



**Family Carers
Monday 14th May 2018
Goscote Committee Suite
10:00 to 12:30**

Present

Clive Hadfield (Chair)
Linda Wright
Louise Osborn
Gill Huddleston
Azar Richardson
Roger & Sheila Smith
Ros Jarvis (part – after PB)
Steve Pugh
Jo Aston – Minute Taker

Apologies

Phil Linggood
Jane Hall
Margaret & Grenville Taylor
Lyn Spence
Jenny Lacey

Introductions were made

Previous Minutes

Agreed

Clive opened the meeting by running through the “GO to Meeting” topics for discussion

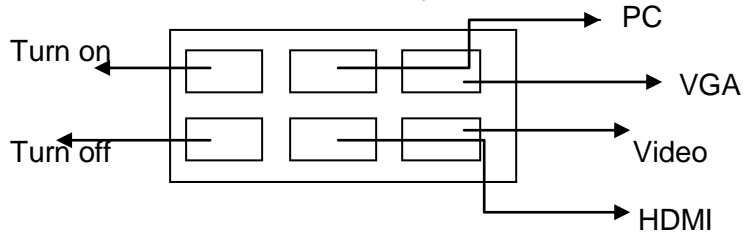
- Familiarise the group with the setup of the hardware for the ‘Go to Meetings’
- Data Protection
- Presentation from Gill Huddleston
- Using informal meetings (weekends, evening)

Linda explained to the group that the Partnership Board meeting is on today at the same time so some attendees will be at that meeting.

Familiarise the group with the setup of the hardware for the Go to Meetings

Steve explained how to connect the lap top up ready to accept other people wanting to join the meeting from their own lap tops/telephones. Steve will send through a 'How to' for setting this up.

Turn on at the box on the wall by the side of the screen



Connect the leads from the wall to the back of the lap top

A camera and speaker can be added if needed.

Always connect to the guest network.

Enter Go to Meeting – Gotomeeting.com

Enter the meeting number – this is the number that the chair, who sent the invites out will have. This may be easier to access through the email sent from the chair, which will have the link in the email.

Gill asked if each meeting will have a unique code reference

Steve answered yes.

Clive said it will only be those who have received the email invitation, will have access to the code number.

Steve went on to say the meeting can not only be accessed via the lap top but can also be done by using a phone. You will only be able to listen and talk you would not be able to see anything, like the presentations, which if it is a long meeting this could be frustrating. Also need to be aware that if the time goes over an hour you could be charged for this. Once the Chair has put in his details, usually Clive Hadfield (chadfield@tiscali.co.uk LLDPBFCSG22) this is the reference ONLY TO BE USED in these meetings. Clive said he will remain the lead for the network; it can be used by any of the group members, as the software does belong to the group. Just give him some notice and he will sort out your access. Azar said there is an app you can download.

Steve said that if there are any presentations/papers needed for the meetings they should be emailed across to the chair so they can open them on the day of the meeting. If there is someone who is going to do a presentation, but are not in the room the chair can give them permission to take charge of the meeting, they would then pass the control back to the chair when they are finished. There is a panel on the screen that will show the list of attendees, the chair can either mute them or there is a chat button, which allows them to ask questions and join in the conversation. It is up to the chair to keep checking the box to see who would like to speak. There is a facility to do a sound check with the speaker and microphone. The green flashing light indicates it is working.

Azar asked if it is possible for people on the list to talk to each other through the chat button.

Steve said yes, you can select a person from the chat box.

Steve talked through the options available

- Audio, this is where you just listen to the meeting
- Video/webcam, this is where you can be seen
- Screen operated by Chair, total control of what can be seen, and the option to change the presenter.

Steve read through the 'Carers Group – Use of Email'. Copies attached to the minutes. Gill handed out copies of the Data Protection Preference forms for everyone to complete and return. Gill Huddleston, Carers Centre and Jo Aston, Leicestershire County Council will hold copies of the Data Protection Preference forms, which have been completed and signed by all group members, agreeing for their email address to be used for the purpose of the Family Carers Meetings only. Only people who have completed and signed the form will receive any emails. There is the option to send emails through the Bcc box, that way everyone will receive the email but no one else will know who else has received it.

Presentations

There was a discussion about Gill recording presentations to put on the better lives website and, possibly, making standalone presentations direct to an electronic audience of up to fifty people on a pre announced date and time, in line with our mandate to reach out to Family Carers in the County. Linda said people don't really know what to look for, and would not think to look for better lives or would not know to choose the link if they did not know about it. Not easy to find. Linda said she found going through google to get onto the LCC website the best way. Gill agreed to record some of the presentations to be discussed at future meetings. Clive and Gill are to set up a practice run on running and recording meetings, to bring to the June meeting at County Hall. Linda said that she feels it is still important we still have the physical meetings for people to attend. Gill said we can try it and see how people feel.

Finances

There was a discussion on the problem with having two signatures to sign the expenses cheques; there are not always the right two people at the meeting. Gill suggested she bring in a cash float to pay the expenses and the Family Carers group write a cheque for the equivalent amount. All agreed.

Ros joined the meeting from the Partnership Board meeting, Louise asked what the Partnership Board meetings are. Ros said it is a group of family carers, professionals and self-advocates. There are 4 meetings a year, each will have a topic for discussion and organisations will promote services to support learning disability carers and professionals. Gill said the Family Carers Meetings will discuss the topic and take suggestions to the meeting. Jo is to ask Maxime what the topics are for future meetings. Linda thinks the next one is transitions/healthcare/personal independence. Louise said if transition is the next meeting she knows someone who works for the carers group in the transition team who may be interested in attending. Linda said there is a financial impact when going through transition if they are unable to work and earn money. Gill said a support group was set up by people in transition, Gill to bring the information to the June meeting.

Linda/Ros spoke about a partnership board training event, at the Oadby Race Course on the 20th September 18. This is an all-day event, there will be presentations repeated throughout the day. The purpose is to train professionals about people with learning disabilities by people with learning disabilities, listening to their stories and everyday life.

Gill said Dr Kiani will be coming to Matrix House on 31st May, to talk to the Autism Group about research in sensory issues and training.

Future Dates for the Family Careers meetings

Monday

04 th June	Goscote
02 nd July	Goscote
03 rd September	
01 st October	
05 th November	
03 rd December	

Next meeting Monday 4th June 2018
Goscote Committee Room
10.00 – 12.30

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