

**In attendance:** Simon Willson; Angela Connor; Liz Hanley; Ann Workman; Ian Ramshaw; Pete Smith; Molly Taylor; Andrew Thomas; Paul Diggins; Sue Petch.

No.	Item	Key points	Actions agreed
1	Apologies for absence.	From: Ruth Hill; Sean McEneaney; Rob Papworth; Steve Phillips; Glyn Roberts; Carol Tinkler.	Noted.
2	Minutes of 3 <sup>rd</sup> February / matters arising.	<ol style="list-style-type: none"> <li>1. Minutes agreed.</li> <li>2. PID: <ul style="list-style-type: none"> <li>• SW reported that some further members of the project team had been agreed from other service areas.</li> <li>• Project updates to partnership groups – to include also: Personalisation Board; Housing; Over 50s Assembly.</li> </ul> </li> <li>3. Case file audits – SMcE is looking at some additional support.</li> <li>4. Case file lists required from CareFirst, for lead inspector to select sample cases from – to be followed up with MIS.</li> <li>5. Fieldwork timetable – RP has started to look at this; more details at next meeting.</li> <li>6. LINKs meeting to be arranged.</li> <li>7. Development of website for access to information: PS updated on work with Opportunity Links for an Adult Care information directory, linked to the Family Information Service – post to be filled (expected in April) to support development. Noted RP has meeting planned in March to review and update current website information – this work needs to be given high priority. LH has had some discussion with corporate Communications team about support for this work.</li> </ol>	<p>Agreed as a true record.</p> <p>Noted.</p> <p>SMcE to update at next meeting.</p> <p>SW to liaise with PK. RP to report at next meeting.</p> <p>SW to arrange.</p> <p>RP to proceed with meeting and feedback to project team on key actions required to make progress with this work. LH to discuss corporate linkage / support with BB.</p>
3	Communications	<ol style="list-style-type: none"> <li>1. Some minor changes to the content of Briefing Note No.1 were noted; feedback to be given also from Comms team.</li> <li>2. Discussed distribution arrangements – via email and through</li> </ol>	<p>SW to amend and finalise for distribution.</p> <p>RP to arrange email DL (with support from HR)</p>

**Adult Social Care Inspection Project Implementation Team (ASCIPIT) - minutes of meeting held on 19th Feb 2010.**

No.	Item	Key points	Actions agreed
		<p>discussion at team meetings for all Adult social care staff.</p> <p>3. Considered distribution to other services / partners / providers.</p> <p>4. Considered open briefing meetings for all staff, to raise awareness and provide opportunity for feedback on key issues.</p> <p>5. Brief KYIT article (e.g. shorter version of briefing note) to be arranged.</p>	<p>– briefing note to be distributed by email <b>and</b> to be disseminated via team meetings. Note to be circulated via D&amp;NS colleagues for relevant staff – Housing / Community Safety / DMT. IR to draw up list of the various partnership / provider / carer / advocacy etc groups and fora.</p> <p>Briefing sessions to be organised – SW.</p> <p>SW to liaise with BB.</p>
4	Key documents	<p>1. Reviewed the CQC ‘indicative documents request list’ – noted that a number of these are available but currency and quality of documents will need checking.</p> <p>2. Public information about services – noted and agreed plan for additional support to review / update all relevant information.</p>	<p>AT to liaise with LH and SMcE to identify lead officers for documents in the relevant outcome areas, then to contact all leads for copies of the documents.</p> <p>SW / GR to pursue.</p>
5	Self assessment	SW highlighted the importance of this work and the need to make progress, through the ‘Outcome Leads’ being identified within ASC Ops and Strategy teams.	LH / SMcE to confirm relevant leads – Performance Team support to be agreed, and groups to start drafting self-assessments.
6	AOB	None.	
7	Next meeting	Friday 12 <sup>th</sup> March, 11:30, Conference Room 2, Municipal Buildings.	