would be invited to host the ERBIF Meetings in order to promote their services.

3.2 It was agreed that March/April would be too soon to host the Mental Capacity Act presentation due to the staggered implementation of the Act. Attendees discussed possible speakers and the following speakers were suggested:

1. Andrew Bateman
2. Steven Kirker – from Adenbrookes Hospital
3. Andrew James – Psychologist at BIRT
4. Sue Stoten – Anglia Case Management. Angela is setting up a community based rehabilitation unit for East Anglia.
5. Cathy or Neil Brookes. It was suggested that Cathy could discuss referrals and what she is looking for in a unit. It was noted that Neil has been doing presentation on the Mental Capacity Act
6. BABICM and CMSUK – It was suggested that it might be interesting to invite speakers from both organisations to the same meeting, but later left that this might not be appropriate.
7. Kate Lewis from Headway regarding Rehabilitation in the community and the breakdown on ABI services in Anglia.

It was agreed that speakers would be asked to suggest a few topics, a list from which the Steering Group would select for the meetings. SC to approach these speakers on behalf of the Steering Group. SC

William Challis joined the meeting at this point and JL updated WC on the contents of the meeting so far.

WC suggested Denzel Lush, Master of the Court of Protection and Professor Pickard whose mapping model is currently being updated. The mapping model

is about to used Nationally and Professor Pickard is currently involved with Templehead, a charity that is involved in setting up Brain Injury Co-ordinators in every hospital. This is being piloted at Addenbrookes Hospital and Ipswich Hospital. WC suggested this would be an appropriate time to invite Professor Pickard as a speaker at ERBIF and it was confirmed that JL would approach him as a speaker. **JL**

3.3 JL confirmed that she had not had the opportunity to speak to WC about the website or Mike Hope about how he utilises his leaflets. WC confirmed that he would be seeing Mike Hope and would ask him about his leaflets. The website was an agenda item for later discussion. **WC**

3.4 It was agreed that certificates of attendance would be issues to ERBIF attendees for their CPD. **JL**

4. TIME AND LOCATION OF THE NEXT MEETING

SC gave attendees a list of the proposed dates for the next ERBIF Meetings and the dates were agreed. The next ERBIF meeting is scheduled for the 14th March at 14:30. JL raised the issue that this meeting would be held on the same day at the Ipswich and East Suffolk Headway Charity Dinner in Ipswich. It was agreed that this would not be an issue and that the ERBIF meeting would go ahead and be held at Taylor Vinters.

AF from BIRT agreed to hold the 16th May (14:00 – 16:00) meeting at Fen House and JL confirmed that one meeting could be held at Elm Park's sister hospital Oaktree Manor which has the facilities to host an ERBIF meeting. It was agreed that SC would send the dates for 2007 to the Steering Group who would attempt to accommodate the meetings themselves before it was offered to the group. It was agreed that a venue in West Norfolk would also be beneficial to the group and it was suggested that Sue Barton is approached if a venue is still required in 2007. **SC**

5. WEBSITE

It was agreed at the last meeting that ERBIF requires a website in order to promote the members' services and provide information about ERBIF and events to members.

WC demonstrated to the group, the Suffolk ABIF and Optua websites but felt that the most successful website was that belonging to Kent ABIF This website was favoured by all attendees due to the simple layout and content which included;

Meeting details
Aims of the group
Brain Tree Training
Contacts for members
Minutes and documents from the meetings
Reports and Research

It was agreed that a website is favourable to leaflets due to improved access and the ability to update the information quickly. It was agreed that WC to begin implementing this. A draft site would be shown to member at the next ERBIF meeting in March. **WC**

It was agreed that an ERBIF logo was required. AB to speak to Taylor Vinters Marketing department regarding the possibility of designing a logo. It was also suggested that rehabilitation groups in the hospitals and the Steering Group attendees might like to come up with a logo. All suggestions are to be sent to JL and the final selection would be presented at ERBIF in March. **AB/JL**

6. ANY OTHER BUSINESS

There was no other business

7. NEXT MEETING

The next ERBIF meeting is to be held in March. It was agreed that the Steering Group Meetings would be held alternatively to that and that SC would contact members with a date.